

# Records Retention Schedule

The University's **Records Retention Schedule** documents the minimum length of time University records should be retained to comply with legal, regulatory and operational requirements including the **Freedom of Information Act 2000** and the **General Data Protection Regulation EU 2016/679**.

This Records Retention Schedule should be used to ensure that records are destroyed in a planned way to enable documents required as a source of evidence or information to be retained as long as necessary and records no longer needed are identified and destroyed securely, freeing up space and ensuring that the University complies with information legislation.

Retention periods within this schedule are applied to records in whatever medium they are held (paper, electronic, etc).

## Using this Schedule

This schedule identifies the relevant functions of the University and categories of records that each function holds. Each section has a list of the records (Record Description) down the left-hand side and describes the type of records, the minimum retention period, the record holder, recommended disposal action and the business decision supporting the retention period. Retention periods are minimum retention periods which means that records may be retained for a longer period should they be required but must not be disposed of before the period set out in this schedule.

The schedule may identify records which are required to be retained for a number of years or permanently (even though they may no longer be referenced on a regular basis). Such records where retained in a paper form need to be stored in a safe environment and this may include off-site storage at RADS.

At the end of the retention period the appropriate action should be taken against each record:

**Destroy:** the record can be destroyed using a safe and appropriate method depending upon the type of record. For electronic records, this will be 'deleted' and for paper records this should be disposal/recycling or confidential shredding. For all **confidential** records and records containing **personal data** or **financial** information, the record should be disposed of using confidential waste disposal and a record of the destruction should be retained.

**Review:** records marked for review may be retained for a longer period and their status should be checked before any action is taken.

**Record Holder:** is the area of the University responsible for holding, managing, retaining and subsequent destruction (where applicable) of the record irrespective of where the record is stored.

This schedule is a live document and where a member of staff identifies a record which is not identified within this schedule, please seek guidance from Legal Services. Any suggestions for change in working practices for records listed within this schedule should be discussed with the responsible department and full details must be sent to Legal Services for updating.

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## 1. Records Retention Schedule: Student Administration and Support

### In Student Administration and Support:

Student Administration / Student Fees and Finance / Individual Student File / Student Discipline / Student Careers / Student Welfare / Student Committees and Surveys / Student Assessment / Professorships / Graduation / NTU Sports

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>1.1</b>	<b>Student Administration</b>						
1.1.1	Development and Establishment of the University's Admission Criteria	Superseded + 10 Years	Paper / Electronic	Admissions	Destroy	Business Reasons	N
1.1.2	Unsuccessful Applications (including Interview Notes and Offers not taken up)	Current Academic Year + 6 Months	Electronic	Admissions	Destroy	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Y
1.1.3	Clearing Process Administration	Current Academic Year + 1 Year	Electronic	Admissions	Destroy	Business Reasons	N
1.1.4	Disclosure and Barring Service: Disclosures (Student Requests Only)	Current Academic Year + 6 Months	Paper / Electronic	Admissions	Destroy	Business Reasons	Y
1.1.5	Student Data (BANNER)	Current Academic Year + 6 Years / Limited data retained permanently	Electronic	Academic Registry	Destroy	Business Reasons	Y
1.1.6	Class / Tutorial lists (where held)	Current Academic Year	Paper / Electronic	College	Destroy	Business Reasons	Y

## 1. Records Retention Schedule: Student Administration and Support

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.1.7	Tier 4 Student Information	End of Relationship with Student + 6 Years + until next T4 Compliance visit	Paper / Electronic	Academic Registry	Review (Destroy)	Tier 4 compliance (UKVI)	Y
<b>1.2</b>	<b>Student Fees and Finance</b>						
1.2.1	Bursary Payment Schedules	Current Academic Year + 6 Years	Electronic	Finance	Destroy	Limitation Act 1980	Y
1.2.2	Financial Support Funds: NTU/OFS and DfES administration guidelines	Superseded + 6 Years	Paper / Electronic	Student Support Services	Destroy	DfES Student Support Regulations	N
1.2.3	Financial Support Funds: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons	Y
1.2.4	Money Advice: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	Y
<b>1.3</b>	<b>Individual Student File</b>						
1.3.1	Successful applications (including offers & Acceptance)	End of Relationship with Student + 6 Years	Electronic	College	Destroy	Limitation Act 1980 c. 58 s 5	Y
1.3.2	Individual Student File	End of Relationship with Student + 6 Years	Paper / Electronic	College	Destroy	Limitation Act 1980	Y
1.3.3	Academic progress (including formal action taken to deal with unsatisfactory progress)	End of Relationship with Student + 6 Years	Paper / Electronic	College	Destroy	Limitation Act 1980	Y

### 1. Records Retention Schedule: Student Administration and Support

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.3.4	Transfer of individual students between courses	End of Relationship with Student + 6 Years	Paper / Electronic	College	Destroy	Limitation Act 1980	Y
1.3.5	Withdrawal of individual students	End of Relationship with Student + 6 Years	Paper / Electronic	College	Destroy	Limitation Act 1980	Y
1.3.6	Termination of individual students' course	End of Relationship with Student + 6 Years	Paper / Electronic	College	Destroy	Limitation Act 1980	Y
1.3.7	Attendance records (Non-Examination)	End of Relationship with Student + 1 Year	Paper / Electronic	College	Destroy	Business Reasons	Y
1.3.8	Organisation of students' placement	Graduation + 6 Years	Paper / Electronic	Employability and Enterprise	Destroy	Limitation Act 1980	Y
1.3.9	Placement reports	Graduation + 6 Years	Paper	College or Employability Team	Destroy	Health & Safety regulations, Limitation Act 1980, Data Protection Act 1998	Y
1.3.10	External Requests (including Employers, other Institutions): Confirmation of individual students' awards, attendance or conduct	Last Action on Request + 1 Year	Paper / Electronic	Academic Registry	Destroy	Business Reasons	Y
1.3.11	Student/Employer placement record stored in placement system	Permanent	Electronic	Employability and enterprise		Business Reasons	Y
<b>1.4</b>	<b>Student Discipline</b>						

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Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.4.1	Discipline matters including SCOB outcomes	Completion of case + 6 Years	Electronic	College/ Student Accommodation Services	Destroy	Limitation Act 1980	Y
<b>1.5</b>	<b>Student Careers</b>						
1.5.1	Student Record Graduate Outcome Survey	Current Academic Year + 6 Years	Paper / Electronic	Employability and Enterprise	Destroy	Business Reasons	Y
<b>1.6</b>	<b>Student Welfare</b>						
1.6.1	Applicants with Disabilities: Admissions Guidelines	Superseded + 6 Years	Paper / Electronic	Student Support Services	Destroy	Equality Act 2010	N
1.6.2	Assessment Centre	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	N
1.6.3	Complaints Procedure: for Students	Superseded + 6 Years	Paper / Electronic	Academic Registry	Destroy	Business Reasons	N
1.6.4	Complaints: Informal complaints by individual students	Last Action on Complaint + 6 Years	Paper / Electronic	College	Destroy	Business Reasons	Y
1.6.5	Complaints Procedure: Casework Docs	Current Academic Year + 6 Years	Paper	Academic Registry/College	Destroy	Limitation Act 1980	Y
1.6.6	Counselling Service: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	Y
1.6.7	Crisis Intervention: Policy	Superseded + 6 Years	Electronic	Student Support Services	Destroy	Mental Health Act 1983, DDA 1995, DPA 1998 and H&S Legislation	N
1.6.8	Crisis Intervention: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons	Y
1.6.9	Disability and Dyslexia Support: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	Y

### 1. Records Retention Schedule: Student Administration and Support

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.6.10	Disability Support (Including Physical, Sensory and Autism Support): Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	Y
1.6.11	Health Promotion strategy	Superseded + 6 Years	Electronic	Student Support Services	Destroy	Business Reasons	N
1.6.12	Management of Meningitis and other Infectious Diseases: Protocol	Superseded + 1 Year	Paper / Electronic	Student Support Services	Destroy	Business Reasons	N
1.6.13	Management of Meningitis and other Infectious Diseases: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons	Y
1.6.14	Mental Health Support: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	Y
1.6.15	Provision of Immigration Advice: Code of Practice	Superseded + 6 Years	Paper / Electronic	Student Support Services	Destroy	Immigration and Asylum Act 1999	N
1.6.16	Provision of Immigration Advice: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons	Y
1.6.17	Responding to a student death: Procedure	Superseded + 1 Year	Electronic	Student Support Services	Destroy	Business Reasons	N
1.6.18	Responding to a student death: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons	Y
1.6.19	Student Handbook	Permanent	Paper / Electronic	Academic Registry		Business Reasons	N
1.6.20	Students with Disabilities: Assessment Policy	Superseded + 6 Years	Electronic	Student Support Services	Destroy	Business Reasons	N

## 1. Records Retention Schedule: Student Administration and Support

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.6.21	Students with Disabilities: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons	Y
1.6.22	Transition Support (Including Care Leavers): Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	Y
1.6.23	Student Services Appointments: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	Y
1.6.24	Student Support Officers: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	Y
1.6.25	Student Support Officers: Policies and procedures	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons	Y
1.6.26	US Dept. of Education: NTU Registration	Superseded + 6 Years	Paper / Electronic	Student Support Services	Destroy	Federal Stafford Loan Guidance – USDE	N
1.6.27	US Dept. of Education: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons	Y
<b>1.7</b>	<b>Student Committees and Surveys</b>						
1.7.1	Staff / Student Liaison Committees: Establishment and operation	Life of Committee + 3 Years	Paper / Electronic	College/Student Support Services	Destroy	Business Reasons	N
<b>1.8</b>	<b>Student Assessment</b>						
1.8.1	Examination Invigilators: Design and Delivery of Training	Current Academic Year + 1 Year	Electronic	Academic Registry	Destroy	Business Reasons	N
1.8.2	Examination Invigilators: Reports	Current Academic Year + 1 Year	Paper	Academic Registry	Destroy	Business Reasons	N



