



Records Retention Schedule

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Document Control

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Statement of Intent

The University recognises that the efficient management of its records is necessary to support its core functions, to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution.

A Records Retention Schedule is an essential component of an efficient and effective records management system and properly developed and implemented, it protects the interests of the organisation and its stakeholders by ensuring that business records are kept for as long as they are needed to meet operational needs and to comply with legal requirements, and are then disposed of securely.

Benefits of effective records management practice

Good records management:

- Ensures that you can find the information you want at the time you need it;
- Saves staff time spent looking for information. Good records management should enable information to be retrieved quickly and reliably;
- Saves space - destroying information that is no longer required liberates space in the University;
- Reduces administration costs, both in staff time and storage.
- Enables timely responses and cost efficiency to information requests made to the University.
- Removes duplicates.
- Ensures that documents important to the University's history are retained for archive purposes.

What is a Records Retention Schedule?

A Records Retention Schedule is a control document that sets out the periods for which an organisation's business records should be retained to meet its operational needs and to comply with legal and other requirements. Legislation states that various specific records must be retained for specific periods of time. Failure by an educational establishment to comply may result in legal penalties for breach of the relevant regulation.

On the other hand, it is not expected from a legal perspective that all records should be retained indefinitely and there will be many instances where an institution must consider whether the retention of information is necessary or desirable. For example, under data protection legislation, personal data should not be held for longer than is necessary to fulfil the purpose for which it was obtained.

Educational establishments must therefore assess carefully the risks associated with retaining such information as well as the risks that may arise if it is destroyed.

Compliance with the Freedom of Information Act 2000 likewise requires the effective management of record retention by all public authorities. The controlled destruction of records according to a defined business process, as part of an agreed retention strategy, will ensure that only accurate, relevant and required information is retained. This will facilitate the retrieval and provision of requested information within the prescribed time limits.

The time periods given in this document are a general guide and so with good reason certain documents may be retained for longer periods,

although it is recommended that such reasons are documented.

Staff should always take account of operational requirements for records before destruction.

General principles

- The retention periods in the Schedule apply only to designated **official copies** of the records concerned. Duplicates can usually be retained for a shorter period. It is vital to ensure that all duplicates are destroyed before (or at the same time as) the official copies, to ensure compliance with the requirements of the General Data Protection Regulation, the Freedom of Information Act 2000 and to protect the institution's interests generally.
- The retention periods given in the Schedule apply only to **substantive** records in each group. Almost all groups include working papers and other supporting materials which can usually be retained for a shorter period
- Original financial records should generally be kept for 6 years after the current financial year to comply with the Limitation Act 1980 and HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts. **(NB the majority of such records will be maintained by the Finance Division and so local copies can be destroyed as soon as operational requirements cease, say one year after the current financial year.)**
- Health and Safety records can be split between those records which are duplicates, the master being held by HR Wellbeing, and local records. As the former are held by HR Wellbeing, there is no requirement on Estates & Property Services staff to retain these, however the latter should be held in accordance with the guidance listed herein.
- Personnel Records – HR should retain the majority of master personnel records. However where records are held in the Division's Personal File, they should not be retained longer than indicated in the guidance below.
- Contracts under seal and their related negotiation, establishment and review documents should be kept for 12 years after the termination of the contract. Other contractual material should be retained for a minimum of six years after the termination of the contract.
- University policy and strategy documents should be retained according to legal or operational requirements, usually 10 years after being superseded.

- Audits and reviews of performance against plans and strategies should be retained for 10 years after the current academic year and then referred to the University Archives for review

Some records have no significant operational, informational or evidential value and can be destroyed as soon as they have served their primary purpose:

Examples:

- *Announcements and notices of meetings and other events, and notifications of acceptance or apologies;*
- *Requests for, and confirmations of, reservations for internal services (e.g. meeting rooms, car parking spaces, pool cars) where no internal charges are made;*
- *Requests for, and confirmations of, reservations with third parties (e.g. travel, hotel accommodation, restaurants) when invoices have been received;*
- *Transmission documents: letters, FAX cover sheets, e-mail messages, routing slips, compliments slips and similar items which accompany documents but do not add any value to them;*
- *Superseded address lists, distribution lists etc.;*
- *Duplicate documents such as:*
 - *'CC' and 'FYI' copies*
 - *Unaltered drafts*
 - *'Snapshot' printouts or extracts from databases*
 - *'Day Files' (chronological copies of correspondence)*
- *Personal diaries, address books etc.;*
- *Working papers, where the results have been written into an official document and which are not required to support it;*
- *Stocks of in-house publications which are obsolete, superseded or otherwise useless e.g. marketing materials, manuals, directories, forms, and other material produced for wide distribution.*

