

DATA RETENTION PROCEDURES

Introduction

1 This document details the *minimum* retention periods for University of Law records. It defines the length of time a record should be retained, and assists in the process of determining the most efficient and appropriate methods of creating, storing and disseminating them.

Purpose

2 The Data Retention Procedures document the length of time records should be retained in order to comply with legal and regulatory requirements, balanced with the operational requirements of the University.

3 The procedures describe:

3.1 The record

3.2 Examples or descriptions of what makes the record

3.3 The *minimum* retention period

3.4 The recommended disposal action

3.5 The supporting justification

4 Retention periods are independent of format and therefore can be applied to any medium whether paper or electronic.

5 Retention periods in this document are defined as the minimum, which means that files may be retained for a longer period, should they be required locally, but must not be disposed of prior to the end of the retention period.

6 Retention periods are formulated based on a number of factors:

6.1 The Data Protection Act (1998), which regulates how the University uses and stored personal information, protects individuals from the misuse of this information and provides individuals the right to access this information. Additionally, this Act ensures that information is not held for longer than necessary.

- 6.2 The Limitation Act 1980 – sets out time limits for former students (after their departure from the University) in which they are entitled to take civil action against the University and for which the University may use the files as evidence.
- 6.3 Professional, Statutory and regulatory bodies – Courses accredited by professional, statutory or regulatory bodies are required to comply with any specific requirements made by these bodies.
- 6.4 Freedom of Information Act 2000 – The Freedom of Information Act provides a general right of access to the University's records: the public have the right to be told whether information exists and to receive that information (subject to certain exemptions) within 20 working days of making a request. It is an offence to deliberately withhold or destroy information to prevent disclosure, so the University must demonstrate that any destruction takes place within documented retention periods.
- 6.5 JISC Guidance – Where no legal or regulatory requirement is available to define retention periods, the JISC 'best practice recommendation' is used.

Long-Term Storage of Paper Records

7 The procedures may identify some records that are required to be retained for several years although they may no longer be referenced on a regular basis. These records are to be stored in a safe environment and would normally be stored in centre archives. Questions regarding long-term storage of records should be directed to the Academic Registry in the first instance.

Disposal of Records

- 8 At the end of a designated retention period, appropriate action should be taken against the record as outlined in the procedures. These will be:
 - 8.1 Dispose – the record can be disposed of using an appropriate method. This may be 'delete' for electronic records, or disposed of in the appropriate waste-bin for non-confidential records. All confidential records, including those containing personal or financial information should be disposed of by shredding where possible and through the confidential waste system in all cases. A record should be kept of the disposal.

- 8.2 Review – documents marked for review at the end of their retention period may be required for a longer period. Therefore, their status should be checked before any action is taken.

Implementation

- 9 Implementation should be at a local centre level. A nominated individual, in conjunction with the Centre Director, should ensure that suitable methods are in place to store records in an appropriate manner (electronic or hard copy), enabling the identification of records as they reach the end of their defined retention period as well as overseeing their disposal.

| | |
|---|----|
| A Teaching..... | 5 |
| 1 Teaching..... | 5 |
| B Student Administration & Support..... | 11 |
| 2 Student Administration..... | 11 |
| 3 Student Support..... | 20 |
| C Corporate Management | 24 |
| 4 Strategic Planning & Performance Management (including Statutory Returns) | 24 |
| 5 Governance | 27 |
| 6 Risk Management | 29 |
| 7 Quality Management | 31 |
| 8 Audit..... | 33 |
| 9 Legal Affairs Management..... | 35 |
| 10 Organisational Development | 37 |
| 11 Health and Safety Management | 39 |
| 12 Estate Management..... | 49 |
| 13 Finance Management..... | 54 |
| 14 Human Resources | 60 |
| 15 Information Resources Management..... | 69 |
| D Resources Management | 75 |
| 16 Information & Communications Technology (ICT) Systems Management | 75 |
| 17 Equipment and Consumables | 80 |
| 18 Insurance Management..... | 85 |
| 17 Procurement | 87 |

A Teaching

| 1.1 Teaching Strategy Development | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's teaching strategy | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 1.2 Teaching Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's teaching strategy | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 1.3 Teaching Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on and analysis of, performance against the plans for the implementation of the institution's teaching strategy | Current academic year + 1 year | Dispose | JISC guidance |
| Records containing reports of performance against the plans for the implementation of the institution's teaching strategy | Current academic year + 1 year | Review for archive value | |
| Records documenting the conduct and results of audits and reviews of teaching performance, and responses to the results | Current academic year + 1 year | Review for archive value | |
| 1.4 Teaching Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's teaching policies | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |

| 1.5 Teaching Procedures Development | | | |
|--|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's teaching procedures | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 1.6 Teaching Quality & Standards Management | | | |
|--|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's internal quality assurance processes | While current | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of external reviews and audits of teaching quality and standards | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 1.7 Taught Curriculum Development | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's taught curriculum | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting monitoring of external developments and trends to inform the development of the institution's taught curriculum | Current academic year + 5 years | Dispose | |

| 1.8 Taught Curriculum Review | | | |
|--|---------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting routine and ad hoc feedback on the institution's taught curriculum from staff, students, external examiners and others | Current academic year + 5 years | Dispose | |

| | | | |
|--|----------------------------------|--------------------------|---|
| Records documenting the conduct and results of formal reviews of the institution's taught curriculum, and the responses to the results | Current academic year + 10 years | Review for archive value | Consult Academic Registry before disposal |
|--|----------------------------------|--------------------------|---|

1.9 Taught Programme Development

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|--------------------------------|--------------------------|---|
| Records documenting the development of the institution's taught programmes | Life of programme + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the monitoring of external developments and trends to inform the development of the institution's taught programmes | Current academic year + 1 year | Dispose | |
| Records documenting the monitoring of taught programme developments in other HE institutions | Current academic year + 1 year | Dispose | |

1.10 Taught Programme Approval and Accreditation

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|--------------------------|---------|---------------------|
| Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies | Life of programme | Dispose | |

1.11 Taught Programme Review

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|--|---------|---------------------|
| Records containing data on and analyses of, student numbers and other taught programme statistics | Current academic year + 5 years | Dispose | |
| Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback | Life of course + 1 year (or Current academic year + 5 years) | Dispose | |
| Records documenting routine solicited feedback on taught programmes from students: individual feedback | Completion of analysis of feedback | Dispose | |

| | | | |
|--|--|--------------------------|--|
| Records containing anonymous summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students. | Life of Course + 1 year (or Current academic year + 5 years) | Dispose | |
| Records containing reports of routine internal reviews of taught programmes | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of formal independent reviews of taught programmes, and the responses to the results | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal. |

1.12 Taught Course Development

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|--------------------------------|--------------------------|---|
| Records documenting the development of the institution's taught courses | Life of course + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the monitoring of external developments and trends to inform the development of the institution's taught courses | Current academic year + 1 year | Dispose | |
| Records documenting the monitoring of taught course developments in other HE institutions | Current academic year + 1 year | Dispose | |

1.13 Taught Course Preparation and Delivery

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|--------------------------------|--------------------------|---|
| Records documenting the development of taught course materials | Life of course + 3 years | Dispose | |
| Final versions of taught course materials | Life of course + 3 years | Review for archive value | Consult Academic Registry before disposal |
| Working papers documenting the planning and conduct of teaching events | Current academic year + 1 year | Dispose | |

| 1.14 Taught Course Review | | | |
|--|--|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, student numbers and other taught course statistics | Current academic year + 5 years | Dispose | |
| Records documenting routine solicited feedback on taught courses from staff and examiners: individual feedback | Life of course + 1 year (or Current academic year + 5 years) | Dispose | |
| Records documenting routine solicited feedback on taught courses from students: individual feedback | Completion of analysis of feedback | Dispose | |
| Records containing anonymous summaries and analyses of routine solicited feedback on taught courses from staff, examiners and students | Life of course + 1 year (or Current academic year + 5 years) | Dispose | |
| Records containing reports of routine internal reviews of taught courses | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of formal independent reviews of taught courses, and the responses to the results | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal. |

| 1.15 Taught Course Assessment | | | |
|--|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of taught course assessment | Life of Course | Review for archive value | Consult Academic Registry before disposal. |
| Final versions of taught course assessments | Life of Course | Review for archive value | Consult Academic Registry before disposal. |
| Taught course students' submitted/completed assessments | Current academic year + 1 year | Dispose | |
| Records documenting marks awarded to submitted/completed assessments, including reviews in response to notifications of extenuating circumstances and academic appeals | Current academic year + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

| | | | |
|--|---------------------------------|---------|---|
| Records documenting awards and classifications | Current academic year + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
|--|---------------------------------|---------|---|

| 1.16 Taught Student Academic Support | | | |
|---|---|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students | Completion of a student's programme + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