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Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.8.3	Examination: Attendance Registers	Current Academic Year + 1 Year	Paper	Academic Registry	Destroy	Business Reasons	Y
1.8.4	Examination: Control of Papers and Scripts	Current Academic Year + 1 Year	Paper / Electronic	College	Destroy	Business Reasons	N
1.8.5	Examination: Scripts	Current Academic Year + 1 Year	Paper	College	Destroy	Business Reasons	Y
1.8.6	Examination: Timetabling and Organisation of Examination Facilities	Current Academic Year + 1 Year	Paper / Electronic	Academic Registry / College	Destroy	Business Reasons	N
1.8.7	Examination: Special arrangements for students with special needs	Current Academic Year + 1 Year	Paper / Electronic	Academic Registry / College	Destroy	Business Reasons	Y
1.8.8	Examination: Results Lists	Permanent	Paper / Electronic	College		Business Reasons	Y
1.8.9	Awards: Results Lists	Permanent	Paper / Electronic	Academic Registry / College		Business Reasons	Y
1.8.10	Dissertations	Returned to Student	Paper / Electronic	Student			Y
1.8.11	Dissertations (not returned to student)	Current Academic Year + 1 Year	Paper / Electronic	College	Destroy	Business Reasons	Y
1.8.12	Coursework	Returned to Student	Paper / Electronic	Student	Destroy	Business Reasons	Y
1.8.13	Coursework (not returned to student)	Current Academic Year + 1 Year	Paper / Electronic	College	Destroy	Business Reasons	Y
1.8.14	Coursework: Individual Students Submission Evidence	Current Academic Year + 1 Year	Electronic	College	Destroy	Business Reasons	Y

## 1. Records Retention Schedule: Student Administration and Support

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.8.15	Theses	Permanent	Electronic	NTU Doctoral School/Library		Business Reasons	Y
1.8.16	Coursework: Feedback on NOW	Current Academic Year + 3 Years	Electronic	Schools, in NOW	Destroy	Business Reasons	Y
1.8.17	Coursework: Feedback and assessment schedules for submission, marking and return	Current Academic Year + 1 Year	Electronic	College	Destroy	Business Reasons	N
1.8.18	NEC's: Submissions and Decisions	Current Academic Year + 6 Years	Paper / Electronic	College	Destroy	Limitation Act 1980	Y
1.8.19	NEC's: Minutes	Permanent	Paper / Electronic	Colleges	Destroy	Business Reasons	Y
1.8.20	Academic Appeals (R4R): Casework Docs	Completion of Case + 6 Years	Electronic	College	Destroy	Limitation Act 1980	Y
1.8.21	Academic Appeals: Casework Docs	Completion of Case + 6 Years	Electronic	Academic Registry	Destroy	Limitation Act 1980	Y
1.8.22	Academic Appeals: Policy	Superseded + 6 Years	Electronic	Academic Registry	Destroy	Limitation Act 1980	N
1.8.23	Annotated Exam Board Spreadsheets	Current Academic Year + 1 Year	Paper / Electronic	College	Destroy	Business Reasons	Y
1.8.24	Mark Sheets (submitted by Academic colleagues)	Completion of Course + 1 Year	Electronic	College	Destroy	Business Reasons	Y
<b>1.9</b>	<b>Professorships</b>						
1.9.1	Internal Promotions to Professor or Reader (Unsuccessful)	Current Academic Year + 5 Years	Paper/ Electronic	Academic Registry	Destroy	Business Reasons	Y
1.9.2	Internal Promotions to Professor or Reader (successful)	End of Employment + 6 Years	Paper/ Electronic	Academic Registry	Destroy	Business Reasons	Y

## 1. Records Retention Schedule: Student Administration and Support

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.9.3	Awards & Titles Minutes	Permanent	Paper/ Electronic	Academic Registry		Business Reasons	Y
1.9.4	Visiting/Emeritus Professors / Visiting Fellows: documentation	Current Academic Year + 5 Years	Paper/ Electronic	College / Human Resources	Destroy	Business Reasons	Y
<b>1.10</b>	<b>Graduation</b>						
1.10.1	Awards: Organisation of Ceremonies	Permanent	Electronic	Academic Registry		Business Reasons	N
1.10.2	Awards: Production of Certificates	Permanent	Electronic	Academic Registry		Business Reasons	Y
1.10.3	Awards: Duplicate Certificates	Permanent	Electronic	Academic Registry		Business Reasons	Y
1.10.4	Awards: Uncollected certificates	Permanent	Paper	Academic Registry		Business Reasons	Y
1.10.5	Awards: Certificate Audit Logs	Permanent	Paper	Academic Registry		Business Reasons	Y
1.10.6	Honorary Awards: Nominations and Decisions	Current Academic Year + 10 Years	Paper / Electronic	Academic Registry / College	Destroy	Business Reasons	Y
1.10.7	Fake certificates & related correspondence	Permanent	Electronic /Paper	Academic Registry		Business Reasons	Y
1.10.8	Certificate design / related documentation including logo/ signatures	Permanent	Electronic /Paper	Academic Registry		Business Reasons	N
<b>1.11</b>	<b>NTU Sport</b>						

### 1. Records Retention Schedule: Student Administration and Support

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.11.1	Class Numbers Recording	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons	N
1.11.2	Emergency Action Plan	Superseded	Electronic	NTU Sport	Destroy	Business Reasons	N
1.11.3	Enquiries Database	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.4	External / Block Booking forms	Current Academic Year + 2 Years	Paper / Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.5	First Aid Participants	Current Academic Year + 3 Years	Paper	NTU Sport	Destroy	Health & Safety	Y
1.11.6	Inspection Records: Facility	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons	N
1.11.7	Inspection Records: Equipment	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons	N
1.11.8	Membership Form	Current Academic Year + 2 Years	Paper	NTU Sport	Destroy	Business Reasons	Y
1.11.9	Normal Operation Procedure	Superseded	Electronic	NTU Sport	Destroy	Business Reasons	N
1.11.10	nu2sport Participant Data	Current Academic Year + 3 Years	Paper / Electronic	NTU Sport	Destroy	Funding	Y
1.11.11	Outdoor Clubs Participation Numbers	Current Academic Year + 3 Years	Paper / Electronic	NTU Sport	Destroy	Business Reasons	N

### 1. Records Retention Schedule: Student Administration and Support

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.11.12	Registers: Sports Volunteering / attendance / sport teamsheets	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.13	Reports: Performance	Current Academic Year + 5 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.14	Reports: Physio	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.15	Reports: Strength & Conditioning	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.16	Segmentation of Students Taking Part in Activities	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.17	Sport Scholarship Applications	Current Academic Year + 1 Year	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.18	Sport Scholarship Database	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.19	Sports Club: Committee Registers	Current Academic Year + 1 Year	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.20	Sports Club: Handbook	Superseded	Electronic	NTU Sport	Destroy	Business Reasons	N
1.11.21	Sports Club: Risk Assessments	Superseded	Electronic	NTU Sport	Destroy	Health & Safety	N
1.11.22	Staff: Rota	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y

### 1. Records Retention Schedule: Student Administration and Support

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
1.11.23	Staff: Shift Swap Request	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.24	Staff: Holiday and Sickness	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.25	Staff: contact details	Current	Electronic	NTU Sport		Business Reasons	Y
1.11.26	TASS Tracking Sheets	Current Academic Year + 1 Year	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.27	Team Meeting Minutes	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y
1.11.28	Team Sheets	Current Academic Year + 1 Year	Paper / Electronic	NTU Sport	Destroy	Business Reasons	N
1.11.29	Trip Registration	Current Academic Year + 1 Year	Paper / Electronic	NTU Sport	Destroy	Health & Safety	Y
1.11.30	UCAS Tracking Sheet	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons	Y

## 2. Records Retention Schedule: Learning and Teaching

### In Learning and Teaching:

Academic Quality and Standards / Validation Service – Student Admin and Data / Validation Service – Quality Assurance / Validation Service and School Based – Legal / Validation Service and School Based – Business

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>2.1</b>	<b>Academic Quality and Standards</b>						
2.1.1	SRAD (self-appraisal document for Periodic School Review)	Permanent	Electronic	CADQ		QAA evidence and business reasons	N
2.1.2	Periodic School Review (PSR) report	Permanent	Electronic	CADQ		QAA evidence and business reasons	N
2.1.3	PSR follow up report	Permanent	Electronic	CADQ		QAA evidence and business reasons	N
2.1.4	Statistical data from Banner to enable production of Equality & Diversity and Widening Participation reports (progression, attainment and graduate destinations)	Current Academic Year + 5 Years	Electronic	Schools Colleges and Community Outreach (SCCO)	Destroy	QAA evidence and business reasons	N
2.1.5	UCAS applications cycle data to enable tracking of SCCO participants into NTU applications	Current Academic Year + 5 Years	Electronic	Schools Colleges and Community Outreach (SCCO)	Destroy	OFFA/OFS reporting and business reasons	N
2.1.6	SCCO participant data to enable tracking students' attainment and progression to HE	Current Academic Year + 5 Years	Electronic	Schools Colleges and Community Outreach (SCCO)	Destroy	OFFA/OFS reporting	Y
2.1.7	DfE attainment data of former SCCO participants	Current Academic Year + 5 Years	Electronic	Schools Colleges and Community Outreach (SCCO)	Destroy	OFFA/OFS reporting	Y
2.1.8	HESA student data for former SCCO participants	Current Academic Year + 5 Years	Electronic	Schools Colleges and Community Outreach (SCCO)	Destroy	Key evaluation data for OFFA/OFS reporting	Y