For further guidance, please contact Legal and Information Governance foi@salford.ac.uk

The retention periods given in this document are taken largely from the JISC Record Retention Schedule, which can be found at: <http://bcs.jiscinfonet.ac.uk/he/default.asp>

Deletion Guidance

Deleted means destroyed beyond the ability to recover the material i.e. hardcopy paper should be shredded. If large quantities of documents need to be destroyed, contact the Estates Building manager to arrange for confidential waste bags or 3rd party secure shredding (on or off campus). Hard copy personal data should not simply be disposed of via paper recycling.

Electronic data (held within University managed storage or systems) should be deleted as per documented processes. Wide scale deletion of electronic data may need to be discussed with the Digital IT application support team. Email correspondence should be deleted, then empty the deleted items folder (i.e. double delete). All University issued IT equipment (at end of life) should be disposed of via Digital IT to ensure it is securely erased. Storage to portable media e.g. USB drives should be deleted and passed to Digital IT for secure erasure and disposal.

Description of Record	Retention Period	Notes	Legal Citation
Teaching			
Learning, Teaching and Assessment Strategy	Superseded + 10 years		
Internal quality assurance policies and procedures	Superseded + 5 years		
Outcomes of internal and external quality reviews	Current academic year + 5 years		
New programme approval, programme amendment and periodic review and reapproval documentation	Approval + 10 years		
Programme and module specifications	In perpetuity (documentation since 2010)		
Statistics (student numbers, etc.)	Current academic year + 5 years		
Student surveys done as part of programme (re)approval	Approval Event + 1 year		
Alumni surveys done as part of programme (re)approval	Approval Event + 1 year		
Employee surveys done as part of programme (re)approval	Approval Event + 1 year		
Programme Monitoring and Enhancement Procedure (Programme Action Logs)	Current academic year + 5 years		
Annual Collaborative Programme Monitoring and Enhancement reports	Current academic year + 5 years		
Attainment and maintenance of accreditations	Termination of accreditation + 1 year		
Successful applicants to be external advisor	Termination of appointment + 6 years		
Unsuccessful applicants to be external advisor (do not consent to contact details being kept on file)	Approval + 6 months		

Description of Record	Retention Period	Notes	Legal Citation
Unsuccessful applicants to be external advisor (consent to contact details being kept on file)	Approval + 3 years		
Personal Mitigating Circumstances documentation	Current year + 6 years		
Module Evaluation Questionnaires	Current academic year + 5 years		
Assessment tasks, verification and moderation records	Current academic year + 5 years		
Assessment scripts (moderated sample)	Current year + 3 years		
Assessment marks	Current academic year + 6 years Also see section on individual student files below	Limitation Act 1980	
Research			
Research strategy and policy and strategy implementation	Superseded + 10 years	A	
Research strategy implementation and auditing	Current academic year + 10 years	A	
Internal quality assurance processes	Retain whilst current	A	
Conduct and results of internal and external quality assessments	Current academic year + 5 years	A	
Sponsor liaison documents	Current academic year + 5 years		
Research partnership formation	Life of partnership + 6 years and management		Limitation Act 1980
Research data*	Research data should be managed in- line with the <u>Research Data Management Policy</u> . Legal and regulatory guidance and the terms and conditions of funders should be adhered to.		
Research final reports (externally funded)	Closure of project account + 6 years	A	
Research management* * externally funded *Examples of research management documentation which must be retained include funding proposals and supporting documents/research plans, associated approval forms or communications, award letters or other funding notifications, associated contracts, acceptance of award documents, starting certificates, recruitment approvals, project or programme related governance documents (committee membership,	Closure of project account + 7 years or in-line with funder terms and conditions where these stipulate a longer retention period.		