B Student Administration & Support

2 Student Administration

| 2.1 Student Administration Strategy Development | | | |
|---|----------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's student administration strategy | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 2.2 Student Administration Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's student administration strategy | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 2.3 Student Administration Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on and analyses of, performance against the plans for the implementation of the institution's student administration strategy | Current academic year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's student administration strategy | Current academic year + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of audits and reviews of the student administration function, and responses to the results | Current academic year + 10 years | Review for archive value | Consult Academic Registry before disposal |

| 2.4 Student Administration Policy Development | | | |
|--|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's student administration policies | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |

| 2.5 Student Administration Procedures Development | | | |
|--|---------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's student administration procedures | Superseded + 10 years | Dispose | |

| 2.6 Student Recruitment | | | |
|---|--|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the design, conduct and summary results of student recruitment campaigns | Completion of campaign + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the design, organisation and summary results of student recruitment events | Completion of event + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the design, operation and summary results of student recruitment schemes | Current academic year + 5 years or Termination of Scheme + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the issue of student recruitment materials in bulk to schools and other organisations | Current academic year | Dispose | |
| Records documenting the handling of enquires from prospective students | Current academic year + 1 year | Dispose | |
| Records containing summaries and analyses of enquiry, recruitment and retention data | Current academic year + 5 years | Dispose | |

| 2.7 Student Admission | | | |
|---|---|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's admission criteria | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the handling of applications for admission: successful applications | End of student relationship + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the handling of applications for admission: unsuccessful applications | Current academic year + 1 year | Dispose | |
| Records documenting UKVI application and immigration documents for admission: successful applications | Indefinite unless instructed to destroy by a Home Office Compliance Officer | Dispose | Consult International Operations Manager (PAA) before disposal |
| Records documenting UKVI application and immigration documents for admission: unsuccessful applications | Indefinite unless instructed to destroy by a Home Office Compliance Officer | Dispose | Consult International Operations Manager (PAA) before disposal |
| Records documenting the administration of the clearing process | Current academic year + 1 year | Dispose | |
| Records containing data on overall student numbers | Current academic year + 1 year | Dispose | |

| 2.8 Student Registration | | | |
|---|---------------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the registration of individual students on programmes | Termination of relationship + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records containing summaries and analyses of data on registration of students on programmes | Current academic year + 5 years | Dispose | |

| 2.9 Student Induction | | | |
|---|---|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the design, conduct and review of induction programmes for new students | Completion of induction programme + 5 years | Review for Archive Value | Consult Academic Registry before disposal |
| Records documenting the administration of induction programmes and events for new students | Current academic year + 1 year | Dispose | |

| 2.10 Student Records Administration | | | |
|---|--|--|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing personal data on individual students | Variable for different types of personal data. <i>Recommended retention:</i> End of 'registered student' relationship with University + 6 years | A core student record should be maintained for archival preservation | Limitation Act 1980 c.58 s. 5 Retention must comply with the Data Protection Act 8 Principles |
| Records containing standard analyses of data from individual students' records | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the handling of requests for ad hoc analyses of data from individual students' records | Last action on request + 1 year | Dispose | |
| Records documenting the handling of individual students' requests for statements of results/transcripts | Last action on request + 1 year | Dispose | |
| Records documenting the handling of requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions | Last action on request + 1 year | Dispose | |
| Records documenting the design and conduct of Destination Surveys | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Destination Surveys: individual responses | Completion of analysis of responses | Dispose | |

| | | | |
|--|---------------------------------|--------------------------|---|
| Records containing (anonymised) summaries and analyses of the results of First Destination Surveys | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Longitudinal DLHE Survey | Perpetuity | Review for archive value | Consult Academic Registry before disposal |

2.11 Student Progress Administration

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|--|---------|---|
| Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress | Termination of relationship with student + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the transfer of individual students to new programmes or to new courses within programmes | Termination of relationship with student + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the withdrawal of individual students from the institution | Termination of relationship with student + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the termination of individual students' programmes | Termination of relationship with student + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

2.12 Student Disciplinary Case Handling

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|-------------------------------|---------|---|
| Records documenting the conduct and results of disciplinary proceedings against individual students | Last action on case + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

2.13 Student Academic Appeal Handling

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|-------------------------------|---------|---|
| Records documenting the handling and results of academic appeals by individual students | Last action on case + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

| 2.14 Student Complaint Handling | | | |
|--|------------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the handling of formal complaints made by individual students against the institution | Last action on case + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated | Last action on complaint + 3 years | Dispose | |

| 2.15 Course Administration | | | |
|--|------------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the timetabling of teaching and the management of teaching space | Current academic year + 3 years | Dispose | |
| Class/tutorial lists | Current academic year + 3 years | Dispose | |
| Schedules for submission, marking and return of coursework | Current academic year + 3 years | Dispose | |
| Records documenting individual students' submission of coursework | Current academic year + 3 years | Dispose | |
| Records documenting individual students' attendance | Current academic year + 3 years | Dispose | |
| Records documenting the organisation of student placements | Completion of placement + 3 years. | Dispose | |

| 2.16 Assessment Administration | | | |
|--|-------------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Documents detailing assessment standards, eg. marking scheme, pass mark etc | Permanently | Retain for archive value | |
| Records documenting the development and establishment of the institution's assessment and examination rules and procedures | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the selection and appointment of external examiners | Termination of appointment + 1 year | Dispose | |

| | | | |
|---|--------------------------------|--------------------------|---|
| Records documenting liaison with external examiners on administrative matters | Current academic year + 1 year | Dispose | |
| Records documenting the selection and appointment of examination invigilators | Current academic year + 1 year | Dispose | |
| Records documenting the control of examination papers and examination scripts | Current academic year + 1 year | Dispose | |
| Records documenting the timetabling of examinations | Current academic year + 1 year | Dispose | |
| Records documenting the organisation of examination facilities, including special arrangements for students with a disability, including specific learning disabilities (SPLDs) | Current academic year + 1 year | Dispose | |
| Records documenting individual students' attendance at examinations, and the handling of reports of extenuating circumstances | Current academic year + 1 year | Dispose | |
| Records documenting the collation of examination results and compilation of pass lists and individual notification of results | Current academic year + 1 year | Dispose | |
| Records documenting individual students' submission of assessed work and handling of reports of extenuating circumstances | Current academic year + 1 year | Dispose | |
| Records documenting the issue of award lists and individual notification of awards | Current academic year + 1 year | Dispose | |
| Pass Lists/Awards Lists | Perpetuity | Review for archive value | Consult Academic Registry before disposal |

| 2.17 Student Academic Work | | | |
|---|---|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Undergraduate Coursework (including projects & reports) Year One | Nil – coursework should be returned to student (Unless note 1 or 2 below applies) | Dispose | |
| Undergraduate Coursework (including projects & reports) Year Two onwards | Current academic year + 1 year | Dispose | |
| Postgraduate Taught Coursework (including projects & reports, dissertations, all years) | Current academic year+ 1 year | Dispose | |

| | | | |
|---|--|---------|--|
| Research Theses | Maximum of 2 copies to be retained indefinitely (unless note 1 or 2 below applies) | Dispose | |
| Undergraduate Examination assessments from Year One | Can be disposed of at the end of year two | Dispose | |
| Undergraduate Examination Scripts from Year Two onwards and Postgraduate Examination Scripts | Completion of course + 1 year | Dispose | |
| Postgraduate Examination Scripts | Completion of course + 1 year | Dispose | |
| Examination papers | End of academic year | Dispose | |
| Examination Scripts for students who have withdrawn or had their studies terminated | 6 months from the date of termination/withdrawal | Dispose | |
| <p>NOTES:</p> <p>1. Samples of coursework, dissertations, theses etc should be retained in schools for external audit requirements.</p> <p>2. Samples of coursework, dissertations, theses etc may be retained indefinitely in Schools/Research Institutes as exemplars only with the consent of the author. Supervisors wishing to retain copies of Research Theses must also seek the consent of the author.</p> | | | |

2.18 Award Ceremony Administration

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|---------------------------------|---------|---------------------|
| Records documenting the organisation of award ceremonies | Completion of ceremony + 1 year | Dispose | |
| Records documenting the production of award certificates | Completion of ceremony + 1 year | Dispose | |
| Records documenting the mailing of award certificates to students who do not attend ceremonies. | Completion of ceremony + 1 year | Dispose | |
| Records of the award ceremony, including graduation ceremony programmes | Permanently for archive value | Dispose | |

| 2.19 Student Relations Management | | | |
|---|--|--------------------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the establishment and operation of staff-student liaison committees | Life of committee + 3 years | Review for archive value | |
| Records documenting the content and action of staff-student liaison committees | Current academic year + 3 years | Review for archive value | |
| Records documenting the design, development and delivery of training for elected student representatives | Superseded + 1 year | Dispose | |
| Records documenting the design and conduct of student surveys | Completion of survey + 5 years | Dispose | |
| Results of student surveys: individual responses | Completion of analysis of survey responses | Dispose | |
| Results of student surveys: summaries and analyses of responses | Completion of survey + 5 years | Dispose | |
| Records documenting the design of, and overall response to, student suggestion schemes/feedback session/working groups. | Completion of scheme/session/group + 5 years | Dispose | |
| Reports documenting the responses to student suggestion schemes/feedback sessions/working groups. | Last action on suggestions + 1 year | Dispose | |

B Student Administration & Support

3 Student Support

| 3.1 Student Support Services Strategy Development | | | |
|--|----------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's student support services strategy | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 3.2 Student Support Services Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's student support services strategy | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 3.3 Student Support Services Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's student support services strategy | Current academic year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's student support strategy | Current academic year + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of audits and reviews of overall management of student support services and responses to the results | Current academic year + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 3.4 Student Support Services Management Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's student support service management policies | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |

| 3.5 Student Support Services Management Procedures Development | | | |
|---|-----------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's student support services management procedures | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 3.6 Student Support Services Proposal Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and evaluation of a proposal to set up a student support service: where a decision is made to proceed | Life of service | Review for archive value | Consult Academic Registry before disposal |
| Records documenting 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 | Review for archive value | |
| 3.7 Student Support Service Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the planning of a student support service | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 3.8 Student Support Service Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting performance indicators for a student support service | While current | Dispose | |
| Records containing data on, and analyses of, service performance against plans | Current academic year + 1 year | Dispose | |
| Records containing reports of service performance against plans | Current academic year + 5 years | Review for archive value | Consult Records Management before disposal |
| Records documenting the conduct and results of formal audits and reviews of a student support service and responses to the results | Current academic year + 5 years | Review for archive value | Consult Records Management before disposal |

| 3.9 Student Support Service Policy Development | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of policies on the operation, management and development of a student support service | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 3.10 Student Support Service Procedures Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of procedures for the operation, management and development of a student support service. | Superseded + 3 years | Dispose | |
| 3.11 Student Support Service Quality Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of service standards for a student support service | Superseded + 1 year | Dispose | |
| Records containing data on, and analyses of, the quality of service delivered against the established service standards | Current year + 1 year | Dispose | |
| Records containing reports on service quality | Current year + 3 years | Review for archive value | |
| Records documenting the conduct and results of independent reviews of service quality and the responses to the results | Current year + 5 years | Review for archive value | |
| 3.12 Student Support Service Promotion | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the promotion of a student support service | While current | Review for archive value | Consult Academic Registry before disposal |

| 3.13 Student Support Service Delivery |
|--|
| Description This will vary on a case by case basis. Retention should take account of: The type of service being provided The legal and regulatory framework for providing particular types of service The need to manage personal data on individual students in accordance with the provisions of the Data Protection Act 1998 . Queries should be directed to the Student Services Manager and Head of Operations |

| 3.14 Student Support Service Customer Relations Management | | | |
|---|--|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the design and conduct of user/customer surveys for a student support service | Completion of survey + 3 years | Review for archive value | Consult Academic Registry before disposal |
| Results of user/customer surveys: individual responses | Completion of analysis of survey responses | Dispose | |
| Results of user/customer surveys: summaries and analyses of responses | Completion of survey + 3 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the handling of a complaint about a student support service | Last action on complaint + years | Dispose | Limitation Act 1980 c.58 s. 5 |