## 2. Records Retention Schedule: Learning and Teaching

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
2.1.9	School Action Plans (if separate from SSQR)	Current Academic Year + 5 Years	Electronic	School (School Executive)	Destroy	QAA evidence	N
2.1.10	School LTES Action Plan	Current Academic Year + 5 Years	Electronic	School (School Executive)	Destroy	QAA evidence	N
2.1.11	Schools Standards and Quality Report	Current Academic Year + 5 Years	Electronic	School (SASQC)	Destroy	QAA evidence and business reasons	N
2.1.12	Course Standards and Quality Report	Current Academic Year + 5 Years	Electronic	School (SASQC)	Destroy	QAA evidence and business reasons	N
2.1.13	School staff development plans where available	Current Academic Year + 2 Years	Electronic	School	Destroy	Internal periodic quality review	N
2.1.14	Details of staff development activity and processes	Current Academic Year + 2 Years	Electronic	School	Destroy	Internal periodic quality review	N
2.1.15	College Research Degrees Committee terms of reference	Current Academic Year + 2 Years	Electronic	College	Destroy	Internal periodic quality review	N
2.1.16	Evidence of School approach to Peer Review of Teaching (and resulting action if applicable)	Current Academic Year + 2 Years	Electronic	School	Destroy	Internal periodic quality review	N
2.1.17	School Academic Standards and Quality Committee (SASQCs) minutes and agendas	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence	N
2.1.18	Learning and Teaching Committee (or similar) - minutes and Agendas	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence	N



## 2. Records Retention Schedule: Learning and Teaching

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
2.1.19	School Student Fora, and other liaison committees or equivalent - minutes and agendas	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence	N
2.1.20	School employers' forum or equivalent, where applicable - minutes and agendas	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence	N
2.1.21	Other School Committees/Groups - minutes and agendas where relevant to support statements in the SRAD	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence	N
2.1.22	School Strategies of relevance to QA/QE where relevant to support statements in the SRAD	Current Academic Year + 5 Years	Electronic	School	Destroy	QAA evidence	N
2.1.23	Course Committees – agenda and minutes	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence	N
2.1.24	Any course-level staff-student consultative groups -agenda and minutes	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence	N
2.1.25	Team meetings (Notes/minutes)	Current Academic Year + 2 Years	Electronic	School	Destroy	PSR evidence	N
2.1.26	Any course level employer forum activity (Notes/Minutes)	Current Academic Year + 2 Years	Electronic	School	Destroy	PSR evidence	N

## 2. Records Retention Schedule: Learning and Teaching

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
2.1.27	PSRB reports	Current Academic Year + 3 Years	Electronic	School	Destroy	QAA and PSR evidence	N
2.1.28	External examiner reports	Current Academic Year + 3 Years	Electronic	CADQ	Destroy	QAA and PSR evidence	N
2.1.29	Evidence of student feedback at course level	Current Academic Year + 3 Years	Electronic	School	Destroy	PSR evidence	N
2.1.30	Course Handbook	End of Course + 1 Year	Electronic	School	Destroy	PSR evidence	N
2.1.31	Exemplar Module Handbook	End of Course + 1 Year	Electronic	School	Destroy	PSR evidence	N
2.1.32	Ofsted inspection reports about the provider and organisations with whom it delivers learning opportunities	End of Course + 1 Year	Electronic	School	Destroy	QAA	N
2.1.33	Course approval reports	End of Course + 1 Year	Electronic	CADQ	Destroy	QAA	N
2.1.34	Course and module specifications	End of Course + 1 Year	Electronic	School	Destroy	QAA, OFS	N
2.1.35	Quality Handbook	Current Academic Year + 3 Years	Electronic	CADQ	Destroy	QAA, internal business reasons	N
2.1.36	Student Induction Course: Design, Conduct and Review	End of Induction Course + 5 Years	Electronic	School	Destroy	Business Reasons	N
2.1.37	Student Induction Course: Administration and Events for New Students	Current Academic Year + 1 Year	Electronic	School	Destroy	Business Reasons	N

## 2. Records Retention Schedule: Learning and Teaching

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
2.1.38	Assessment & Examination: Development and Establishment of Rules and Procedures	Superseded + 10 Years	Electronic	CADQ & Academic Registry	Destroy	Business Reasons	N
2.1.39	External Examiners: Selection and Appointment	Termination of Appointment + 1 Year	Electronic	CADQ	Destroy	Business Reasons	N
2.1.40	External Examiners: Administrative liaison matters	Current Academic Year + 1 Year	Electronic	School	Destroy	Business Reasons	N
2.1.41	Board of Examiners: Minutes	Permanent	Paper / Electronic	College		Business Reasons	Y
2.1.42	Boards of Examiners: Information & Guidance	Permanent	Paper	Academic Registry		Business Reasons	N
2.1.43	Accreditation Minutes	Current Academic Year + 5 Years	Paper / Electronic	College	Destroy	Business Reasons	N
2.1.44	Teaching: Timetabling and management of teaching space	Current Academic Year	Electronic	Academic Registry	Destroy	Business Reasons	N
2.1.45	Welcome Week Research	Current Academic Year + 10 Years	Electronic	SCCO	Destroy	Business Reasons	N
2.1.46	Student retention research	Current Academic Year + 20 Years	Electronic	SCCO	Destroy	Academic Research	N
<b>2.2</b>	<b>Validation Service – Student Admin and Data</b>						
2.2.1	Registration lists	Permanent	Electronic /Paper	UK – CADQ Overseas – NTU Global		Business Reasons	Y
2.2.2	Conferment lists (including mark sheets)	Permanent	Electronic /Paper	UK – CADQ Overseas – NTU Global		Business Reasons	Y

## 2. Records Retention Schedule: Learning and Teaching

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
2.2.3	Transcripts	Permanent	Electronic /Paper	UK – CADQ Overseas – NTU Global		Business Reasons	Y
2.2.4	Verification letters	Current Academic Year + 5 Years	Electronic /Paper	UK – CADQ Overseas – NTU Global	Destroy	Business Reasons	Y
<b>2.3</b>	<b>Validation Service – Quality Assurance</b>						
2.3.1	Annual monitoring reports (CSQR/VCSQR/PSQR)	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons	N
2.3.2	VSSC feedback	Current Academic Year + 2 Years	Electronic	CADQ	Destroy	Business Reasons	N
2.3.3	External Examiner nomination forms	Termination of Appointment + 4 Years	Electronic	CADQ	Destroy	Business Reasons	N
2.3.4	External Examiner reports	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons	N
2.3.5	Academic Liaison reports	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons	N
2.3.6	Academic Liaison memos or handbook	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons	N
2.3.7	Academic Liaison annual meeting minutes	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons	N
2.3.8	Course Approval Reports	End of Course + 1 Year	Electronic /Paper	CADQ	Destroy	Business Reasons	N
2.3.9	Institutional Review and Course Review Reports	End of Course + 1 Year	Electronic /Paper	CADQ	Destroy	Business Reasons	N
2.3.10	Definitive course documents – module specifications	End of Course + 2 Years	Electronic /Paper	CADQ	Destroy	Business Reasons	N

## 2. Records Retention Schedule: Learning and Teaching

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
2.3.11	Definitive course documents – Course specifications	End of Course + 2 Years	Electronic /Paper	CADQ	Destroy	Business Reasons	N
2.3.12	Contextual documents	End of Course + 1 Year	Electronic /Paper	CADQ	Destroy	Business Reasons	N
2.3.13	Centre documents	End of Course + 1 Year	Electronic /Paper	CADQ	Destroy	Business Reasons	N
2.3.14	Modifications to courses	Review + 1 Year	Electronic /Paper	CADQ	Destroy	Business Reasons	N
2.3.15	Marketing approval forms and material	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons	N
<b>2.4</b>	<b>Validation Service and School Based – Legal</b>						
2.4.1	Institutional Agreements	Permanent	Electronic /Paper	CADQ / NTU Global / College		Business Reasons	N
2.4.3	Letters of variation	Permanent	Electronic /Paper	CADQ / NTU Global / College		Business Reasons	N
2.4.4	Teach out Agreements	Permanent	Electronic /Paper	CADQ / NTU Global / College		Business Reasons	N
2.4.5	Teach out documentation	Permanent	Electronic /Paper	CADQ / NTU Global / College		Business Reasons	N
<b>2.5</b>	<b>Validation Service and School Based – Business</b>						
2.5.1	Completed Business Approval Forms (previously BCT)	Permanent	Electronic /Paper	UK – CADQ Overseas – NTU Global		Business Reasons	N
2.5.2	Correspondence on business sign off	Permanent	Electronic /Paper	UK – CADQ Overseas – NTU Global		Business Reasons	N
2.5.4	Travel files	Current Financial Year + 6 Years	Electronic /Paper	UK – CADQ Overseas – NTU Global	Destroy	Business Reasons	Y
2.5.6	Register of withdrawn collaborative provision	Permanent	Electronic /Paper	CADQ		Business Reasons	N