Description of Record	Retention Period	Notes	Legal Citation
minutes and actions), project related ethical approvals and correspondence with funders and between other project participants or stakeholders.			
Research management (internally or un-funded)	Closure of project + 3 years		
Export controls documentation	3 years		Export control Order 2008 Regulation (EC) No 428/2009
Final versions of publications, presentations etc. arising from research	Life of institution		Deposited in the Institutional Repository
Research programme development	Life of programme + 10 years	A	
Research programme reviews	Current academic year + 5 years	A (formal internal and external documents only)	
Research student assessment documentation*	Completion + 6 years		
Exam scripts*	1 year after assessment, unless examples need to be kept for audit purposes (5 years)		
Assessment marks, including appeals*	Current academic year + 6 years But see section on individual student files below		Limitation Act 1980

Description of Record	Retention Period	Notes	Legal Citation
Advice and guidance to research students	Completion of programme+ 6 years		Limitation Act 1980
Research Ethics			
Project reviews and minutes	Current year + 30 years	A	
Strategy and policy documents	Superseded + 5 years	A	
Requests for information from official bodies	Last action + 5 years	A	
University input to official bodies	Last action + 5 years	A	
Requests for advice or information	Last action + 1 year		
Enterprise Grants			
Enterprise Grants (non research grants)	Closure of projects + 6 years or in line with funder terms and conditions where these stipulate a longer retention period.		
Student Enquiries/Applicants			
Student Enquiry Records - Who do not go on to apply			
Open Day Booking details			
Applicants communication records - who do not register/become a student			
Student Administration			
Student administration strategy and policy documents	Superseded + 10 years	A	
Student administration strategy audits and reviews	Superseded + 10 years	A	
Student recruitment campaigns	Current academic year + 5 years	A	
Admission criteria	Superseded + 10 years	A	
Clearing process administration	Current academic year + 1 year		
Student registration summaries and analyses	Current academic year + 6 years		
Student induction programme design	Superseded + 5 years	A	

Description of Record	Retention Period	Notes	Legal Citation
Records documenting the handling of applications for admission: unsuccessful applications*	End of contact with applicant + 1 year		
Student photographs (Individual or groups)*	Current academic year + 6 years, or retained and disposed of in accordance with the terms of the specific collection notice.		
Individual Student Files*			
Most student data should be kept for 6 years after the student's relationship with the University has ended. This is to comply with the Limitation Act 1980 and is in line with the principles set out in data protection law. Only basic records of students should be kept for longer periods: Name, dates of relationship with institution and final classification. Also, a full record of course units taken and the marks for these should be kept for at least 80 years for each student for the purposes of constructing student transcripts.			
Examinations and Assessments			
Examination rules and procedures	Superseded + 10 years		
Successful applicants to be external examiner	Termination of appointment + 6 years		
Unsuccessful applicants to be external examiner (do not consent to contact details being kept on file)	Approval + 6 months		
Unsuccessful applicants to be external examiner (consent to contact details being kept on file)	Approval + 3 years		
Selection and appointment of examination invigilators*	Current academic year + 1 year		
Examination administration (timetabling, collation, attendance, etc.)	Current academic year + 1 year		
Pass/award lists*	Permanent		
Award ceremony administration	Completion + 1 year		
Student Relations			
Staff / student liaison committees	Life of committee + 3 years	A	
Student surveys	Completion + 5 years	A	
Student Appeals, Complaints and Disciplinary			

Description of Record	Retention Period	Notes	Legal Citation
Student Disciplinary Case Handling	Last action on case + 10 years		
Student Academic Appeal Handling	Last action on case + 6 years		
Student Complaint Handling (formal)	Last action on case + 6 years		
Student Complaint Handling (informal)	Last action on complaint + 3 years		
Academic Misconduct	Last action on case + 6 years		
OIA Cases	Last action on case + 6 years		
Fitness to Practise			
- Concerns closed at triage with no further action	Until end of Student Relationship		
- Cases considered through a School hearing and no further action taken	End of Student Relationship + 6 years		
- Cases considered through a School hearing and a sanction put in place	End of Student Relationship + 6 years		
- Cases referred to FTP panel and no sanction is put in place	End of Student Relationship + 6 years		
- Cases referred to FTP panel and sanctions include periods of suspension, further period of monitored practice	End of Student Relationship + 6 years		
- Cases referred to FTP Panel and sanctions include suspension, expulsion	End of Student Relationship + 10 years		
Fitness to study	Last action on case + 6 years		
Student Support Services			
Support services policy documents	Superseded + 10 years	A	
Support services published descriptions of services offered	Current academic year + 10 years	A	
Support services reports, accounts, audits or other documents which are formally published to current or prospective students or staff	Current academic year + 10 years		
Commercial			
University Related Companies			
Related companies strategies and policies	Superseded + 6 years	A	