C Corporate Management
4 Strategic Planning & Performance Management (including Statutory Returns)

| 4.1 Strategic Planning & Performance Management Policy Development | | | |
|---|----------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's policies on strategic planning and performance management | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 4.2 Strategic Planning & Performance Management Procedures Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's procedures for strategic planning and performance management | Superseded + 3 years | Dispose | |
| 4.3 Institutional Strategy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's overall strategy | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 4.4 Institutional Strategic Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's overall strategic plan | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| 4.5 Strategic Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, the institution's performance against its strategic plan | Current academic year + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records containing reports on the institution's performance against its strategic plan | Current academic year + 10 years | Review for archive value | Consult Academic Registry before disposal |

| | | | |
|---|----------------------------------|--------------------------|---|
| Records documenting the conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results | Current academic year + 10 years | Review for archive value | Consult Academic Registry before disposal |
|---|----------------------------------|--------------------------|---|

| 4.6 Institutional Statutory Returns | | | |
|--|----------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation and development of the Institution's Statutory Returns | Current academic year + 10 years | Dispose | |
| Records containing the Institution's Statutory Returns | Perpetuity | Review for archive value | Consult Academic Registry before disposal. |

C Corporate Management

5 Governance

| 5.1 Legal Framework Development | | | |
|---|--------------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the establishment and development of the institution's legal framework | Life of institution | Review for archive value | Consult Academic Registry before disposal |
| University Calendar (including Act, Charter, Statutes, Ordinances and Regulations) | Life of institution | Review for archive value | Consult Academic Registry before disposal |
| 5.2 Governance Structure Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the establishment and development of the institution's governance structure | Life of institution | Review for archive value | Consult Academic Registry before disposal |
| Institutional Organisational Charts | Life of institution | Review for archive value | Consult Academic Registry before disposal |
| 5.3 Governing Body Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the appointment of members of the institution's governing body | Termination of appointment + 6 years | Review for archive value | Consult Academic Registry before disposal Limitation Act 1980 c.58 s. 5 |
| Records documenting the provision of training and development for members of the institution's governing body | Current year + 3 years | Dispose | |
| Records documenting the organisation of meetings of the institution's governing body | Current year + 1 year | Dispose | (Diary of Committee dates will be in the University Calendar) |
| Records documenting the conduct and proceedings of meetings of the institution's governing body | Current year + 50 years | Review for archive value | Consult Academic Registry before disposal |

| 5.4 Governance Committee Management | | | |
|---|--------------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of terms of reference for the institution's governance committees | Life of committee | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the appointment of members of the institution's governance committees | Termination of appointment + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the provision of training and development for members of the institution's governance committees | Current year + 3 years | Dispose | |
| Records documenting the organisation of meetings of the institution's governance committees | Current year + 1 year | Dispose | (Diary of Committee dates will be in the University Calendar) |
| Records documenting the conduct and proceedings of meetings of the institution's governance committees | Current year + 50 years | Review for archive value | Consult Academic Registry before disposal |

| 5.5 Senior Officers Appointments Management | | | |
|--|--------------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the appointment and designation of the institution's senior officers | Termination of appointment + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 5.6 Institution Committee Management | | | |
|--|--------------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of terms of reference for the institution's committees | Life of committee | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the appointment of members of the institution's committees | Termination of appointment + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the provision of training and development for members of the institution's committees | Current year + 3 years | Dispose | |

| | | | |
|---|-------------------------|--------------------------|---|
| Records documenting the organisation of meetings of the institution's committees | Current year + 1 year | Dispose | |
| Records documenting the conduct and proceedings of meetings of the institution's committees | Current year + 50 years | Review for archive value | Consult Academic Registry before disposal |

5.7 Records Management Documents

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|---------------------------------|--------------------------|---|
| Records documenting the development and establishment of the institution's Records Management policy | Superseded + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records Management Schedule | Life of Schedule + 10 years | Review for archive value | Consult Academic Registry before disposal |
| Records Management Certificates of Destruction | Perpetuity | Review for archive value | Consult Academic Registry before disposal |

C Corporate Management

6 Risk Management

| 6.1 Risk Management Strategy Development | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's risk management strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 6.2 Risk Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's risk management strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 6.3 Risk Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's risk management strategy | Current academic year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's risk management strategy | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 6.4 Risk Management Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's risk management policies | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 6.5 Risk Management Procedures Development | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's risk management procedures | Superseded + 3 years | Review for archive value | Consult Academic Registry before disposal |

| 6.6 Risk Identification & Assessment | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting identified risks to the institution and assessment of those risks | Superseded + 1 year | Review for archive value | Consult Academic Registry before disposal |

| 6.7 Business Continuity Planning | | | |
|--|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation, testing and maintenance of disaster response and recovery plans | Superseded + 1 year | Review for archive value | Consult Academic Registry before disposal |

C Corporate Management

7 Quality Management

| 7.1 Quality Management Strategy | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the institution's quality management strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 7.2 Quality Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's quality strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 7.3 Quality Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's quality strategy | Current year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's quality strategy | Current year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of audits and reviews of the quality management function, and responses to the results | Current year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 7.4 Quality Management Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's overall quality management policies | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 7.5 Quality Management Procedures Development | | | |
|--|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's quality management procedures | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 7.6 Quality Audit | | | |
|--|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the conduct and results of quality audits, and action taken to address issues raised | Completion of audit + 3 years | Review for archive value | Consult Academic Registry before disposal |

| 7.7 Quality Management Scheme Accreditation Management | | | |
|--|---------------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the attainment and maintenance of the institution's accreditation under established independent quality management schemes | Termination of accreditation + 1 year | Review for archive value | Consult Academic Registry before disposal |

C Corporate Management

8 Audit

| 8.1 Audit Strategy Development | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the institution's audit strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 8.2 Audit Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of plans for the implementation of the institution's audit strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 8.3 Audit Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's audit strategy | Current year + 1 year | Review for archive value | Consult Academic Registry before disposal |
| Records containing reports of performance against the plans for the implementation of the institution's audit strategy | Current year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of audits and reviews of the audit function, and responses to the results | Current year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 8.4 Audit Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's audit policies | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 8.5 Audit Procedures Development | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's audit procedures | Superseded + 3 years | Review for archive value | Consult Academic Registry before disposal |

| 8.6 Audit Management | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the conduct and results of audits and action taken to address issues raised | Completion of audit + 5 years | Review for archive value | Consult Academic Registry before disposal |

C Corporate Management

9 Legal Affairs Management

| 9.1 Legal Affairs Management Policy Development | | | |
|--|------------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's policies on legal affairs and the acquisition/provision of legal services | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 9.2 Legal Affairs Management Procedures Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's procedures for the conduct of legal affairs and the acquisition/provision of legal services | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 9.3 Contracts & Agreements Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and third parties: agreements and contracts under seal | Termination of contract + 12 years | Review for archive value | Consult Academic Registry before disposal Limitation Act 1980 c.58 s. 5 |
| Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and third parties: other contracts and agreements | Termination of contract + 6 years | Review for archive value | Consult Academic Registry before disposal Limitation Act 1980 c.58 s. 5 |

| 9.4 Legal Claims Management | | | |
|---|--|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting 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 | Review for archive value | Consult Academic Registry before disposal Limitation Act 1980 c.58 s. 5 |
| 9.5 Litigation Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting litigation between the institution and third parties where legal precedents are set | Life of institution | Review for archive value | Consult Academic Registry before disposal Limitation Act 1980 c.58 s. 5 |
| Records documenting litigation between the institution and third parties which does not set legal precedents | Settlement of case + 6 years | Review for archive value | Consult Academic Registry before disposal Limitation Act 1980 c.58 s. 5 |
| 9.6 Legal Interpretation & Advice Provision | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting legal advice requested by, and provided to, the institution concerning: interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations proposals for new legislation affecting the institution's legal framework, governance, responsibilities or operations the institution's relationships with government bodies and HE regulators industrial relations issues health, safety and environment issues | Life of institution | Review for archive value | Consult Academic Registry before disposal |
| Records documenting legal advice on other matters requested by, and provided to, the institution | Superseded + 5 years | Dispose | |

C Corporate Management

10 Organisational Development

| 10.1 Organisational Development Strategy Development | | | |
|--|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's organisational development strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 10.2 Organisational Development Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of plans for the implementation of the institution's organisational development strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 10.3 Organisational Development Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's organisational development strategy | Current year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's organisational development strategy | Current year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of audits and reviews of the organisational development function, and responses to these results | Current year + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 10.4 Organisational Development Policy Development | | | |
|--|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's organisational development policies | Current year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 10.5 Organisational Development Procedures Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's organisational development procedures | Superseded + 3 years | Dispose | |
| 10.6 Organisational Restructuring | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the management of individual organisational restructuring processes | Completion of process + 5 years | Review for archive value | Consult Academic Registry before disposal |