### 3. Records Retention Schedule: Finance

**In Finance:**

General Finance / Payroll / Insurance / Financial Planning / Procurement

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>3.1</b>	<b>General Finance</b>						
3.1.1	GL/SL/PL/OP	Permanent	Electronic	Finance		Business Reasons	N
3.1.2	Control account reconciliations	Current Academic Year + 6 Years	Paper	Finance	Destroy	Business Reasons	N
3.1.3	Journal Sheets	Current Academic Year + 6 Years	Paper	Finance	Destroy	Business Reasons	N
3.1.4	Fixed asset registers	Permanent	Paper / Electronic	Finance		Business Reasons	N
3.1.5	Sales Invoices	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N
3.1.6	Credit Notes	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N
3.1.7	Remittance Advices	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N
3.1.8	Receipt Books	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N
3.1.9	Purchase Invoices	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N
3.1.10	Credit Notes	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N
3.1.11	Aged Creditors	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N

### 3. Records Retention Schedule: Finance

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
3.1.12	BACS/cheque reports	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N
3.1.13	Foreign payment requests	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N
3.1.14	Expense claims	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Business Reasons	Y
3.1.15	Banking: Statements	Permanent	Paper	Finance		Business Reasons	N
3.1.16	Banking: Opening, Closure and Routine Administration of Bank Accounts	Closure of Account + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980	N
3.1.17	Banking: Standing Orders, Direct Debits etc.	Life of Instruction + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980	N
3.1.18	Banking: Deposits, Withdrawals, Transfers and Instructions	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Taxes Management Act 1970, Limitation Act 1980	N
3.1.19	Banking: Reconciliations	Current Academic Year + 6 Years	Paper	Finance	Destroy	Business Reasons	N
3.1.20	Banking: Cheque books	Current Academic Year + 6 Years	Paper	Finance	Destroy	VAT Act 1994	N
3.1.21	Banking: Paying in books	Current Academic Year + 6 Years	Paper	Finance	Destroy	VAT Act 1994	N
3.1.22	Banking: End of day cashier summaries	Current Academic Year + 6 Years	Paper	Finance	Destroy	Business Reasons	N

### 3. Records Retention Schedule: Finance

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
3.1.23	Cash flow forecasts	Current Academic Year + 6 Years	Electronic	Finance	Destroy	Business Reasons	N
3.1.24	Petty cash records	Current Academic Year + 6 Years	Paper	Finance	Destroy	VAT Act 1994	N
3.1.25	Petty cash holder register	Current Academic Year + 6 Years	Paper	Finance	Destroy	VAT Act 1994	Y
3.1.26	Investments: Schedules	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Business Reasons	N
3.1.27	Investment instructions	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Business Reasons	N
3.1.28	Loan Agreements	Permanent	Paper	Finance		Business Reasons	Y
3.1.29	Investments: Portfolio	Dis-investment + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980	N
3.1.30	Investments: Purchase and Sale of Investments	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Taxes Management Act 1970	N
3.1.31	Investments: Valuations of Capital Assets	Current Academic Year + 6 Years	Paper / Electronic	Finance	Review	Taxes Management Act 1970	N
3.1.32	Investments: Disposition of Capital Assets, Decisions and Authorisations	Disposal + 6 Years	Paper / Electronic	Finance	Destroy	Taxes Management Act 1970, Limitation Act 1980	N
3.1.33	Taxation: VAT returns	Current Academic Year + 6 Years	Paper	Finance	Destroy	VAT Act 1994	N
3.1.34	Taxation: VAT working papers	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994	N



### 3. Records Retention Schedule: Finance

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
3.1.35	Taxation: VAT registration certificates	Permanent	Paper	Finance		VAT Act 1994	N
3.1.36	Taxation: Corporation tax returns	Current Academic Year + 6 Years	Paper	Finance	Destroy	Income & Corporation Taxes Act 1988	N
3.1.37	Taxation: Corporation tax calculations	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988	N
3.1.38	Cross Charging Records	Current Academic Year + 1 Year	Paper / Electronic	Finance	Destroy	Business Reasons	N
<b>3.2</b>	<b>Payroll</b>						
3.2.1	Payroll Listings	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988	Y
3.2.2	Timesheets	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988	Y
3.2.3	Overtime and additional work claims	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988	Y
3.2.4	Payslips, P45's and P60's	Current Tax Year + 10 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988	Y
3.2.5	Tax code notices	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988	Y
3.2.6	Tax and NI returns	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988	N
3.2.7	Deduction schedules	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988	N
3.2.8	Employees' authorisation for non-statutory deductions	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980	Y
3.2.9	Calculations and Payments to employees	Current Tax Year + 3 Years	Paper / Electronic	Finance	Destroy	Taxes Management Act. Limitation Act. SI1993/744, SI 1999/584	Y

### 3. Records Retention Schedule: Finance

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
3.2.10	Bank payment reports	Current Tax Year + 10 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988	N
3.2.11	Leavers Information	End of Employment + 7 Years	Paper / Electronic	Finance	Destroy	Business Reasons (Pension Queries)	N
3.2.12	Operation of the Statutory Sick Pay scheme	Current Tax Year + 3 Years	Paper / Electronic	Finance	Destroy	SI 1982 / 894	Y
3.2.13	Operation of the Statutory Maternity Pay scheme	Current Tax Year + 3 Years	Paper / Electronic	Finance	Destroy	SI 1986 / 1960	Y
3.2.14	Pension Payments employers contribution	End of Employment + 8 Years	Paper / Electronic	Finance	Review	Limitation Act 1980, Pension Act 2004	Y
3.2.15	Pension payments, employees contribution	End of Employment + 8 Years	Paper / Electronic	Finance	Review	Limitation Act 1980, Pension Act 2004	Y
<b>3.3</b>	<b>Insurance</b>						
3.3.1	Policy documents	Permanent	Paper	Finance		Limitation Act 1980	N
3.3.2	Schedules	Current Academic Year + 6 Years	Paper	Finance	Review	Limitation Act 1980	N
3.3.3	Claims and correspondence	Current Academic Year + 6 Years	Paper	Finance	Review	Limitation Act 1980	Y
<b>3.4</b>	<b>Financial Planning</b>						
3.4.1	Financial forecasting	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Business Reasons	N
3.4.2	Revenue and capital budget preparation	Current Academic Year + 2 Years	Paper / Electronic	Finance	Destroy	Business Reasons	N

### 3. Records Retention Schedule: Finance

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
3.4.3	Reports to Board/Senior Management	Current Academic Year + 2 Years	Paper / Electronic	Finance	Review	Business Reasons	N
3.4.4	Reports to budget holders	Current Academic Year + 2 Years	Paper / Electronic	Finance	Review	Business Reasons	N
3.4.5	System audit and control reports	Current Academic Year + 2 Years	Paper / Electronic	Finance	Review	Business Reasons	N
3.4.6	Statutory Funding: Administration of annual funding allocations	Current Academic Year + 10 Years	Paper / Electronic	Finance	Destroy	Business Reasons	N
3.4.7	Grants (including Research Councils and Corporate Sponsors): Administration	End of Grant + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980	N
3.4.8	Scholarship Funds: Administration	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980	N
<b>3.5</b>	<b>Procurement</b>						
3.5.1	Estates related/led Sealed contracts (specific property/works contracts over £50K)	End of Contract + 12 Years	Paper / Electronic	Estates	Destroy	Business Reasons	N
3.5.2	Purchasing led Sealed contracts (specific property/works contracts over £50K)	End of Contract + 12 Years	Paper / Electronic	Procurement	Destroy	Business Reasons	N
3.5.3	Quotes/contracts under £50K	End of Contract + 6 Years	Electronic	User Department	Review / Destroy as appropriate	Limitations Act 1980	N
3.5.4	Procurement strategy checklist	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons	N

### 3. Records Retention Schedule: Finance

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
3.5.5	EU Notices (OJEU), Inc. Award Notices	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons	N
3.5.6	Expressions of Interest List	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons	Y
3.5.7	Tender Short listing criteria	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons	N
3.5.8	Tender: Prequalification and supplier appraisals of short listed tenderers	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons	Y
3.5.9	Tender: Responses from suppliers not short listed	3 Months	Electronic	Procurement	Destroy	Business Reasons	Y
3.5.10	Tender: Record of short listed decisions	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons	N
3.5.11	Maintenance/software licence agreements	End of Licence + 6 Years	Electronic	Procurement	Destroy	Business Reasons	N
3.5.12	Invitation to tender document - £50k and above	End of Contract + 6 Years	Electronic	Procurement	Destroy	Limitation Act 1980 SI 1991/2680, SI 1993/3228, SI 1995 201	N
3.5.13	Tender Register (List of Suppliers invited to Tender)	Current Academic Year + 6 Years	Electronic	Procurement	Destroy	Limitation Act 1980 SI 1991/2680, SI 1993/3228, SI 1995 201	N
3.5.14	Successful bidder plus 2nd/3rd tenders over £50K	End of Contract + 6 Years	Electronic	Procurement	Destroy	Limitation Act 1980 SI 1991/2680, SI 1993/3228, SI 1995 201	N
3.5.15	4th and subsequent tenders over £50K	4 Months	Electronic	Procurement	Destroy	SI 1991/2680, SI 1993/3228, SI 1995 201	N