Description of Record	Retention Period	Notes	Legal Citation
Performance audits and reviews against companies policies and strategies	Current academic year + 6 years	A	
Proposals to form a related company and related documents	Life of company + 6 years	A	
Formation of company	Life of company + 6 years	A	
University audit and reviews of related companies	Current academic year + 5 years	A	
Annual reports and accounts of related companies	Life of company + 6 years	A	
Winding up or sale of related companies	Disposal + 5 years	A	
Commercial Services			
Commercial services strategy and policy documents	Current academic year + 5 years	A	
Commercial services policy and strategy reviews and audit	Current academic year + 5 years	A	
Commercial services performance reviews and audits	Current academic year + 5 years	A	
Promotional materials	Whilst current	A	
Customer surveys	Completion + 3 years		
Customer complaints*	Last action + 6 years		
Retail Trading			
Retail trading strategy and policy documents	Superseded + 5 years	A	
Retail trading strategy audits and reviews	Superseded + 5 years	A	
Retail outlet management and operation procedures	Superseded + 3 years		
Proposal for retail outlet, evaluation and development	Life of outlet + 5 years	A	
Retail outlet performance reviews and audits	Current year + 5 years	A	
Promotional materials	While current	A	
Retail sales transactions	Current financial year + 6 years		Limitation Act 1980 HM Revenue and Customs Notice 700/21:

Description of Record	Retention Period	Notes	Legal Citation
			Keeping VAT Records and Accounts
Customer complaints	Last action + 6 years		Limitation Act 1980
Public Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Corporate identity design and style guides	Whilst current	A	
Commercial			
Corporate event sponsorship	Termination of relationship+ 5 years		
Media Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Media contacts	Retain while current		
Transcripts of media briefings and interviews	Last action + 5 years	A	
Press releases	Issue + 5 years	A	
Media enquiries	Last action + 5 years		
Media monitoring	5 years	A	
HE Sector Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Communications with other sector organisations and institutions	Current year + 5 years	A	
Publications	Whilst current + 1 year	A	
Community Relations			
Strategy and policy documents	Superseded + 5 years	A	

Description of Record	Retention Period	Notes	Legal Citation
Strategy and policy review and audit	Current year + 5 years	A	
Public enquiries	Last action + 1 year		
Community surveys	Completion of survey + 3 years	A	
Individual survey responses	Completion of survey		
Alumni Engagement & Development (including fundraising)			
Surveys (paper/online submissions)	Added to alumni database and destroyed immediately thereafter		Physical/online copies only retained whilst not on the database
Complaints	Current year + 9 years		Best practice
Constituent records (if constituent requests to be forgotten/deleted)	Base information retained indefinitely, data minimised		General Data Protection Regulation
Constituents' consent/communication preferences	Retain whilst current		Best practice
Personal data	Superseded + 2 years		General Data Protection Regulation
Privacy policies	Lifespan of consent detailed in that privacy statement + 1 year or superseded + 5 years, whichever is longer		Best practice
Strategy & policy documents, excluding privacy policies	Superseded + 5 years	A	Best practice
Strategy & policy review and audit	Current year + 5 years	A	Best practice
Financial administration records	Current financial year + 6 years or lifetime of enduring donation + 6 years, whichever is longer		National Audit Office
Gift Aid declarations	Indefinite		HMRC
Publishing			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Design, editing, commissioning, and production of publications	Issue of publication + 1 year		