C Corporate Management

11 Health and Safety Management

| 11.1 Health and Safety Management Strategy Development | | | |
|--|---------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's health and safety management strategy | Superseded + 50 years | Review for archive value | Consult Head of Facilities before disposal Health and Safety at Work Act 1974 |
| 11.2 Health and Safety Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's health and safety strategy | Superseded + 50 years | Review for archive value | Consult Head of Facilities before disposal Health and Safety at Work Act 1974 |
| 11.3 Health and Safety Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's health and safety management strategy | Current year + 1 year | Dispose | Health and Safety at Work Act 1974 |
| Records containing reports of performance against the plans for the implementation of the institution's health and safety management strategy | Current year + 10 years | Review for archive value | Consult Head of Facilities before disposal Health and Safety at Work Act 1974 |
| Records documenting the conduct and results of audits and reviews of the health and safety management function, and responses to the results | Current year + 10 years | Review for archive value | Consult Head of Facilities before disposal Health and Safety at Work Act 1974 |

| 11.4 Health and Safety Management Policy Development | | | |
|--|-------------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's health and safety management policies | Superseded + 50 years | Review for archive value | Consult Head of Facilities before disposal Health and Safety at Work Act 1974 |
| 11.5 Health and Safety Management Procedures Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's health and safety management procedures | Superseded + 50 years | Dispose | Health and Safety at Work Act 1974 |
| 11.6 Health and Safety Audit | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the conduct and results of health and safety audits, and action taken to address issues raised | Completion of audit + 5 years | Review for archive value | Consult Head of Facilities before disposal Health and Safety at Work Act 1974 |
| 11.7 Health and Safety Consultation | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations 1977 | Termination of appointment + 1 year | Dispose | |
| Records documenting 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 | Dispose | |

| | | | |
|---|-------------------------------------|---------|--|
| Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977 | Current year + 50 years | Dispose | |
| Records documenting the formation of a safety committee under the Safety Representatives and Safety Committees Regulations 1977 . Includes records documenting the objectives, role, functions, composition and administration of the committee | Life of committee + 50 years | Dispose | |
| Records documenting the election of members of a safety committee formed under Safety Representatives and Safety Committees Regulations 1977 | Termination of membership + 1 year | Dispose | |
| Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 | Current year + 50 years | Dispose | |
| Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996 | Termination of appointment + 1 year | Dispose | |
| Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996 , or with all employees directly | Current year + 50 years | Dispose | |
| Records documenting 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 | Dispose | |

| | | | |
|---|------------------------|---------|--|
| Records documenting 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 | Current year + 5 years | Dispose | |
|---|------------------------|---------|--|

11.8 Health and Safety Information, Instruction and Training Provision

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|--------------------------|---------|---|
| Records documenting the provision of information, instruction and training for employees, students and others on health and safety in the institution's premises | Current year + 5 years | Dispose | Health and Safety (First-Aid) Regulations 1981 (S.I. 1981/917) Electricity at Work Regulations 1989 (S.I. 1989/635) Health and Safety Information for Employees Regulations 1989 (S.I. 1989/682) The Noise at Work Regulations 1989 Health and Safety (Display Screen Equipment) Regulations 1992 (S.I. 1992/2792) Manual Handling Operations Regulations 1992 (S.I. 1992/2793) The Provision and Use of Work Equipment Regulations 1992 Personal Protective Equipment Regulations 1992 (S.I. 1992/2966) |
| Records documenting 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 | Dispose | Occupiers' Liability Act 1957 (c.31) Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242) |

| 11.9 Health and Safety Hazard Identification and Risk Assessment | | | |
|---|--|---------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the identification of general health and safety hazards to the institution's employees, and others on its premises, and the conduct and results of risk assessments in relations to plant, equipment, machinery and processes | Elimination of risk + 5 years OR Updating of risk assessment + 5 years | Dispose | The Noise at Work Regulations 1989 Health and Safety (Display Screen Equipment) Regulations 1992 (S.I. 1992/2792) , Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242) |
| Records documenting the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the Regulations) | Review of arrangement + 5 years | Dispose | Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242) |

| 11.10 Hazardous Substance Exposure Control | | | |
|--|--|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting hazardous substances present/in use | Updated + 40 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations) | Last entry + 40 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations) | Date of recording + 40 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| Records documenting the conduct and results of risk assessments for work involving substances hazardous to health, as defined in the Regulations | Elimination of risk + 5 years OR Review/updating of assessment + 5 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health | Date of examination/test/repair + 5 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |

| | | | |
|--|--|---------|---|
| Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure | Date of action + 5 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: exposure of identifiable individual employees | Date of monitoring + 40 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| Health surveillance records of identifiable individual employees who are exposed to substances hazardous to health | Date of last entry on record + 40 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| Records documenting the conduct and results of risk assessments of work which exposes employees to lead | Elimination of risk + 5 years OR Review/updating of assessment + 5 years | Dispose | Control of Lead at Work Regulations 2002 (S.I. 2002/2676) |
| Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead | Date of examination/test/repair + 5 years | Dispose | Control of Lead at Work Regulations 2002 (S.I. 2002/2676) |
| Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires individual employees to be under medical surveillance under Regulation 10 | Date of monitoring + 40 years | Dispose | Control of Lead at Work Regulations 2002 (S.I. 2002/2676) |
| Records documenting air monitoring conducted in accordance with the requirements of the Regulations: other cases | Date of monitoring + 5 years | Dispose | Control of Lead at Work Regulations 2002 (S.I. 2002/2676) |
| Health surveillance records of identifiable individual employees who are exposed to lead | Date of last entry on record + 40 years | Dispose | Control of Lead at Work Regulations 2002 (S.I. 2002/2676) |
| Records documenting assessments to determine the presence of asbestos | Elimination of asbestos + 5 years OR Review of assessment + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |

| | | | |
|---|--|---------|--|
| Records documenting the conduct and results of risk assessments of work that expose employees to asbestos: where the exposure of employees may exceed the action level | Duration of work to which the assessment relates RECOMMENDED: Completion of all work to which the assessment relates + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: all other cases | Completion of work to which the assessment relates + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Records documenting written plans of work (as defined in the Regulations) for undertaking work with asbestos | Duration of work to which the assessment relates RECOMMENDED: Completion of all work to which the assessment relates + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Records documenting notifications of work with asbestos to the enforcing authorities | Duration of work | Dispose | Control of Asbestos at Work Regulations 2002 |
| Records documenting the examination, testing and repair of plant and equipment provided to control exposure to asbestos | Date of examination/test/repair + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires health records to be kept for individual employees under Regulation 21 | Date of monitoring + 40 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases | Date of monitoring + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Health surveillance records of identifiable individual employees who are exposed to asbestos | Date of last entry on record + 40 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Certificates of medical examination of identifiable individual employees who are exposed to asbestos | Date of Certificate + 40 years | Dispose | Control of Asbestos at Work Regulations 2002 |

| 11.11 Health and Safety Inspection | | | |
|--|---------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the conduct and results of health and safety inspection of the institution's land, buildings, facilities or operations, and action taken to address issues raised. | Current year + 5 years | Dispose | Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242) |

| 11.12 Health and Safety Incident Recording, Reporting and Investigation | | | |
|---|-------------------------------------|--|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Accident Books, and records and reports of accidents and dangerous occurrences. | Date of recording + 3 years | Dispose | The Social Security (Claims and Payments) Regulations 1987 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 |
| Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises. | Date of recording + 3 years | Dispose | The Social Security (Claims and Payments) Regulations 1987 Statutory Instrument 1993 No. 1985 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 |
| Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises | Closure of investigation + 40 years | Consult Head of Facilities before disposal | Potential long-term liability |
| Records documenting the notification and reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities | Date of notification + 3 years | Dispose | The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 |
| Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (as defined in the Regulations) | Date of recording + 40 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |

| 11.13 Employee Health Surveillance | | | |
|--|---|---------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting pre-employment health screening of an employee | Termination of employment + 40 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Health (surveillance) records of identifiable individual employees, other than those specified below | Date of last surveillance action + 40 years | Dispose | Limitation Act 1980 c.58 s. 5 The Management of Health and Safety at Work Regulations 1999 |
| Health (surveillance) records of identifiable individual employees who are exposed to substances hazardous to health, as defined by the Regulations cited. | Date of last entry on record + 40 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| Health (surveillance) records of identifiable individual employees who are exposed to lead, as required by the Regulations cited | Date of last entry on record + 40 years | Dispose | Control of Lead at Work Regulations 2002 (S.I. 2002/2676) |
| Health (surveillance) records of individual employees who are exposed to asbestos, as required by the Regulations cited | Date of last entry on record + 40 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Certificates of medical examinations of individual employees who are exposed to asbestos, as required by the Regulations cited | Date of last entry on record + 40 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| 11.14 Health and Safety Emergency Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the nomination/appointment of fire stewards | Termination of appointment | Dispose | Health and Safety at Work Act 1974 The Fire Precautions (Workplace) Regulations 1997 Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242) |

| | | | |
|---|--------------------------------------|---------|--|
| Records documenting the provision of role-specific training for fire stewards | Termination of appointment + 5 years | Dispose | Health and Safety at Work Act 1974 The Fire Precautions (Workplace) Regulations 1997 |
| Records documenting assessment of requirements for fire-fighting systems and equipment | Review of assessment + 5 years | Dispose | Health and Safety at Work Act 1974 The Fire Precautions (Workplace) Regulations 1997 |
| Records documenting the appointment of official first aiders | Termination of appointment | Dispose | Health and Safety at Work Act 1974 Health and Safety (First-Aid) Regulations 1981 (S.I. 1981/917) |
| Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders | Termination of appointment + 5 years | Dispose | Health and Safety at Work Act 1974 Health and Safety (First-Aid) Regulations 1981 (S.I. 1981/917) |
| Records documenting assessment of requirements for first aid facilities and equipment | Re-assessment + 5 years | Dispose | Health and Safety at Work Act 1974 Health and Safety (First-Aid) Regulations 1981 (S.I. 1981/917) |
| Records documenting specifications for first aid facilities and equipment | Superseded + 5 years | Dispose | Health and Safety at Work Act 1974 Health and Safety (First-Aid) Regulations 1981 (S.I. 1981/917) |
| Records documenting arrangements with external emergency service organisations | Review of arrangements + 5 years | Dispose | The Fire Precautions (Workplace) Regulations 1997 Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242) |