### 3. Records Retention Schedule: Finance

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
3.5.16	Record of supplier meetings/negotiations/c larifications pre-contract award	Current Academic Year + 6 Years	Electronic	Procurement	Destroy	Limitation Act 1980 SI 1991/2680, SI 1993/3228, SI 1995 201	Y
3.5.17	Tender evaluation report/tender tabulations	Current Academic Year + 5 Years	Electronic	Procurement	Destroy	Limitation Act 1980 SI 1991/2680, SI 1993/3228, SI 1995 201	N
3.5.18	Contract Award Letter and acceptance	Current Academic Year + 6 Years	Electronic	Procurement	Destroy	Limitation Act 1980 SI 1991/2680	N
3.5.19	Waiver Request Forms – completed	Current Academic Year + 3 Years	Electronic	Procurement	Destroy	Business Reasons	N
3.5.20	Goods received/returned notes	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Limitation Act, Value Added Tax Act 1994	N
3.5.21	Stock requisitions	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Business Reasons	N
3.5.22	Stores Issue Notes	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Business Reasons	N
3.5.23	Purchasing-related documents for ERDF 2007-13 funded projects	End of Project / Contract + 15 Years	Paper / Electronic	User Department	Review / Destroy as appropriate	ERDF Funding regulations	N
3.5.24	Register of approved suppliers	Current Academic Year	Electronic	Procurement	Destroy	Business Reasons	N
3.5.25	Contractor Review Reports (monitoring)	End of Contract + 6 Years	Electronic	Procurement	Destroy	Limitation Act 1980	N
3.5.26	Purchasing Card Statements	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Limitation Act 1980	Y

### 3. Records Retention Schedule: Finance

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
3.5.27	Purchasing Card Transaction Logs	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Limitation Act 1980	Y
3.5.28	Inventory Record	Current Academic Year	Electronic	User Department	Destroy	Business Reasons	N
3.5.29	Inventory Disposal Forms	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Business Reasons	N
3.5.30	Purchase Orders	Current Academic Year + 6 Years	Electronic	System Manager (e5)	Destroy	Value Added Tax Act 1994	N
3.5.31	Delivery Notes	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Value Added Tax Act 1994	N

## 5. Records Retention Schedule: Governance and Management

### In Human Resources:

Personnel / Recruitment File / Staff PDCR, Training and Development / Workforce Planning / Employee Relations/Rewards / Pensions / DBS Disclosures / Equality and Diversity / Contingency Planning / Risk Assessment / Hazardous Substances / Accident Monitoring / Health Records / Health and Safety General

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>4.1</b>	<b>Personnel</b>						
4.1.1	Personnel Files	End of Employment + 6 Years	Paper	Human Resources	Destroy	Limitations Act 1980	Y
4.1.2	Recruitment: Internal authorisation	End of Employment + 6 Years	Paper	Human Resources	Destroy	Business Reasons	N
4.1.3	Recruitment: Advertising of vacancies	End of Employment + 6 Years	Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995	N
4.1.4	Recruitment: Successful Job applications	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995	Y
4.1.5	Recruitment: Successful Job Application References	End of Employment + 6 Years	Paper	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995	Y
4.1.6	Recruitment: Unsuccessful Job Applications	Creation of Document + 6 Years	Electronic	Human Resources	Destroy	UKVI Guidance to satisfy Resident Labour Market Test	Y

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.1.8	Right to Work Documentation e.g. Copy of Passport or Certificate of Sponsorship etc. & Employer's Right To Work Checklist	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995 Immigration, Asylum Nationality Act 2006	Y
4.1.9	Starter & Leaver info and transfer documents	End of Employment + 6 Years	Paper / Electronic	Human Resources/Payroll	Destroy	Limitation Act 1980	Y
4.1.10	Job Descriptions and Person Specification of positions held by an employee within the institution	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995 Immigration, Asylum Nationality Act 2006	N
4.1.11	Employee's basic personal details (e.g. address, next of kin, emergency contacts)	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Limitation Act 1980	Y
4.1.12	Staff Induction: Administration of programmes	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Business Reasons	N
4.1.13	Contracts of Employment	End of Employment + 6 Years	Paper/ Electronic	Human Resources	Destroy	Limitation Act 1980	Y
4.1.14	Probation documentation	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Limitation Act 1980	Y



## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.1.15	Changes to an employee's terms and conditions of employment	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Limitation Act 1980	Y
4.1.16	Administration of an employee's contractual holiday entitlement	End of Employment + 6 Years	Paper	Human Resources	Destroy	Business Reasons	Y
4.1.17	Monitoring of hours worked by employees	End of Employment + 6 Years	Paper / Electronic	Human Resources / Payroll	Destroy	SI 1998 / 1833	Y
4.1.18	Absence Records i.e. Some Return To Work Records, OH reports and referrals & sick pay notification	End of Employment + 6 Years	Paper / Electronic	Human Resources (Medical sub file)	Destroy	Limitation Act 1980	Y
4.1.19	Entitlements to, and calculations of, Statutory Maternity Pay	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Social Security Contributions & Benefit Act. SI 1986 / 1960	Y
4.1.20	Authorisation and administration of special leave, e.g. compassionate leave, study leave	End of Employment + 6 Years	Paper / Electronic	Payroll / Human Resources	Destroy	Business Reasons	Y
4.1.21	Authorisation and administration of statutory leave entitlements, e.g. parental leave	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	SI 1999 / 3312	Y

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.1.22	Employee's absence due to sickness	End of Employment + 6 Years	Paper / Electronic	Payroll /Human Resources	Destroy	Social Security Contributions & Benefit Act.	Y
4.1.23	Staff Disciplinary & Grievance Records	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995	Y
4.1.25	Grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Limitation Act 1980	Y
4.1.26	Employment Tribunal Records	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Limitation Act 1980	Y
4.1.27	Employee's remuneration and rewards (e.g. honorariums, contribution awards, long service awards)	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Limitation Act. Taxes Management Act. SI 1999/584	Y
4.1.28	Employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Limitation Act 1980	Y

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.1.29	References provided in confidence in support of an employee's application(s) for employment by another organisation	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Business Reasons	Y
<b>4.2</b>	<b>Recruitment File</b>						
4.2.1	Recruitment: Unsuccessful Job applications	Current Academic Year + 1 Year	Electronic	Human Resources	Destroy	Equality Act 2010, SDA 1975/1986; RRA 1976; DDA 1995	Y
4.2.2	Recruitment: Enquiries about vacancies and requests for application forms	Current Academic Year + 1 Year	Electronic	Human Resources	Destroy	Business Reasons	Y
4.2.3	Recruitment: Interview Notes	Current Academic Year + 1 Year	Paper	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995	Y
4.1.7	Recruitment: Unsuccessful Job Application References	Current Academic Year + 1 Year	Paper	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995	Y
4.2.4	Recruitment: Unsuccessful Internal job applications	Current Academic Year + 1 Year	Paper / Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995	Y
<b>4.3</b>	<b>Staff Appraisal, Training and Development</b>						
4.3.1	Staff Induction: Attendance by an employee	Completion of Induction + 6 Years	Paper / Electronic	Human Resources / Health & Safety / Organisational Development	Destroy	Business Reasons	Y

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.3.2	Performance Development Review PDCR	End of Employment + 6 Years	Paper / Electronic	Human Resources/ Organisational Development	Destroy	Limitation Act 1980	Y
4.3.3	PDCR Policy	Superseded + 6 Years	Electronic	Organisational Development	Review	Business Reasons	N
4.3.4	Staff Training: Policy	Superseded + 6 Years	Electronic	Organisational Development	Review	Business Reasons	N
4.3.5	Staff Training: Meeting Groups (agendas and minutes)	Current Academic Year + 1 Year	Electronic	Organisational Development	Destroy	Business Reasons	Y
4.3.6	Staff Training: Course Evaluation Forms	Current Academic Year + 1 Year	Paper	Organisational Development	Destroy	Business Reasons	Y
4.3.7	Staff Training: Delegate lists (internal training)	Current Academic Year + 1 Year	Electronic	Organisational Development	Destroy	Business Reasons	Y
4.3.8	Staff Training: Advertising	Current Academic Year + 1 Year	Electronic	Organisational Development	Destroy	Business Reasons	N
4.3.9	Staff Training: Delegate Feedback	Current Academic Year + 6 Years	Electronic	Organisational Development	Destroy	Business Reasons	Y
4.3.10	Staff Training: Workforce feedback (anonymised)	Current Academic Year + 6 Years	Electronic	Organisational Development	Destroy	Business Reasons	N
4.3.11	Staff Training: Development of Courses to meet defined needs	Completion of Programme + 6 Years	Electronic	Organisational Development	Destroy	Business Reasons	N
<b>4.4</b>	<b>Workforce Planning</b>						

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.4.1	Workforce plan	Superseded + 6 Years	Electronic	Human Resources	Destroy	Business Reasons	Y
4.4.2	Succession Plans	Superseded + 6 Years	Paper / Electronic	Human Resources	Destroy	Business Reasons	Y
<b>4.5</b>	<b>Employee Relations/Rewards</b>						
4.5.1	Staff attitude surveys	Current Academic Year + 6 Years	Electronic	Organisational Development	Review	Business Reasons	Y
4.5.2	Staff eNews	Current Academic Year + 6 Years	Electronic	Human Resources	Review	Business Reasons	N
4.5.3	Personnel Management Policies & Procedures: Development and establishment	Superseded + 20 Years	Paper / Electronic	Human Resources	Review	Business Reasons	N
4.5.4	Trade Unions: Recognition / de-recognition	De-recognition + 20 Years	Paper / Electronic	Human Resources	Review	Limitation Act 1980	N
4.5.5	Trade Unions: Agreements	End of Agreement + 20 Years	Paper / Electronic	Human Resources	Review	Limitation Act 1980	N
4.5.6	Trade Unions: Routine communications, including minutes of meetings	Current Academic Year + 20 Years	Paper / Electronic	Human Resources	Review for archival purposes	Business Reasons	Y
4.5.7	Trade Unions: Consultations and Negotiations on specific issues	Last Action on Issue + 20 Years	Paper / Electronic	Human Resources	Review for archival purposes	Business Reasons	Y