Description of Record	Retention Period	Notes	Legal Citation
Publications	Whilst current	A	
Strategic planning and performance management			
Strategy and policy documents	Superseded + 10 years	A	
Strategy and policy review and audit	Current year + 10 years	A	
Governance			
Records documenting the establishment and development of governance structure	Life of institution		
Appointments to governing body*	Termination of appointment + 6 years	Limitation Act 1980	
Governing body (and its standing committees) minutes, agendas and reports	Life of institution		
Senate (and its standing committees) minutes, agendas and reports	Life of institution	A	
Nomination for honorary degrees	Date of decision + 6 years		
Nomination for honorary degrees (unsuccessful)	Date of decision + 6 months		
Appointment and designation of institution's senior officers*	Termination of appointment + 6 years		
Executive Committee and sub-committees			
Establishment and terms of reference of executive committees	Life of committee + 5 years		
Executive committees' minutes, agendas and reports	Life of committee + 5 years		
Election to committees	date of election + 3 years		
School committees' minutes, agendas and reports	Current year + 10 years		
Risk Management			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Records documenting identified risks and risk assessments	Superseded + 3 years		
Disaster response and recovery plans	Superseded + 1 year		
Audit			

Description of Record	Retention Period	Notes	Legal Citation
Internal audit documentation	Current year + 5 years	A	
External audit documentation	Current year + 5 years	A	
Academic audit documentation	Completion + 5 years	A	
Legal Affairs Management			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Agreements and contracts under seal and related documents	Termination of contract+ 12 years	A	Limitation Act 1980
Agreements and contracts and related documents	Termination of contract+ 6 years	A	Limitation Act 1980
Legal support and representation related to claims against the University which do not proceed to litigation or agreement*	Settlement or withdrawal of claim + 6 years	A	Limitation Act 1980
Litigation leading to legal precedent*	Life of University	A	Limitation Act 1980
Litigation not setting precedent*	Settlement + 6 years	A	Limitation Act 1980
Legal advice to University re: legal framework, operations, governance responsibilities, relationship with government and HE regulators, industrial relations and H & S and environment	Life of University	A	
Legal advice to University: other	Superseded + 6 years		
Government Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Requests for information from government bodies and responses	Last action + 1 year		
Formal government surveys and consultations	Last action + 1 year	A	
Government or public enquiries	Last action + 10 years	A	
University input to legislation preparation for HE sector or University legal status and activities	Last action + 5 years	A	
HE Regulator Relations			

Description of Record	Retention Period	Notes	Legal Citation
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Requests for information from HE regulators and responses	Last action + 1 year		
Formal HE surveys and responses	Last action + 1 year	A	
HE regulator reviews of University and responses	Last action + 5 years	A	
Health and Safety Management			
Strategy and policy documents, implementation plans, documents relating to development of strategy and policy, monitoring, auditing and review processes	Superseded + 50 years	A	Health and Safety at Work Act 1974
Formation and terms of reference of health and safety committees, proceedings and decisions of committees	Life of committee + 50 years	A	The Safety Representatives and Safety Committees Regulations 1977
Consultations and communications with employee safety representatives	Superseded + 50 years	A	The Safety Representatives and Safety Committees Regulations 1977
Health and Safety training	End of employment + 5 years (If training relates to exposure to hazardous substances - see below)		The Management of Health and Safety at Work Regulations 1999 And others
Risk assessments (including control measures and action)	Period of relevance + 5 years (If assessment includes plans, as appropriate references to hazardous substances - see below)		The Management of Health and Safety at Work Regulations 1999
Health and safety inspections	Current year + 5 years		
All records relating to assessments of exposures to hazardous substances (including known or suspected carcinogens, mutagens, teratogens, group 3 or 4 biological agents, GMOs, or where health surveillance is indicated (including respiratory / skin	Last use of substance + 40 years		The Control of Substances Hazardous to Health Regulations 2002