D Resource Management

12 Estate Management

| 12.1 Estate Strategy Development | | | |
|---|---------------------------------|--------------------------|------------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's estate strategy | Superseded + 10 years | Review for archive value | Consult Legal Team before disposal |
| 12.2 Estate Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's estate strategy | Superseded + 10 years | Review for archive value | Consult Legal Team before disposal |
| 12.3 Estate Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's estates strategy | Current year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's estate strategy | Current year + 10 years | Review for archive value | Consult Legal Team before disposal |
| Records documenting the conduct and results of audits and reviews of the estate management function, and responses to the results | Current year + 10 years | Review for archive value | Consult Legal Team before disposal |
| 12.4 Estate Management Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's estate management policies | Superseded + 10 years | Review for archive value | Consult Legal Team before disposal |

| 12.5 Estate Management Procedures Development | | | |
|---|-----------------------------------|--|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's estate management procedures | Superseded + 3 years | Dispose | |
| 12.6 Property Acquisition | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the acquisition of ownership of properties | Ownership of property | Dispose | |
| Deeds and certificates of titles for properties owned by the institution | Ownership of property | Transfer to new owner when property is disposed of | |
| Records documenting negotiations for properties where the property was not acquired | Closure of negotiations + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the acquisition of use of properties by lease or rental | Disposal of property + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| 12.7 Property Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of properties | Ownership of property | Transfer to new owner when property is disposed of | |
| Records documenting the restoration of contaminated land | Ownership of land | Transfer to new owner when property is disposed of | |
| 12.8 Property Maintenance | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting inspection, maintenance and repair of properties | Completion of work + 2 years | Dispose | The Fire Precautions (Workplace) Regulations 1997 |
| Records documenting the history of major maintenance works on properties | Ownership of property | Transfer to new owner when property is disposed of | |

| | | | |
|--|--|---------|--|
| Records documenting inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land | Review of assessment | Dispose | Control of Asbestos at Work Regulations 2002 |
| Records documenting the removal of hazardous materials from properties | Removal of material + 5 years | Dispose | |
| Records documenting the monitoring of the condition of asbestos in premises | Removal of asbestos + 5 years OR Subsequent inspection + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |

| 12.9 Property Disposal | | | |
|--|---------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the disposal of properties | Disposal of property + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

| 12.10 Property Compliance Management | | | |
|--|-------------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the conduct and results of inspections of properties by the enforcing authorities, and action taken to address issues raised | Completion of subsequent inspection | Dispose | |
| Fire Certificates | Issue of new certificate | Dispose | |

| 12.11 Property Security Management | | | |
|--|--------------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the conduct and results of security inspections of properties, and action taken to address issues raised | Completion of subsequent inspections | Dispose | |
| Records documenting property access controls to secure areas (eg. Access registers, key registers, security data logs). | Creation + 2 years | Dispose | |
| Records of security passes issued to visitors | Expiry of pass + 6 months | Dispose | |
| Records of security passes issued to employees, other staff and students | Expiry of pass + 1 year | Dispose | |

| | | | |
|--|----------------------------------|---------|--|
| Records documenting the conduct of routine security surveillance of properties | Creation + 1 month | Dispose | |
| Records documenting security breaches or incidents, and action taken | Last action on incident + 1 year | Dispose | |

12.12 Property Leasing-out

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|--------------------------------|---------|---|
| Records documenting leasing-out arrangements for properties | Termination of lease + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

12.13 Facility Development

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|--------------------------|---------|---------------------|
| Records documenting the specification of requirements for facilities | Next fit-out + 1 year | Dispose | |
| Records documenting the development of interior design and fit-out schemes | Next fit-out + 1 year | Dispose | |
| Records documenting the carrying out of interior decoration and fitting-out works | Next fit-out + 1 year | Dispose | |

12.14 Facility Maintenance

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|-------------------------------------|---------|---------------------|
| Records documenting the conduct and results of inspections of facilities, and action taken to address issues raised | Completion of subsequent inspection | Dispose | |
| Records documenting the carrying out of planned preventive maintenance works within facilities | Current year + 1 year | Dispose | |
| Records documenting the carrying out of repairs to interior decoration, fixtures and fittings | Current year + 1 year | Dispose | |

| 12.15 Facility Security Management | | | |
|---|-------------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the conduct and results of security inspections of facilities, and action taken to address issues raised. | Completion of subsequent inspection | Dispose | |
| Records documenting the conduct of routine surveillance of facilities | Creation + 1 month | Dispose | |
| Records documenting occurrences of unauthorised access to facilities, and action taken | Last action on incident + 1 year | Dispose | |

| 12.16 Facilities Compliance Management | | | |
|--|-------------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the conduct and results of inspections of facilities by enforcing authorities, and action taken to address the issues raised | Completion of subsequent inspection | Dispose | Longer retention periods may be required by enforcing authorities concerned with particular types of facilities. Information should be sought from the enforcing authority before disposal. |

| 12.17 Facility Relocation Management | | | |
|---|-------------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting plans for the relocation of facilities within buildings or to other buildings | Completion of relocation + 10 years | Dispose | |
| Records documenting the physical relocation of facilities | Completion of relocation + 2 years | Dispose | |

D Resources Management

13 Finance Management

| 13.1 Finance Strategy Development | | | |
|---|-----------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's finance strategy | Superseded + 10 years | Review for archive value | Consult Director of Finance before disposal |
| 13.2 Finance Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's finance strategy | Superseded + 10 years | Review for archive value | Consult Director of Finance before disposal |
| 13.3 Finance Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's finance strategy | Current financial year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's finance strategy | Current financial year + 10 years | Review for archive value | Consult Director of Finance before disposal |
| Records documenting the conduct and results of audits and reviews of the finance management function, and responses to the results | Current financial year + 10 years | Review for archive value | Consult Director of Finance before disposal |
| 13.4 Finance Management Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's financial management policies | Superseded + 10 years | Review for archive value | Consult Director of Finance before disposal |

| 13.5 Finance Management Procedures Development | | | |
|---|----------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's financial management procedures | Superseded + 10 years | Dispose | |
| 13.6 Financial Audit | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the conduct and results of financial audits, and action taken to address the issues raised | Last action on audit + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| 13.7 Financial Accounting | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the issue of sales invoices and the processing of incoming payments | Current financial year + 6 years | Dispose | Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 Value Added Tax Act 1994 c23 HMCE 700/21 |
| Records documenting the receipt and payments of purchase invoices | Current financial year + 6 years | Dispose | Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 Value Added Tax Act 1994 c23 HMCE 700/21 |
| Records documenting the payment and/or reimbursement of employees' expenses | Current financial year + 6 years | Dispose | Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 |
| Records documenting the payment of honoraria to third parties (unless honoraria are administered through the payroll) | Current financial year + 6 years | Dispose | Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 |

| | | | |
|---|----------------------------------|--------------------------|---|
| Records documenting the payment of expenses to third parties (e.g. Honorary appointees) | Current financial year + 6 years | Dispose | Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 |
| Records documenting the handling of petty cash | Current financial year + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 Value Added Tax Act 1994 c23 HMCE 700/21 |
| Records documenting the receipt and processing of students' fees | Current financial year + 6 years | Dispose | Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 |
| Records documenting the preparation of annual accounts | Current financial year + 6 years | Dispose | Taxes Management Act 1970 c9 |
| Annual Accounts | Current financial year + 6 years | Review for archive value | Taxes Management Act 1970 c9 Consult Academic Registry before Disposal |
| Income Tax and National Insurance returns including correspondence with the Tax Office | Current financial year + 6 years | | The Income Tax (Employments) (Amendment) Regulations 1993 |

13.8 Management Accounting

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|---------------------------------|---------|---------------------|
| Records documenting analyses of the internal deployment of the institution's financial resources | Current financial year + 1 year | Dispose | |

13.9 Statutory Accounting

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|----------------------------------|---------|---|
| Records documenting the preparation of the institution's statutory accounts | Current financial year + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

| 13.10 Internal Accounting | | | |
|---|-----------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges) | Current financial year + 1 year | Dispose | |
| Records documenting the negotiation and administration of formal contracts between operating units (e.g. For the provision of services) | Termination of contract + 1 year | Dispose | |
| 13.11 Funding Administration | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the administration of annual funding allocations from the appropriate statutory funding body. | Current financial year + 10 years | Dispose | |
| Records documenting the administration of research grants provided by research councils or corporate sponsors | Termination of grant + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the administration of scholarship funds | Current financial year + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| 13.12 Budget Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the preparation of annual operating budgets | Current financial year + 1 year | Dispose | |
| Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances | Current financial year + 1 year | Dispose | |
| 13.13 Payroll Administration | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting employees' authorisation for non-statutory payroll deductions | Current tax year + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

| | | | |
|--|----------------------------|---------|--|
| Records documenting calculation and payment of payroll payments to employees | Current tax year + 6 years | Dispose | Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 The Income Tax (Employments) Regulations 1993 The National Minimum Wage Regulations 1999 |
| Records documenting the operation of the Statutory Sick Pay scheme | Current tax year + 6 years | Dispose | The Statutory Maternity Pay (General) and Statutory Sick Pay (General) (Amendment) Regulations 2005 |
| Records documenting the operation of the Statutory Maternity Pay Scheme | Current tax year + 6 years | Dispose | The Statutory Maternity Pay (General) (Amendment) Regulations 2005 |

| 13.14 Pension Contributions Administration | | | |
|--|--------------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting payments of the institution's employer's contributions to pensions schemes for its employees | Termination of employment + 75 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting payments of the institution's employees' contributions to pension schemes | Termination of employment + 75 years | Dispose | Limitation Act 1980 c.58 s. 5 |

| 13.15 Tax Management | | | |
|---|---------------------------------|---------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the preparation and filing of the institution's tax returns | Current tax year + 6 years | Dispose | Taxes Management Act 1970 c9 |

| 13.16 Cash Management | | | |
|--|---------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the opening, closure and routine administration of bank accounts | Closure of account + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

| | | | |
|--|----------------------------------|---------|---|
| Records documenting standing orders, direct debits etc | Life of instruction + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting routine bank account deposits/withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.) | Current financial year + 6 years | Dispose | Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 |

13.16 Cash Management

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|-------------------------------|---------|---|
| Records documenting the opening, closure and routine administration of bank accounts | Closure of account + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting standing orders, direct debits etc | Life of instruction + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

13.17 Investment Management

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|---|---------|---|
| Records documenting the overall management of the institution's financial investment portfolio | Divestment + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the purchase/sale of investments | Current financial year (of transaction) + 6 years | Dispose | Taxes Management Act 1970 c9 |

13.18 Asset Management

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|--|--------------------------|---|
| Records documenting the value of the institution's capital assets | Current financial year + 6 years | Review for archive value | Consult Director of Finance before disposal Taxes Management Act 1970 c9 |
| Records documenting decisions (and authorisations) to dispose of capital assets. | Current financial year (of disposal) + 6 years | Dispose | Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 |