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.5.8	Development and evaluation of job specifications and job evaluation	Superseded + 6 Years	Paper / Electronic	Human Resources	Review	Business Reasons	N
4.5.9	Development of the remuneration structure	Current Academic Year + 20 Years	Electronic	Human Resources	Review for archival value	Business Reasons	N
4.5.10	Pay reviews	Current Academic Year + 20 Years	Electronic	Human Resources	Review for archival value	Business Reasons	Y
4.5.11	Special reward schemes e.g. Exceptional Contribution Awards	End of Scheme + 20 Years	Electronic	Human Resources	Review for archival value	Business Reasons	N
4.5.12	Statistical information about job applicants e.g. ethnicity/gender analysis	Current Academic Year + 20 Years	Electronic	Human Resources / E&D	Destroy	Business Reasons	N
4.5.13	Development of workforce welfare schemes and services e.g. counselling services	Current Academic Year + 6 Years (5 Years for H&S)	Electronic	Human Resources / Health & Safety	Review for archival value	Business Reasons	N
<b>4.6</b>	<b>Pensions</b>						
4.6.1	Relationships with pension schemes to which all or part of its workforce belongs	End of Relationship + 20 Years	Electronic	Human Resources	Review	Business Reasons	N

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.6.2	Routine communications with the pension schemes	Current Academic Year + 6 Years	Paper / Electronic	Human Resources	Review	Business Reasons	Y
<b>4.7</b>	<b>DBS Disclosures</b>						
4.7.1	DBS Disclosures (Staff Requests Only)	Current Academic Year + 6 months	Paper / Electronic	Human Resources	Destroy	Business Reasons	Y
<b>4.8</b>	<b>Equality and Diversity</b>						
4.8.1	Equality & Diversity: Policy	Permanent	Electronic	Equality & Diversity – Human Resources		Equality Act 2010	N
4.8.2	Equality & Diversity: Casework Docs	End of Employment + 6 Years	Paper	Equality & Diversity – Human Resources	Destroy	Limitation Act	Y
<b>4.9</b>	<b>Contingency Planning</b>						
4.9.1	Emergency Planning Review Documents	Superseded + 5 Years	Electronic	Health & Safety	Review	Business Reasons	N
<b>4.10</b>	<b>Risk Assessment</b>						
4.10.1	Risk Assessment Policy	Superseded + 5 Years	Electronic	Health & Safety	Review	SI 1989 / 1790, SI 1992 / 2792, SI 1999 / 3243	N
4.10.2	Risk Assessment Reports	Superseded + 5 Years	Electronic	Each Department	Review	SI 1999 / 3243	N
4.10.3	Display Screen Equipment Policy	Superseded + 5 Years	Electronic	Health & Safety	Review	Business Reasons	N

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.10.4	Monitoring of Working Environment reports	Current Academic Year + 40 Years	Electronic	Health & Safety	Review	SI 2002 /2675	Y
4.10.5	Fire Inspection Reports: including Systems and Equipment Assessments	Current Academic Year + 5 Years	Paper / Electronic	Health & Safety	Destroy	Business Reasons	N
4.10.6	First Aid Facilities and Equipment Assessments	Re-assessment + 3 Years	Electronic	Health & Safety	Destroy	1947 c.371, S.I. 1981 / 917	N
4.10.7	First Aid Facilities and Equipment Specifications	Superseded + 3 Years	Electronic	Health & Safety	Destroy	1947 c.371, S.I. 1981 / 917	N
<b>4.11</b>	<b>Hazardous Substances</b>						
4.11.1	Health Surveillance Reports	Current Academic Year + 40 Years	Paper / Electronic	Health & Safety	Review	COSHH Regulations 1994	Y
4.11.2	Code of Practice for Handling Hazardous Substances – Lab sheets	Current Academic Year + 40 Years	Paper / Electronic	Each Department	Review	Business Reasons	Y
4.11.3	Personal Exposure Reports	Current Academic Year + 40 Years	Electronic	Health & Safety	Review	Business Reasons	Y
4.11.4	Air Monitoring: all other cases	Date of Monitoring + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675 SI 2002 / 2676 SI 2002 / 2677	N



## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.11.5	Asbestos: Written plans of work for undertaking work with asbestos	Completion of Work + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675	N
4.11.6	Asbestos: Notifications of work with asbestos to the enforcing authorities	Completion of Work + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675	N
4.11.7	Asbestos: Examination, testing and repair of plant and equipment provided to control exposure	Date of Assessment + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675	N
4.11.8	Asbestos: Action taken to Prevent or Reduce Exposure to Individual Employees working with Asbestos	Date of Monitoring + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675 Regulation 10	Y
4.11.9	Asbestos : Health Records for Individual Employees working with or exposed to Asbestos	Date of Monitoring + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675	Y
4.11.10	Asbestos: Assessments to determine the presence of asbestos	Elimination of Risk + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675	N

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.11.11	Asbestos: Conduct and Results of Risk Assessments of Working Environment (where the exposure of employees may exceed the Action level)	Date of Assessment + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675	N
4.11.12	Asbestos: Conduct and Results of Risk Assessments of working Environment (all other cases)	Date of Assessment + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675	N
4.11.13	Biological Agents: Accidents and Incidents involving Group 3 or Group 4 biological agents	Current Academic Year + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2677	Y
4.11.14	COSHH Data Sheets	Current Academic Year + 5 Years	Electronic	Health & Safety	Review	SI 2002 / 2677	N
4.11.15	COSHH: Examination, testing and repair of plant and equipment provided to control exposure	Current Academic Year + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2677	N
4.11.16	COSHH: Details of Substances present and or in use	Current Academic Year + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2677	N
4.11.17	COSHH: Conduct and Results of Risk Assessments of Working Environment	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2677	N

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.11.18	COSHH: Conduct and Results of monitoring of exposure of employees (general exposure)	Current Academic Year + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2677	N
4.11.19	COSHH: Conduct and Results of monitoring of exposure of employees (identifiable individual employees)	Date of Monitoring + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2677	Y
4.11.20	Lead: Examination, testing and repair of plant and equipment provided to control exposure	Date of Examination + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2676	N
4.11.21	Lead: Conduct and Results of Risk Assessments of Working Environment	Elimination of Risk + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2676	N
<b>4.12</b>	<b>Accident Monitoring</b>						
4.12.1	Accident Reports (single sheets)	Current Academic Year + 5 Years	Paper	Health & Safety	Review	Business Reasons	Y
4.12.2	Investigation of accidents reports	Current Academic Year + 5 Years	Paper	Health & Safety	Review	Limitation Act 1980 + Case Law	Y
<b>4.13</b>	<b>Health Records</b>						
4.13.1	Health Records	Current Academic Year + 40 Years	Paper	Occupational Health	Destroy	Business Reasons	Y

### 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.13.2	Health Records (termination connected to health – including stress)	End of Employment + 5 Years	Paper	Occupational Health	Destroy	Litigation period for PI claims	Y
4.13.3	Medical records relating to COSHHR	Current Academic Year + 40 Years	Paper	Occupational Health	Review	COSSHR 1999	Y
4.13.4	Ionising Radiation Records	Current Academic Year + 50	Paper	Occupational Health	Review	RIDDOR 1985	Y
4.13.5	Asbestos : Health surveillance records of identifiable individual employees who have been exposed	Current Academic Year + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675	Y
4.13.6	Asbestos: Certificates of medical examination of identifiable individual employees who have been exposed	Date of Last Entry on Record + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2675	Y
4.13.7	Biological Agents: List of employees exposed to Group 3 or Group 4	Current Academic Year + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2677	Y
4.13.8	COSHH: Health surveillance records of identifiable individual employees who have been exposed	Date of Last Entry on Record + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2677	Y

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.13.9	Lead: Health surveillance records of identifiable individual employees who have been exposed	Date of Last Entry on Record + 40 Years	Electronic	Health & Safety	Destroy	SI 2002 / 2676	Y
4.13.10	General Health Surveillance: Pre-employment health screening	End of Employment + 40 Years	Electronic	Health & Safety	Destroy	Limitation Act 1980	Y
4.13.11	General Health Surveillance: Identifiable individual employees, other than those specified	Date of Last Entry on Record + 40 Years	Electronic	Health & Safety	Destroy	Limitation Act 1980, SI 1999/3242	Y
<b>4.14</b>	<b>Health and Safety General</b>						
4.14.1	Health & Safety Policy	Superseded + 5 Years	Electronic	Health & Safety	Review	Health & Safety at Work Act 1974	N
4.14.2	Safety Audit Reports	Current Academic Year + 5 Years	Electronic	Health & Safety	Review	Health & Safety at Work Act 1974	Y
4.14.3	Safety Committee/Panels (agenda/minutes)	Current Academic Year + 5 Years	Electronic	Health & Safety	Review	Business Reasons	Y
4.14.4	Delegate Lists for H & S Training	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	Business Reasons	Y
4.14.5	Health and safety management strategy	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	Health & Safety at Work Act 1974	N

### 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.14.6	Trade Union Safety Reps: Appointments	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1977 / 500	N
4.14.7	Trade Union Safety Reps: Provision of time off, and other facilities and assistance	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1977 / 500	N
4.14.8	Trade Union Safety Reps: Consultations and other communications	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1977 / 500	N
4.14.9	Trade Union Safety Committees: Formation of safety committee including its objectives, role, functions, composition and administration	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1977 / 500	N
4.14.10	Trade Union Safety Committees: Election of members	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1977 / 500	N
4.14.11	Trade Union Safety Committees: Proceedings and Decisions	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1977 / 500	N
4.14.12	Non-trade union Safety Reps: Elections	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1996 / 1513	N