Description of Record	Retention Period	Notes	Legal Citation
sensitizers)); all records relating to measures to control such exposures, and environmental monitoring			
Records relating to exposure to ionising radiation*	Last use of substance + 50 years		
All records relating to personal health surveillance and personal exposure monitoring*	Date of last entry on record + 40 years		Limitation Act 1980 The Management of Health and Safety at Work Regulations 1999
Occupational health records including pre employment screening*	Termination of employment + 40 years		Limitation Act 1980
Records of notification of accidents to enforcing authorities (under RIDDOR)*	Date of known injury + 4 years		
Records of accidents, diseases and dangerous occurrences, and their Investigation*	Closure of investigation + 40 years		The Control of Substances Hazardous to Health Regulations 2002
For further specific health and safety record retention periods see relevant legislation, including that relating to exposure to specific substances, fire wardens and first aiders.			
Podiatry Clinic (School of Health Sciences): letters to doctors and patient files who have attended the clinic	Current period of 7 years		
Occupational Health Clinic: letters to doctors and files of students who have attended the clinic	Current period of 7 years		
Counselling Clinic: letters to doctors and patient files who have attended the clinic (according to Counselling professional regulations)	Current period of 7 years		

Description of Record	Retention Period	Notes	Legal Citation
Emergency Planning			
Arrangements with external emergency services	Review of arrangements + 5 years		The Fire Precautions (Workplace) Regulations 1997 The Management of Health and Safety at Work Regulations 1999
Environmental Management			
Strategy and policy documents	Superseded + 10 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Records documenting identified environmental hazards	Elimination of risk or update of assessment + 5 years		
Attainment and maintenance of accreditation	Termination of accreditation + 1 year	A	
Internal awareness raising	Current year + 5 years	A	
Records of environmental incidents	Last action + 40 years		
Investigation of environmental incidents	Last action + 40 years		
Notification and reporting of environmental incidents	Notification + 5 years		
Energy Management			
Energy use monitoring	Current year + 5 years		
Reviews of energy use	Completion + 5 years		
Waste Management			

Description of Record	Retention Period	Notes	Legal Citation
Controlled waste management	Removal of waste + 2 years		The Environmental Protection (Duty of Care) Regulations 1991
Register of controlled waste	Removal of waste + 2 years		The Environmental Protection (Duty of Care) Regulations 1991
Special waste management	Removal of waste + 3 years		The Special Waste Regulations 1996
Register of special waste	Removal of waste + 3 years		The Special Waste Regulations 1996
Estates Management			
Strategy and policy documents	Superseded + 10 years	A	
Strategy and policy review and audit	Current year + 10 years	A	
Inspection and maintenance records	Completion + 2 years		The Fire Precautions (Workplace) Regulations 1997
Major maintenance records	Life of property	Transfer to new owner if sold	
Asbestos inspections	Until superseded		The Control of Asbestos at Work Regulations 2002
Hazardous substances removal	Removal + 5 years		
Asbestos condition monitoring	Removal or new inspection+ 5 years		The Control of Asbestos at Work Regulations 2002

Description of Record	Retention Period	Notes	Legal Citation
Disposal of properties	Disposal of property + 6 years		Limitation Act 1980
Inspections of properties by enforcing authorities	Whilst current		
Fire certificates	Whilst current		
Specifications and undertaking of fit-outs	Next fit-out + 1 year		
Relocation of facilities planning	Completion + 10 years		
Relocation documentation	Completion + 2 years		
Tender Specification	6 years from issue		Limitation Act, 1980
Tender Returns from Applicants	Unsuccessful 2 years Successful 6 years from completion, + 12 years for contracts executed as deeds		Limitation Act, 1980
Appointment Documentation	6 years from issue		Limitation Act, 1980
Tender Opening Form	2 Years from issue		
Records documenting the conduct and outcomes of space audits.	Completion of subsequent audit + 5 years		
Records documenting the disposal of properties by sale, transfer or donation.	Disposal of property + 6 years. Where property contracts are executed as deeds then + 12 years		Limitation Act, 1980
Records documenting the leasing out arrangements for properties	Termination of lease + 6 years. Where leases are executed as deeds then + 12 years		Limitation Act, 1980
Records documenting the carrying out of planned preventative maintenance works within facilities	Current year + 2 Year		
Records documenting carrying out of maintenance repairs	Current year + 2 Year		
Records documenting the development of properties	Disposal of property		Some of these records may be transferred to the new owner when property is sold