D Resources Management

14 Human Resources

| 14.1 Human Resources Strategy Development | | | |
|---|---------------------------------|--------------------------|------------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's human resources strategy | Superseded + 10 years | Review for archive value | Consult Head of HR before disposal |
| 14.2 Human Resources Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's human resources strategy | Superseded + 10 years | Review for archive value | Consult Head of HR before disposal |
| 14.3 Human Resources Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's human resources strategy | Current year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's human resources strategy | Current year + 10 years | Review for archive value | Consult Head of HR before disposal |
| Records documenting the conduct and results of audits and reviews of the personnel management function, and responses to the results | Current year + 10 years | Review for archive value | Consult Head of HR before disposal |
| 14.4 Human Resources Management Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's human resources management policies | Superseded + 10 years | Review for archive value | Consult Head of HR before disposal |

| 14.5 Human Resources Management Procedures Development | | | |
|--|--------------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's human resources management procedures | Superseded + 10 years | Dispose | |
| 14.6 Workforce Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements | Current year + 3 years | Review for archive value | Consult Head of HR before disposal Limitation Act 1980 c.58 s. 5 |
| Records documenting management succession plans | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the development and evaluation of job specifications | Superseded + 5 years | Dispose | |
| 14.7 Workforce Recruitment | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting internal authorisation for recruitment | Current year + 1 year | Dispose | |
| Records documenting the advertising of vacancies | Completion of appointment + 6 months | Dispose | Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995 |
| Records documenting enquiries about vacancies and requests for application forms | Completion of appointment | Dispose | |
| Records documenting the handling of applications for vacancies: unsuccessful applications | Completion of appointment + 6 months | Dispose | Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995 |

| | | | |
|--|---|---------|---|
| Records documenting the handling of applications for vacancies: successful applications | Termination of employment + 6 years | Dispose | Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995 (Also see section 29.14 Employee Contract Management) |
| Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses | Current year + 5 years | Dispose | |
| Records containing the management analyses of recruitment effectiveness e.g. use of advertising media | Current year + 1 year | Dispose | |
| Records documenting the handling of unsolicited applications for employment | Last action on application + 1 year | Dispose | |
| CRB Forms | Until decision on employment and notification is made | Dispose | ALL CRB/DBS forms should be shredded in disposal |

| 14.8 Workforce Induction | | | |
|---|---|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development, overall delivery and assessment of induction programmes for new employees (For records documenting individual employees' induction programmes, see 29.14) | Current year + 5 years | Dispose | |
| Records documenting the administration of induction programmes | Completion of programme + 1 year OR Termination of programme + 1 year | Dispose | |

| 14.9 Workforce Training & Development | | | |
|--|------------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing summary information on workforce training and development needs | Current year + 5 years | Dispose | (Also see section 29.14 Employee Contract Management) |
| Records documenting the development of training and development programmes to meet defined needs | Completion of programme + 5 years | Dispose | |
| Records containing individual feedback on training and development programmes | Completion of analysis of feedback | Dispose | |
| Records documenting (anonymised) workforce feedback on training and development programmes | Completion of programme + 5 years | Dispose | |
| Records documenting management analyses of the impact of training and development programmes | Current year + 5 years | Dispose | |

| 14.10 Workforce Planning Management | | | |
|---|---------------------------------|--------------------------|------------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of workforce performance assessment systems | Life of system + 5 years | Review for archive value | Consult Head of HR before disposal |
| Records containing summary (anonymised) results of employees' performance assessments | Current year + 3 years | Dispose | |
| Records documenting management analyses of the impact of workforce performance assessment systems | Current year + 5 years | Dispose | |

| 14.11 Workforce Remuneration & Reward Management | | | |
|---|---------------------------------|--------------------------|------------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's remuneration structure | Current year + 10 years | Review for archive value | Consult Head of HR before disposal |
| Records documenting pay reviews | Current year + 5 years | Review for archive value | Consult Head of HR before disposal |

| | | | |
|--|---------------------------------|--------------------------|------------------------------------|
| Records documenting special reward schemes | Termination of scheme + 5 years | Review for archive value | Consult Head of HR before disposal |
|--|---------------------------------|--------------------------|------------------------------------|

| 14.12 Workforce Welfare Management | | | |
|--|--------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of workforce welfare schemes and services, e.g. counselling services | Current year + 5 years | Review for archive value | Consult Head of HR before disposal |
| Records documenting the monitoring of hours worked by employees, as required by the Regulations cited. | Date of record + 2 years | Dispose | The Working Time Regulations 1998 |

| 14.13 Workforce Relations Management | | | |
|--|---|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the design of workforce surveys and consultations | Completion of survey/consultation + 5 years | Review for archive value | Consult Head of HR before disposal |
| Record containing (identifiable) individual responses to workforce surveys and consultations | Completion of analysis of responses | Dispose | |
| Records containing (anonymised) results of workforce surveys and consultations | Completion of survey + 5 years | Review for archive value | Consult Head of HR before disposal |
| Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome | Last action on case + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

| 14.14 Employee Contract Management | | | |
|--|-------------------------------------|---------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting an employee's initial application for employment with the institution | Termination of employment + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Supporting documentation (e.g. references) for an employee's initial application for employment with the institution | Completion of appointment | Dispose | |

| | | | |
|---|---|---------|--|
| Records documenting an employee's subsequent applications for other jobs within the institution | Duration of job + 1 year | Dispose | |
| Records documenting an employee's contract(s) of employment with the institution | Termination of employment + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting changes to an employee's terms and conditions of employment | Termination of employment + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the job descriptions of positions held by an employee within the institution | Duration of job + 1 year | Dispose | |
| Records documenting induction programmes attended by an employee | Completion of induction + 1 year | Dispose | |
| Records documenting an employee's identified training and development needs, and the action taken to meet these needs | Completion of actions + 5 years | Dispose | |
| Records documenting job-specific statutory/regulatory training requirements for an employee, and the training provided to meet these requirements | Expiry of certification + 6 years OR Superseded + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting routine assessments of an employee's performance, and any consequent action taken | Superseded + 3 years | Dispose | |
| Records documenting any oral/verbal warning note to an employee: Academic & Related Staff | 12 months from date of warning | Dispose | In accordance with University Statutes and Conditions of Service |
| Records documenting any oral/verbal warning note to an employee: Other Staff | 6 months from date of warning | Dispose | In accordance with the Disciplinary Policy |
| Written warning – including notes of disciplinary hearings kept on file: Academic & Related Staff | 2 years from date of warning | Dispose | In accordance with University Statutes and Conditions of Service |
| Written warning – including notes of disciplinary hearings kept on file: Other Staff First Warning | 12 months from date of warning | Dispose | In accordance with the Disciplinary Policy |

| | | | |
|---|--|---------|---|
| Written warning – including notes of disciplinary hearings kept on file: Other Staff Final Warning | 2 years from date of warning | Dispose | In accordance with the Disciplinary Policy |
| Records documenting disciplinary proceedings against an employee, where employment continues | Closure of case + 6 years | Dispose | |
| Records documenting grievances raised by an employee which relate directly to his/her own contract of employment, the institution's response, action take and the outcome | Closure of case + 6 years | Dispose | |
| Records documenting an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards). | Current year + 3 years Recommended: Current year + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 Equal Pay Act 1970 The National Minimum Wage Regulations 1999 |
| Records relating to the administration of an employee's contractual holiday entitlement | Current year + 1 year | Dispose | |
| Records documenting an employee's absence due to sickness | Termination of employment + 40 years | Dispose | Social Security Contributions and Benefits Act 1992 |
| Records documenting the authorisation and administration of special leave, e.g. Compassionate leave, study leave etc | Current year + 1 year | Dispose | |
| Records documenting the authorisation and administration of statutory leave entitlements e.g. Parental leave | Completion of entitlement + 6 years | Dispose | The Maternity and Parental Leave Act 1999 |
| Records documenting entitlements to and calculations of Statutory Maternity Pay | Current Tax year + 3 years | Dispose | Social Security Contributions and Benefits Act 1992 The Statutory Maternity Pay (General) (Amendment) Regulations 2005 |

Data Retention Procedures

| | | | |
|--|--------------------------------------|---|--|
| Records containing an employee's basic personal details (eg. address, next of kin, emergency contacts) | While current | Dispose | Retention must comply with the Data Protection Act 8 Principles |
| Records containing facts of employment (dates of appointment, positions held etc.) | Perpetuity | Consult Academic Registry before disposal | |
| Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment | Termination of employment + 40 years | Dispose | Control of Asbestos at Work Regulations 2002 Control of Lead at Work Regulations 2002 (S.I. 2002/2676) Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| Records documenting pre-employment health screening of an employee: other employees | Termination of employment + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the issue of personal protective equipment/other special equipment to an employee | Termination of employment + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting major injuries to an employee arising from accidents in the workplace | Termination of employment + 40 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal | Termination of employment + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting references provided in confidence in support of an employee's application(s) for employment by another organisation | Provision of reference + 1 year | Dispose | |

| 14.15 Industrial Relations Management | | | |
|--|---------------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting institutional recognition/derecognition of trade unions | Derecognition + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting agreements with trade unions | Termination of agreement + 10 years | Dispose | Limitation Act 1980 c.58 s. 5 CIPD Recommendation |
| Records documenting routine communications with trade union representatives, including minutes of the meetings | Current year + 20 years | Review for archive value | Consult Head of HR before disposal |
| Records documenting consultations/negotiations with trade unions on specific issues | Last action on issue + 20 years | Review for archive value | Consult Head of HR before disposal |
| Records documenting facts relating to redundancies: where less than 20 redundancies | Date of redundancy + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting facts relating to redundancies: where 20 or greater redundancies | Date of redundancy + 12 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| 14.16 Pension Schemes Administration | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the institution's relationships with pension schemes to which all or part of its workforce belongs | Termination of relationship + 5 years | Dispose | |
| Records documenting routine communications with the pension schemes. | Current year + 5 years | Dispose | For administration of individual employees' relationships with the pension schemes, use Employee Contract Management (29.14 above) |