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
4.14.13	Non-trade union Safety Reps: Consultations and other communications	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1996 / 1513	N
4.14.14	Non-trade union Safety Reps: Training	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1996 / 1513	N
4.14.15	Non-trade union Safety Reps: Provision of time off, and other facilities and assistance	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	SI 1996 / 1513	N
4.14.16	Health & Safety Matters: Information and instructions to visitors and the public on the premises	Current Academic Year + 5 Years	Electronic	Health & Safety	Destroy	1957 / c.311, 1974 / c.371, S.I. 1999 / 32421	N
4.14.17	Fire Wardens: Nomination and Appointment	End of Employment + 3 Years	Electronic	Health & Safety	Destroy	1947 c.371, S.I. 1997 / 18401, S.I. 1999 / 3242	N
4.14.18	Fire Wardens: Role-specific training	End of Appointment + 3 Years	Electronic	Health & Safety	Destroy	1947 c.371, S.I. 1997 / 18401,	N
4.14.19	First Aiders: Appointments	End of Appointment + 3 Years	Electronic	Health & Safety	Destroy	1947 c.371, S.I. 1981 / 917	N
4.14.20	First Aiders: Role-specific Training	End of Appointment + 3 Years	Electronic	Health & Safety	Destroy	1947 c.371, S.I. 1981 / 917	N
4.14.21	External Emergency Services Arrangements	Review of Arrangements + 3 Years	Electronic	Health & Safety	Destroy	S.I. 1997 / 18401, S.I. 1999 / 32421	N

## 5. Records Retention Schedule: Governance and Management

**In Governance & Management:**  
 Governance and Legal / Internal Audit / Student Planning

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>5.1</b>	<b>Governance and Legal</b>						
5.1.1	Incorporation/Formation Documents, including the Instrument & Articles of Government, documents relating to any changes to the University's name or status, and records confirming degree-awarding powers	Permanent	Paper / Electronic	Governance and Legal Services		Historical Reasons	N
5.1.2	Terms of Reference for supporting Committees of the Board of Governors	Permanent	Paper / Electronic	Governance and Legal Services		Business Reasons	N
5.1.3	Register of Seals	Permanent	Paper / Electronic	Governance and Legal Services		Business Reasons	N
5.1.4	Armorial Ensigns (Arms, Crest & Supporters)	Permanent	Paper	Governance and Legal Services		Historical Reasons	N
5.1.5	Minutes and Meeting Papers: Board of Governors and supporting Committees (Audit, Estates, Finance, Membership Nominations, Remuneration and Employment Policy or equivalent)	Permanent	Paper / Electronic	Governance and Legal Services		Historical and Business Reasons	N



## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
5.1.6	Minutes and Meeting Papers: NTU Development Board	Permanent	Paper / Electronic	Governance and Legal Services		Historical and Business Reasons	N
5.1.7	Reviews: effectiveness and performance of the Board of Governors and its supporting Committees	Completion of 2 Subsequent Reviews	Paper / Electronic	Governance and Legal Services	Destroy	Business Reasons	N
5.1.8	Academic Board: Minutes and Meeting Papers	Permanent	Paper / Electronic	Governance and Legal Services		Historical and Business Reasons	N
5.1.9	University Executive Team Minutes and Meeting Papers	Current Academic Year + 5 Years	Electronic	Governance and Legal Services	Destroy	Business Reasons	N
5.1.10	Register of Interests	Current Academic Year + 9 Years	Paper	Governance and Legal Services	Destroy	Business Reasons	Y
5.1.11	Central Risk Management Register	Current Academic Year + 5 Years	Electronic	Strategic Planning and Change	Destroy	Business Reasons	N
5.1.12	Strategic/Corporate Plan	Permanent	Electronic	Strategic Planning and Change		Business Reasons	N
5.1.13	Mission Statement	Permanent	Electronic	Directorate		Business Reasons	N
5.1.14	OFS Funded Projects: Signed documents	Permanent	Paper	Directorate		Business Reasons	N
5.1.15	Policy and Procedure Documents	Permanent	Electronic	Office of Origin		Business Reasons	N
5.1.16	Public Interest Disclosure Act 1998 Records: Including the investigation, determination and resolution of an allegation made by a member of staff	End of Case + 6 Years	Paper / Electronic	Internal Audit	Destroy	Limitation Act 1980	Y

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
5.1.17	Financial Statements: Signed and Published Annual Accounts/Annual Report	Permanent	Paper / Electronic	Finance		Business Reasons	N
5.1.18	Deeds relating to Preservation of Asset Base at Brackenhurst College	Permanent	Paper	Governance and Legal Services		Business Reasons	N
5.1.19	Monitoring and control of the storage of records	Current Academic Year + 1 Year	Paper / Electronic	Originating Department	Destroy	Business Reasons	N
5.1.20	Records documenting the movement of records from / to storage	Return of Records + 1 Year	Paper / Electronic	Originating Department	Destroy	Business Reasons	N
5.1.21	Trade Mark Certificates	Permanent	Paper	Governance and Legal Services		Business Reasons	N
5.1.22	Incorporation Documents for Subsidiary Companies	Permanent	Paper	Governance and Legal Services		Business Reasons	N
5.1.23	Certificates held in respect of NTU shares in other companies (subsidiaries)	Permanent	Paper	Finance		Business Reasons	N
5.1.24	Contractual Documentation including MOUs, Contracts, Deeds, Licenses	End of Contract + 6 Years (+12 Years for Deeds)	Paper / Electronic	Originating Department	Review	Limitation Act 1980	N
5.1.25	Freedom of Information Requests	Current Academic Year + 6 Years	Electronic	Governance and Legal Services	Destroy	Limitation Act 1980	Y
5.1.26	Data Protection Subject Access Request	Current Academic Year + 6 Years	Electronic	Governance and Legal Services	Destroy	Business Reasons	Y

## 5. Records Retention Schedule: Governance and Management

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
5.1.27	Data Controller Records: Notifications to the Office of the Information Commissioner	Permanent	Paper / Electronic	Governance and Legal Services		Business Reasons	N
5.1.28	Final versions of Records Retention Schedules	Permanent	Paper / Electronic	Governance and Legal Services		Business Reasons	N
5.1.29	Reviews: individual records for on-going retention	Life of Records + 6 Years	Paper / Electronic	Originating Department	Destroy	Business Reasons	N
<b>5.2</b>	<b>Internal Audit</b>						
5.2.1	Internal Audit Reports	Permanent	Paper / Electronic	Internal Audit		Business Reasons	N
5.2.2	Supporting documentation for reports	Permanent	Paper / Electronic	Internal Audit		Business Reasons	Y
5.2.3	Investigations (Fraud Response Group) Formal	Permanent	Paper / Electronic	Internal Audit		Business Reasons	Y
<b>5.3</b>	<b>Strategic Planning and Change</b>						
5.3.1	Student Data: Summaries and Analyses of enrolled students numbers	Current Academic Year + 3 Years	Electronic	Strategic Planning and Change	Destroy	Business Reasons	N
5.3.2	Student Data: Analysis of Students Numbers and Course Statistics	Current Academic Year + 3 Years	Electronic	Strategic Planning and Change	Destroy	Business Reasons	N
5.3.3	Student Data: Analyses of data from individual students' records	REF Results + 1 Year	Electronic	Strategic Planning and Change	Destroy	Business Reasons	Y

### 5. Records Retention Schedule: Governance and Management

<b>Ref.</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Format</b>	<b>Record Holder</b>	<b>Action at end of Retention Period</b>	<b>Reason for Retention Period</b>	<b>Personal Info?</b>
5.3.4	Student Data: Ad hoc analyses of data from individual students' records	Last Action on Request + 1 Year	Electronic	Strategic Planning and Change	Destroy	Business Reasons	Y
5.3.5	Student Data: HESA, HESIS, KIS returns	Current Academic Year + 3 Years	Electronic	Strategic Planning and Change	Destroy	Business Reason	N
5.3.6	HESA finance return	Permanent	Electronic	Strategic Planning and Change		Business Reasons	N

## 6. Records Retention Schedule: Research and Academic Entrepreneurship

### In Research and Academic Entrepreneurship:

Patent Management / Hive Agreements / Research Funding / European / Regional Development Projects / Research Sponsors / Research General

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>6.1</b>	<b>Patent Management</b>						
6.1.1	Identification of new patents and liaison with specialists regarding applications for patents	Current Academic Year + 5 Years	Paper / Electronic	Governance and Legal Services	Destroy	Business Reasons	N
6.1.2	Original patent documents	Life of Patent	Paper / Electronic	Governance and Legal Services	Destroy	Business Reasons	N
<b>6.2</b>	<b>Hive Agreements</b>						
6.2.1	Formation and management of Hive partnerships	End of Agreement + 6 Years	Paper / Electronic	The Hive	Destroy	Limitation Act 1980	N
6.2.2	Hive Licence & Royalty Agreements	End of Agreement + 6 Years	Paper	The Hive	Destroy	Limitation Act 1980	Y
6.2.3	Hive Shareholder Agreements	End of Agreement + 6 Years	Paper / Electronic	The Hive	Destroy	Limitation Act 1980	Y
6.2.4	Hive Applications and Headstart & SmarTrak Participation Agreements	End of Agreement + 6 Years	Paper / Electronic	The Hive	Destroy	Limitation Act 1980	Y
<b>6.3</b>	<b>Research Funding</b>						
6.3.1	Formation and management of funding for research	End of Agreement + 6 Years	Paper / Electronic	College	Destroy	Limitations Act 1980	N
<b>6.4</b>	<b>European</b>						
6.4.1	ESF/ERDF applications and relevant records	End of Contract / Project + 15 Years	Paper / Electronic	The Hive / College / Professional Services Dept.	Review	ESF/ERDF Requirements	Y