Description of Record	Retention Period	Notes	Legal Citation
Health and Safety File for a structure, as required by Regulation 14(d) of the Construction (Design and Management) Regulations, 1994 (SI 1994/3140)	Demolition of property OR disposal of interest in property		SI 1994/3140 Regulation 12
Records documenting applications for planning consents required to (re)develop property and consents granted	Disposal of property or expiry of consent		Planning consents which are valid when a property is sold are transferred to the new owner
Inspection and maintenance records	Completion + 5 years		The Regulatory Reform Order(Fire Safety), 2005
Major maintenance records	Life of property OR disposal of interest in property		Some of these records may be transferred to new owners when land is sold
Contractor permit to work documentation	Period of relevance + 5 years		
Records documenting minor maintenance works on property	Completion of works + 15 years		The Limitation Act, 1980
Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises, as required by Regulation 4(3) of the Control of Asbestos Regulations 2006 (SI 2006/2739)	Completion of work to which the assessment relates + 45 years		SI 2006/2739 does not prescribe a retention period for these records.
Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing	Removal of asbestos + 10 years OR Subsequent inspection + 10 years		Retaining assessments provides evidence of effective management of risks associated with works carried out.
Records documenting acquisition of ownership of properties	Ownership of property		
Deeds & certificate of title for properties owned by the University	Ownership of property		Deeds of title for a property are transferred to the new owner when the property is sold

Description of Record	Retention Period	Notes	Legal Citation
Records documenting negotiations for properties where the property was not acquired	Closure of negotiations + 6 years		The Limitation Act, 1980
Records documenting the negotiation of leases and original lease agreements	Expiry of lease + 15 years		The Limitation Act 1980
Security Management			
Security inspections	Whilst current		
Property access controls (e.g. access / key registers)	Creation + 2 years		
Security pass lists*	Expiry of pass + 1 year		
Routine security surveillance	Creation + 1 month		
Security breaches	Last action + 1 year		
Finance			
Strategy and policy documents	Current year + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Financial audits	Current year + 5 years		Limitation Act 1980
Issue and processing of invoices	Current financial year + 6 years		Taxes Management Act 1970 Limitation Act 1980 VAT Act 1994 HM Customs and Excise Notice 700/21
Expenses*	Current financial year + 6 years		Taxes Management Act 1970 Limitation Act 1980
Petty cash	Current financial year + 6 years		Limitation Act 1980 VAT Act 1994 HM Customs and Excise Notice 700/21

Description of Record	Retention Period	Notes	Legal Citation
Preparation of annual accounts	Current financial year + 6 years		Taxes Management Act 1970
Annual statutory body funding	Current financial year + 10 years		
Financial records relating to research grants and contracts.* *Examples include financial transaction and budget reports, financial reconciliations, claims to funders, PI or other approvals relating to financial reports, budget changes or claims.	Closure of project account + 6 years		Limitation Act 1980
ERDF project funding documents and project papers	Current financial year + 15 years		
Scholarship funds	Current financial year + 6 years		Limitation Act 1980
Tax returns	Current tax year + 6 years		
Bank account administration	Closure of account + 6 years		
Standing orders, direct debits	Life of instruction + 6 years		
Investment portfolio	Divestment + 6 years	A	
Purchase/ sale of investments	Current financial year + 6 years		
Capital assets value	Current financial year + 6 years		
Payroll			
Non statutory deductions authorisation*	Current tax year + 6 years		Limitation Act 1980
Payroll payments to employees*	Current tax year + 6 years		Taxes Management Act 1970 Limitation Act 1980 Income Tax (Employment) Regulations 1993 National Minimum Wage regulations 1998
Sick pay*	Current tax year + 3 years		Statutory Sick Pay (General) Regulations 1982

Description of Record	Retention Period	Notes	Legal Citation
Maternity pay*	Current tax year + 3 years		Statutory Maternity Pay (General) Regulations 1986
Pension contributions*	Termination of employment + 75 years		
Human Resources			
Strategy and policy documents	Superseded + 10 years	A	
Strategy and policy review and audit	Current year + 10 years	A	
Management succession plans	Superseded + 5 years	A	
Job specification development	Superseded + 5 years		
Recruitment authorisation	Current year + 1 year		
Vacancies advertising	Completion of appointment + 6 months		Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995
Unsuccessful employment applications*	1 year		Sex Discrimination Act 1975 Race Relations Act 1976 Equality Act 2010; Employment Equality Regulations: SI 2003/1660, SI 2003/1661, SI 2006/1031; UK Border Agency Sponsor Policy Guidance