F Resources Management

15 Information Resources Management

| 15.1 Information Resources Strategy Development | | | |
|--|---------------------------------|--------------------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's information resources management strategy | Superseded + 5 years | Review for archive value | Consult CIO before disposal |
| 15.2 Information Resources Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's information resources management strategy | Superseded + 5 years | Review for archive value | Consult CIO before disposal |
| 15.3 Information Resources Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's information resources management strategy | Current year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's information resources management strategy | Current year + 5 years | Review for archive value | Consult CIO before disposal |
| Records documenting the conduct and results of audits and reviews of the information resources management function, and responses to the results | Current year + 5 years | Review for archive value | Consult CIO before disposal |

| 15.4 Information Resources Management Policy Development | | | |
|--|---------------------------------|--------------------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's information resources management policies | Supersede + 5 years | Review for archive value | Consult CIO before disposal |

| 15.5 Information Resources Management Procedures Development | | | |
|--|---------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's information resources management procedures | Superseded + 3 years | Dispose | |

| 15.6 Data Protection Act (DPA) Compliance Management | | | |
|--|----------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the institution's notification of data controller details to the Office of the Information Commissioner | Expiry of notification + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the handling of requests for access to personal information held by the institution under the Data Protection Act 1998 | Last action on request + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under the Data Protection Act | Current year + 10 years | Dispose | |

| 15.7 Freedom of Information Act (FOIA) Compliance Management | | | |
|--|--|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and maintenance of the Institution's Publication Scheme, as required by the FOI Act 2000 | Completion of revision of Publication Scheme + 5 years | Dispose | |

| | | | |
|---|----------------------------------|---------|---|
| Records documenting the handling of requests for access to information held by the institution under the Freedom of Information Act 2000 | Last action on request + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records containing (anonymised) management statistics, analyses and reports of requests for access to information held by the institution under the Freedom of Information Act 2000 | Current year + 10 years | Dispose | |

15.8 Copyright Compliance Management

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|--------------------------------------|---------|---|
| Records documenting the applications for permission to copy material outside the scope of the Higher Education License Agreement, and the results | Last action on application + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting routine monitoring or copying | Current year + 1 year | Dispose | |
| Records documenting calculation of payments due to collecting associations | Current year + 1 year | Dispose | |
| Records containing copies of statistics provided to the Copyright Licensing Agency | Current year + 1 year | Dispose | |
| Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal and contractual provisions | Last action on inspection + 1 year | Dispose | |

15.9 Records Management

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|--------------------------|---------|---------------------|
| Records documenting classification and indexing schemes for records | Superseded + 5 years | Dispose | |
| Records documenting the monitoring and control of the storage of records | Current year + 1 year | Dispose | |

| | | | |
|--|---------------------------------|---------|---|
| Records documenting the movement of records from/to storage | Return of records + 1 year | Dispose | |
| Records documenting the retention periods for records | Superseded + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Final versions of Records Retention Schedules | Life of Institution | Dispose | |
| Records documenting the review of individual records to determine requirements for on-going retention | Life of records + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting conservation work undertaken on records | Life of records | Dispose | |
| Records documenting authorisation for the disposal of redundant business records | Life of records + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the transfer of records to the institution's archives, where this is required by established Records Retention Schedules | Completion of transfer + 1 year | Dispose | |

15.10 Archives Management

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|--|---------|---------------------|
| Records documenting the development and establishment of the selection criteria for records to be presented as archives | Life of archives | Dispose | |
| Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives | Life of records | Dispose | |
| Records documenting the accessioning of records acquired for preservation as archives | Life of archives | Dispose | |
| Records documenting the institution's scheme of arrangement for its archives | Life of records arranged according to the scheme | Dispose | |
| Records documenting the development of the institution's standard descriptive model for its archives | Life of records described using the model | Dispose | |
| Records describing the arrangement and contents of institutional archives | Life of records | Dispose | |

| | | | |
|---|----------------------------------|--------------------------|---|
| Records documenting the monitoring and control of the storage of archives | Current year + 1 year | Dispose | |
| Records documenting conservation work undertaken on items in the archives | Life of records | Dispose | |
| Records documenting requests for access to items in the archives and the responses provided | Last action on request + 1 year | Dispose | |
| Records documenting the movement of items from/to storage | Return of items + 1 year | Dispose | |
| Records documenting the development and maintenance of specialised finding aids to promote and facilitate access to (items in) the archives | While current | Review for archive value | Consult CIO before disposal |
| Records documenting the design and distribution of promotional materials to raise awareness and encourage use of (items in) the archives | While current | Review for archive value | Consult CIO before disposal |
| Records documenting enquiries about (items in) the archives, and the responses provided. <i>Note: key information from substantive enquiries may be extracted and indexed to avoid repetitive research</i> | Last action on enquiry + 1 year | Dispose | |
| Records documenting the selection and use of items from the archives by institutional staff (e.g. for teaching events, publications, exhibitions) | Current year + 5 years | Dispose | |
| Records documenting 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 | Review for archive value | Consult CIO before disposal |
| Records documenting loans of items from the archives to third parties | Termination of loan + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting authorisation for the disposal of de-accessioned records | Life of archives | Dispose | |

| 15.11 Collections Management | | | |
|--|--|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's selection/acceptance criteria for collections | Life of collections | Dispose | |
| Records documenting the appraisal, selection and acquisition of collections | Life of collections | Dispose | |
| Records documenting the institution's scheme(s) of arrangement for its collections | Life of collections arranged according to the scheme | Dispose | |
| Records documenting the development of the institution's standard descriptive model(s) for its collections | Life of collections described using the model | Dispose | |
| Records describing the arrangement and contents of collections | Life of collections | Dispose | |
| Records documenting the monitoring and control of the storage conditions and environment for collections | Current year + 1 year | Dispose | |
| Records documenting conservation work undertaken on collections | Life of collections | Dispose | |
| Records documenting requests for access to (items in) collections and the responses given | Last action on request + 1 year | Dispose | |
| Records documenting the movement of (items from) collections from/to storage | Return to storage + 1 year | Dispose | |
| Records documenting the development and maintenance of specialised finding aids to promote and facilitate access to collections | While current | Dispose | |
| Records documenting the design and distribution of promotional materials to raise awareness and encourage use of collections | While current | Dispose | |
| Records documenting enquiries about collections and the responses given <i>Note: key information from substantive enquiries may be extracted and indexed to avoid repetitive research</i> | Last action on enquiry + 1 year | Dispose | |

| | | | |
|--|--------------------------------|--------------------------|-----------------------------|
| Records documenting the selection and use of (item from) collections by institutional staff (e.g. for teaching events, publications, exhibitions) | Current year + 5 years | Dispose | |
| Records documenting the selection and use of (items from) collections by third parties (e.g. for teaching events, publications, television programmes) | Last action on issue + 5 years | Review for archive value | Consult CIO before disposal |
| Records documenting loans of (items from) collections to third parties | Termination of loan + 1 year | Dispose | |
| Records documenting authorisation for the disposal of (items from) collections | Life of collections | Dispose | |

| 15.12 Publications Management | | | |
|--|-----------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the process of selecting publications to purchase | Completion of purchase | Dispose | |
| Records documenting the institution's scheme(s) for classifying and cataloguing publications | Supersede + 1 year | Dispose | |
| Catalogues/indexes | While current | Dispose | |
| Records documenting the monitoring and control of storage conditions | Current year + 1 year | Dispose | |
| Records documenting the movement of items from/to storage | Return of items + 1 year | Dispose | |
| Records documenting conservation work undertaken on publications | Life of items | Dispose | |
| Records documenting decisions to dis/continue purchase of publications | Last action on issue + 1 year | Dispose | |
| Records documenting the authorisation for the disposal of redundant publications | Disposal of publications + 1 year | Dispose | |

D Resources Management

16 Information & Communications Technology (ICT) Systems Management

| 16.1 ICT Systems Strategy Development | | | |
|---|---------------------------------|--------------------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's ICT systems strategy | Superseded + 5 years | Review for archive value | Consult CIO before disposal |
| 16.2 ICT Systems Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's ICT systems strategy | Superseded + 5 years | Review for archive value | Consult CIO before disposal |
| 16.3 ICT Systems Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's ICT systems strategy | Current academic year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy | Current academic year + 5 years | Review for archive value | |
| Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results | Current academic year + 5 years | Review for archive value | Consult CIO before disposal |

| 16.4 ICT Systems Management Policy Development | | | |
|--|---------------------------------|--------------------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's ICT systems management policies | Superseded + 5 years | Review for archive value | Consult CIO before disposal |

| 16.5 ICT Systems Management Procedures Development | | | |
|--|---------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's ICT systems management procedures | Superseded + 3 years | Dispose | |

| 16.6 ICT Systems Development | | | |
|--|--------------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the initial development and post-implementation modification and maintenance of ICT systems. | Decommissioning of system + 5 years | Dispose | |
| Records documenting the initial development of ICT systems which are not implemented | Last action on development + 5 years | Dispose | |
| Records documenting the management of ICT systems development projects (i.e. project management records) | Termination of project + 5 years | Dispose | |

| 16.7 ICT Systems Operations Management | | | |
|---|---------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance | Current year + 1 year | Dispose | |
| Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem | Last action on fault + 1 year | Dispose | |

| | | | |
|--|-----------------------------------|---------|--|
| Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines | Current year + 1 year | Dispose | |
| Records documenting user requests to recover data from backup of archive stores, and action taken | Last action on request + 3 months | Dispose | |
| Records documenting the maintenance of appropriate software licences for live ICT systems | Issue of new licence | Dispose | |

| 16.8 ICT Systems Security Management | | | |
|---|-------------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the security arrangements for ICT systems | Decommissioning of system + 5 years | Dispose | |
| Records documenting the opening, maintenance and closure of user accounts for ICT systems | Closure of account + 1 year | Dispose | |
| Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies | Current year + 1 year | Dispose | |
| Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken | Last action on incident + 1 year | Dispose | |
| Requests for, and authorisation of, connections of third party equipment to the institution's networks, either on institutional premises or via dial-up communication links | Termination of connection + 1 year | Dispose | |
| Records documenting the removal/return of mobile ICT systems hardware and software from/to the institution's premises | Return of equipment + 3 months | Dispose | |
| Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal | Disposal of equipment + 1 year | Dispose | |

| 16.9 ICT Systems User Support | | | |
|--|---------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of technical and application training for ICT systems users | Superseded + 1 year | Dispose | |
| Records documenting user requests for technical and application support, and assistance provided | Last action on request + 1 year | Dispose | |