Description of Record	Retention Period	Notes	Legal Citation
			Disability Discrimination Act 1995
Successful applications*	Termination of employment + 6 years		Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995 Limitation Act 1980
Successful applications supporting (references etc.)*	Termination of employment		
Statistical analyses of applications	Current year + 5 years		
Unsolicited applications*	1 month		
Induction programmes	Current year + 5 years		
Workforce training*	Current year / completion of programme+ 5 years		
Performance Assessment – Probation	3 years after completion		
Performance Assessment – Extension of Probation	6 years post termination of contract		Limitation Act 1980
Performance Assessment – PDR Form	Termination of contract + 6 months		

Description of Record	Retention Period	Notes	Legal Citation
Contracts of employment*	Termination of employment + 6 years		Limitation Act 1980
Terms and conditions changes*	Termination of employment + 6 years		Limitation Act 1980
Disciplinary proceedings*	Closure of case + 6 years		
Sickness absence*	Termination of employment + 40 years		Social Security Contributions and Benefits Act 1992 Statutory Sick Pay for Employers CA30
Statutory leave*	Termination of employment + 6 years		Maternity and Parental Leave Regulations 1999
Pre employment health screening*	Termination of employment + 6 years		Limitation Act 1980
Pre employment health screening*	Termination of employment + 40 years employee exposed to hazardous waste		Control of Asbestos at Work regulations 2002 Control of Lead at Work Regulations 2002 Control of Substances Hazardous to Health Regulations 2002
Major injuries / accidents*	Termination of employment + 40 years		Limitation Act 1980
Termination of employment*	Termination of employment + 6 years		Limitation Act 1980
References provided*	Provision of reference + 1 year		

Description of Record	Retention Period	Notes	Legal Citation
Remuneration structure	Current year + 10 years		
Pay reviews	Current year + 5 years		
Hours monitoring*	Date of record + 2 years		Working Time Regulations 1998
Workforce surveys design	Completion + 5 years	A	
Individual responses (*if they identify individuals)	Completion of analysis		
Summary results of surveys	Completion + 5 years	A	
ICT Management			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
IT systems management	Decommissioning + 5 years		
Software licences management	Whilst current		
Information System and ICT facilities implementation, administration and support functions	Decommissioning of system + 5 years		
User accounts*	Closure + 13 months		
System monitoring	Current year + 1 year		
Security breaches	Last action + 2 years, unless required for disciplinary or legal proceedings		
ICT activity logs	Up to 3 months		
ICT accounts investigations providing evidence to support Policy 'action' e.g. misconduct, disciplinary or other policy breach.	Closure of case + 6 years.		
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	

Description of Record	Retention Period	Notes	Legal Citation
Personal data on alumni*	Retain whilst current		To be compliant with the Data Protection Act 1998
Individual survey responses (*if they identify individuals)	Completion of survey		
Complaints*	Last action + 6 years		Limitation Act 1980
International Office			
International Office strategy and policy documents	Superseded + 10 years		
International Office strategy audits and reviews	Superseded + 10 years		
International Student recruitment campaigns (inclusive of enquiry data)	Current academic year + 3 years (due to known length of pipeline)		
International Agent Agreements, contact details and commission payment history	Length of agreement (1 year initially and then renewed every 3 years) + 5 years		
International Agent Applications (unsuccessful to agreement stage)	3 years after notification		
Overseas Regional Office Agreements and working policy documents	Length of agreement (typically 2 years) + 5 years		
Overseas TNE (inclusive of MoU) partner agreements and associated student data	Length of agreement (typically 5 years) + 5 years		
EU and Overseas partnership EoI (unsuccessful to agreement stage)	3 years after notification		
EU and Overseas Mobility partner agreements and associated student data	Length of agreement (typically 5 years) + 5 years		
Third party agreements where student data is shared (such as QSES, Gecko, Hotcourses)	Length of agreement + 5 years		
Government Sponsor Agreements and associated student data	Length of agreement + 5 years		

Notes

1. The letter A in the notes column indicates that documents should be referred to the University Archivist before a final disposal