D Resources Management

17 Equipment and Consumables

| 17.1 Equipment & Consumables Management Strategy Development | | | |
|--|---------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's equipment and consumables management strategy | Superseded + 5 years | Review for archive value | Consult Head of Facilities before disposal |
| 17.2 Equipment & Consumables Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's equipment and consumables management strategy | Superseded + 5 years | Review for archive value | Consult Head of Facilities before disposal |
| 17.3 Equipment & Consumables Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's equipment and consumables management strategy | Current year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's equipment and consumables management strategy | Current year + 5 years | Review for archive value | Consult Head of Facilities before disposal |
| Records documenting the conduct and results of audits and reviews of the equipment and consumables management function, and responses to the results | Current year + 5 years | Review for archive value | Consult Head of Facilities before disposal |

| 17.4 Equipment and Consumables Management Policy Development | | | |
|--|---------------------------------|--------------------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's equipment and consumables management policies | Superseded + 5 years | Review for archive value | Consult Head of Facilities before disposal |

| 17.5 Equipment & Consumables Management Procedures Development | | | |
|--|---------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's equipment and consumables management procedures | Superseded + 3 years | Dispose | |

| 17.6 Equipment & Consumables Selection | | | |
|---|---------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of specifications for, and the selection of, equipment/consumables: major items | Life of item + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the development of specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations | Life of item + 40 years | Dispose | |
| Records documenting the development of specifications for, and the selection of, equipment/consumables: other items | Life of item | Dispose | |

| 17.7 Equipment & Consumables Storage | | | |
|---|---------------------------------|---------------|--------------------------------|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the monitoring of the condition of stored equipment/consumables | Current year + 1 year | Dispose | |
| Records documenting stock inventory for equipment/consumables | Superseded | Dispose | |
| Records documenting routine stocktaking and stock checking | Current year + 1 year | Dispose | |

| | | | |
|---|-----------------------|---------|--|
| Records documenting the movement of stock into and from storage | Current year + 1 year | Dispose | |
|---|-----------------------|---------|--|

17.8 Equipment & Consumables Installation/Commissioning

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|------------------------------------|---------|--|
| Records documenting the installation of equipment/consumables: major items | Decommissioning/removal + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the installation of equipment/consumables: items which are safety critical or associated with hazardous operations | Decommissioning/removal + 40 years | Dispose | Potential Long-Term Liability Limitation Act 1980 c.58 s. 5 The Provision and Use of Work Equipment Regulations 1998 |
| Record documenting the installation of equipment/consumables: other items | Decommissioning/removal + 1 year | Dispose | The Provision and Use of Work Equipment Regulations 1998 |
| Reports of pre-commissioning examinations of lifting equipment, as required by the Regulations cited | Decommissioning | Dispose | The Lifting Operations and Lifting Equipment Regulations 1998 |
| Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited | Issue of report + 2 years | Dispose | The Lifting Operations and Lifting Equipment Regulations 1998 |
| Reports of post-installation examinations of lifting equipment, as required by the Regulations cited | Decommissioning | Dispose | The Lifting Operations and Lifting Equipment Regulations 1998 |

17.9 Equipment & Consumables Inspection & Testing

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|---|---------|--|
| Records documenting the inspection and testing of equipment/consumables | Completion of subsequent inspection record OR Disposal of item + 1 year | Dispose | The Provision and Use of Work Equipment Regulations 1998 |
| Records documenting the inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations | Disposal of item + 5 years | Dispose | The Fire Precautions (Workplace) Regulations 1997 |

| | | | |
|---|---|---------|---|
| Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances | Date of action + 5 years | Dispose | Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) |
| Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos | Creation + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited | Completion of subsequent inspection record | Dispose | The Lifting Operations and Lifting Equipment Regulations 1998 |
| Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited | Completion of subsequent report OR Issue of report + 2 years, whichever is the longer | Dispose | The Lifting Operations and Lifting Equipment Regulations 1998 |

| 17.10 Equipment & Consumables Maintenance | | | |
|---|------------------------------------|---------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the maintenance of equipment/consumables: major items | Decommissioning/Removal + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 The Provision and Use of Work Equipment Regulations 1998 |
| Records documenting the maintenance of equipment/consumables: items which are safely critical or are associated with hazardous operations | Decommissioning/Removal + 40 years | Dispose | Potential Long-term Liability Limitation Act 1980 c.58 s. 5 The Provision and Use of Work Equipment Regulations 1998 |
| Records documenting the maintenance of equipment/consumables provided to control exposure to asbestos | Creation + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |
| Records documenting the maintenance of equipment provided to meet the requirement of the Control of Asbestos at Work Regulations 2002 | Creation + 5 years | Dispose | Control of Asbestos at Work Regulations 2002 |

| 17.11 Equipment & Consumables Disposal | | | |
|---|---------------------------------|---------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal | Disposal of item + 1 year | Dispose | |
| Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health | Disposal of item + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: other items | Disposal of item + 1 year | Dispose | |
| Records documenting the transfer of ownership of equipment/consumables | Disposal of item + 1 year | Dispose | |

D Resources Management

18 Insurance Management

| 18.1 Insurance Management Strategy Development | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's insurance strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 18.1 Insurance Management Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's insurance strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 18.3 Insurance Management Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's insurance strategy | Current year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's insurance strategy | Current year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of audits and reviews of the insurance management function, and responses to the results | Current year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 18.4 Insurance Management Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's insurance management policies | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 18.5 Insurance Management Procedures Development | | | |
|--|---|---------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development of the institution's insurance management procedures | Superseded + 3 years | Dispose | |
| 18.6 Insurance Policy Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance | Commencement of policy + 40 years OR Renewal of policy + 40 years | Dispose | Employer's Liability (Compulsory Insurance) Act 1969 The Employers' Liability (Compulsory Insurance) Regulations 1998 |
| Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance | Expiry of policy + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting claims made under insurance policies | Settlement of claim + 6 years OR Withdrawal of claim + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

D Resources Management

19 Procurement

| 19.1 Procurement Strategy Development | | | |
|---|---------------------------------|--------------------------|---|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's procurement strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 19.2 Procurement Planning | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the formulation of plans for the implementation of the institution's procurement strategy | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 19.3 Procurement Performance Management | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records containing data on, and analyses of, performance against the plans for the implementation of the institution's procurement strategy | Current academic year + 1 year | Dispose | |
| Records containing reports of performance against the plans for the implementation of the institution's procurement strategy. | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| Records documenting the conduct and results of audits and reviews of the procurement function, and responses to the results. | Current academic year + 5 years | Review for archive value | Consult Academic Registry before disposal |
| 19.4 Procurement Policy Development | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's procurement policies | Superseded + 5 years | Review for archive value | Consult Academic Registry before disposal |

| 19.5 Procurement Procedures Development | | | |
|--|---|---------------|--|
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the development and establishment of the institution's procurement procedures | Superseded + 3 years | Dispose | |
| 19.6 Supplier Approval | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting supplier evaluation criteria | Superseded + 5 years | Dispose | |
| Records documenting invitations to prospective suppliers to apply for approval | Expiry of invitation OR Rejection of application + 6 months OR Completion of approval | Dispose | |
| Records documenting the evaluation of applications for approval from prospective suppliers, and notifications of the outcome: approved suppliers | Termination of approval | Dispose | |
| Records documenting the evaluation of applications for approval from prospective suppliers, and notifications of the outcome: rejected suppliers | Rejection + 1 year | Dispose | |
| Supplier database | While current | Dispose | |
| 19.7 Supply Contract Tendering | | | |
| Description | Minimum Retention Period | Action | Citation & Comments |
| Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers | Award of supply contract + 1 year | Dispose | S.I. 1991/2680 S.I. 1993/3228 S.I. 1995/201 |
| Records documenting invitations to Tender and tender evaluation criteria | Termination of supply contract awarded + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 S.I. 1991/2680 S.I. 1993/3228 S.I. 1995/201 |

| | | | |
|--|--|---------|--|
| Records documenting the issue of Invitations to Tender and handling incoming tenders. | Award of supply contract + 1 year | Dispose | S.I. 1991/2680 S.I. 1993/3228 S.I. 1995/201 |
| Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders | Award of the supply contract + 1 year | Dispose | S.I. 1991/2680 S.I. 1993/3228 S.I. 1995/201 |
| Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders | Termination of supply contract awarded + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 S.I. 1991/2680 S.I. 1993/3228 S.I. 1995/201 |
| Contract award report (as required by the Regulations cited). | Termination of supply contract awarded + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 S.I. 1991/2680 S.I. 1993/3228 S.I. 1995/201 |
| Statistical reports to HM Treasury on contracts awarded (as required by the Regulations cited) | Current year + 3 years | Dispose | S.I. 1991/2680 S.I. 1993/3228 S.I. 1995/201 |

19.8 Supply Contract Management

| Description | Minimum Retention Period | Action | Citation & Comments |
|---|-----------------------------------|---------|---|
| Records documenting variations to contracts (e.g. revisions, extensions). | Termination of contract + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |
| Records documenting the monitor of supplier performance and action taken regarding under-performance. | Termination of contract + 6 years | Dispose | Limitation Act 1980 c.58 s. 5 |

19.9 Purchasing Administration

| Description | Minimum Retention Period | Action | Citation & Comments |
|--|--------------------------|---------|---------------------|
| Records documenting purchasing authorisation limits. | Superseded + 1 years | Dispose | |

Data Retention Procedures

| | | | |
|--|----------------------------------|---------|--|
| Records documenting internal authorisation for procurement | Current financial year + 1 year | Dispose | |
| Purchase Orders | Current financial year + 6 years | Dispose | HMCE 700/21 Limitation Act 1980 c.58 s. 5 |
| Goods Received Notes/ Goods Inwards Notes | Current financial year + 6 year | Dispose | HMCE 700/21 Limitation Act 1980 c.58 s. 5 |

| Version | Amended by | Revision summary | Date |
|---------|------------------|-----------------------------|---------------|
| V1.0 | | | November 2015 |
| V1.1 | Registry Officer | Change to coding convention | 24/03/20 |