## 6. Records Retention Schedule: Research and Academic Entrepreneurship

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
6.4.2	ESF/ERDF beneficiaries personal details	End of Contract / Project + 15 Years	Paper / Electronic	The Hive / College / Professional Services Dept.	Review	ESF/ERDF Requirements	Y
6.4.3	ESF/ERDF financial records including final claim	End of Contract / Project + 15 Years	Paper / Electronic	The Hive / College / Professional Services Dept.	Review	ESF/ERDF Requirements	Y
6.4.4	Seedcorn Funding	End of Contract / Project + 15 Years	Paper / Electronic	Professional Services Dept.	Review	HEIF/QR Requirements	Y
<b>6.5</b>	<b>Regional Development Projects</b>						
6.5.1	GOEM and City /County Council funded projects and relevant paperwork	Current Academic Year + 10 Years	Paper	The Hive	Destroy	Business Reasons	Y
6.5.2	OFS funded projects/bids incl. UnLtd and other similar providers	Current Academic Year + 10 Years	Paper / Electronic	The Hive	Destroy	Business Reasons	Y
<b>6.6</b>	<b>Research Sponsors</b>						
6.6.1	Research Sponsors: Liaisons and Monitoring of Sponsors Research Policies, and Promotion of NTU's Capabilities	Current Academic Year + 5 Years	Paper / Electronic	Research Office	Destroy	Business Reasons	N
6.6.2	Research Sponsors: Identification and Exploration of new research opportunities which lead to research projects	End of Project	Paper / Electronic	Research Office	Destroy	Business Reasons	N

## 6. Records Retention Schedule: Research and Academic Entrepreneurship

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
6.6.3	Research Sponsors: Identification and Exploration of new research opportunities which do not lead to research projects	Current Academic Year + 5 Years	Paper / Electronic	Research Office	Destroy	Business Reasons	N
<b>6.7</b>	<b>Research General</b>						
6.7.1	Research Strategy: Formulation of plans for implementation	Superseded + 10 Years	Paper / Electronic	Research Office	Destroy	Business Reasons	N
6.7.2	Research Strategy: Performance Reports	Current Academic Year + 10 Years	Paper / Electronic	Research Office	Destroy	Business Reasons	N
6.7.3	Research Policies and Procedure: Development and Establishment	Superseded + 10 Years	Paper / Electronic	Research Office	Destroy	Business Reasons	N
6.7.4	Quality Assurance: Development and Process	While Current	Paper / Electronic	Research Office and NTU Doctoral School	Destroy	Business Reasons	N
6.7.5	Quality Assurance: Formal Internal Reviews and Audits of Standards, Responses and Results	Current Academic Year + 5 Years	Paper / Electronic	Research Office and NTU Doctoral School	Destroy	Business Reasons	N
6.7.6	Quality Assurance: Formal External Reviews and Audits of Standards, Responses and Results	Current Academic Year + 5 Years	Paper / Electronic	Research Office and NTU Doctoral School	Destroy	Business Reasons	N
6.7.7	Quality Assurance: Reports of routine internal reviews of research programmes	Current Academic Year + 5 Years	Paper / Electronic	NTU Doctoral School	Destroy	Business Reasons	N

## 6. Records Retention Schedule: Research and Academic Entrepreneurship

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
6.7.8	Quality Assurance: Formal Independent Reviews, Conduct, Results and Responses to the results	Current Academic Year + 5 Years	Paper / Electronic	NTU Doctoral School	Destroy	Business Reasons	N
6.7.9	Quality Assurance: Formal Assessments of work undertaken by research students, Conduct, Responses and Results	End of Relationship with Student + 6 Years	Paper / Electronic	NTU Doctoral School	Destroy	Limitation Act 1980	N
6.7.10	Projects: Design and Preparation of Formal Proposals which lead to research projects	End of Project + 5 Years	Paper / Electronic	NTU Doctoral School	Destroy	Business Reasons	N
6.7.11	Projects: Design and Preparation of Formal Proposals which do not lead to research projects	Current Academic Year + 5 Years	Paper / Electronic	NTU Doctoral School	Destroy	Business Reasons	N
6.7.12	Projects: Final reports of all research projects	Current Academic Year + 5 Years	Paper / Electronic	NTU Doctoral School	Destroy	Business Reasons	N
6.7.13	Projects: Management of internally-funded projects	End of Project + 3 Years	Paper / Electronic	NTU Doctoral School	Destroy	Business Reasons	N
6.7.14	Projects: Management of externally-funded projects	End of Project + 6 Years	Paper / Electronic	NTU Doctoral School	Destroy	Limitation Act 1980	N
6.7.15	Projects: Appointment of Supervisors	End of Contract + 1 Year	Paper / Electronic	NTU Doctoral School	Destroy	Business Reasons	Y



## 6. Records Retention Schedule: Research and Academic Entrepreneurship

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
6.7.16	Projects: Academic Advice and Guidance to Individual Students on the selection of research subjects and on the progress and standard of their work	End of Relationship with Student + 6 Years	Paper / Electronic	NTU Doctoral School	Destroy	Limitation Act 1980	Y
6.7.17	Projects: Development and delivery of training in research-related skills	Current Academic Year + 5 Years	Paper / Electronic	NTU Doctoral School	Destroy	Business Reasons	N
6.7.18	Results: Announcements made other than in publications or through the media	Current Academic Year + 1 Year	Electronic	NTU Doctoral School	Destroy	Business Reasons	N
6.7.19	Results: Preparation of publications, audio-visual presentations, demonstrations or other means of disseminating research results	Current Academic Year + 1 Year	Paper / Electronic	NTU Doctoral School	Destroy	Business Reasons	N
6.7.20	Results: Final versions of publications, presentations etc.	Current Academic Year + 3 Years	Electronic	NTU Doctoral School	Destroy	Business Reasons	N
6.7.21	Results: Archived research data	Date of deposit + 10 years or according to Funder Policy (if longer)	Paper / Electronic	Research Office and NTU Doctoral School	Review	Funder Policy / Business Reasons	Y
6.7.22	Results: Non-archived research data	End of Project + 1 Year	Paper / Electronic	Research Office and NTU Doctoral School	Destroy	Business Reasons	Y

### 6. Records Retention Schedule: Research and Academic Entrepreneurship

Ref.	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period	Personal Info?
6.7.23	Ethical Review Committee (Humans): Minutes of the Meetings	Current Academic Year + 15 Years	Electronic	Research Office	Review	Business Reasons	Y
6.7.24	Ethical Review Committee (Humans): Applications, Health & Safety Risk Assessment, Data Protection Consents, Amended Applications	Current Academic Year + 15 Years	Electronic	Research Office	Review	Business Reasons	Y
6.7.25	Ethical Review Committee (Humans): Outcome Letters and Correspondence	Current Academic Year + 15 Years	Electronic	Research Office	Review	Business Reasons	Y
6.7.26	Ethical Review Committee (Humans): Approvals including Chairs Action	Current Academic Year + 15 Years	Electronic	Research Office	Review	Business Reasons	Y

## 7. Records Retention Schedule: Estates

**In Estates:**

Land / Plant and Equipment Maintenance / General / Internal Services / Student Accommodation / Security / Environmental

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>7.1</b>	<b>Land</b>						
7.1.1	Title Deeds	Until Sold or Transferred	Paper / Electronic	Estates	Sell or Transfer	Limitation Act 1980	N
7.1.2	Facilities related Contracts	End of Contract + 6 Years	Paper / Electronic	Estates	Destroy	Limitation Act 1980	N
7.1.3	Planning Applications	Until Sold or Transferred	Electronic	Estates	Sell or Transfer	Business Reasons	N
7.1.4	Building plans/drawings: Sketches, Concept Drawings, Office Layouts	Disposal of Property	Paper / Electronic	Estates	Destroy	Business Reasons	N
7.1.5	Technical Drawings: Electrical, Mechanical & Ventilation plans	Superseded + 5 Years	Paper / Electronic	Estates	Destroy	Business Reasons	N
7.1.6	Licences – liquor	Superseded + 1 Year	Paper	Campus Services	Destroy	Business Reasons	N
7.1.7	Acquisition or Use of properties by lease or rental	End of Agreement + 6 Years	Paper / Electronic	Estates	Destroy	Limitation Act 1980	N
7.1.8	Development of properties	Until Sold or Transferred	Paper / Electronic	Estates	Sell or Transfer	Limitation Act 1980	N
7.1.9	Restoration of contaminated land	Until Sold or Transferred	Paper / Electronic	Estates	Sell or Transfer	Limitation Act 1980	N
7.1.10	Major maintenance works on properties	Until Sold or Transferred	Paper / Electronic	Estates	Sell or Transfer	Business Reasons	N
7.1.11	Disposal of properties	Disposal of Property + 6 Years	Electronic	Estates	Destroy	Limitation Act 1980	N

## 7. Records Retention Schedule: Estates

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>7.2</b>	<b>Plant and Equipment Maintenance</b>						
7.2.1	Maintenance Repair Line – Job Sheets	Current Academic Year + 1 Year	Paper / Electronic	Estates	Destroy	Business Reasons	N
7.2.2	Maintenance Schedules	Current Academic Year + 2 Years	Electronic	Estates	Destroy	Health & Safety & Work Act 1974, SI 1999 / 3242	N
7.2.3	Inspection Certificates	Current Academic Year + 6 Years	Paper / Electronic	Estates	Destroy	Limitation Act 1980	N
7.2.4	Repair Reports	Life of Plant + 6 Years	Paper / Electronic	Estates	Destroy	Limitation Act 1980	N
7.2.5	Portable Appliance Test Records	Current Academic Year + 5 Years	Paper	Estates	Review	Business Reasons	N
<b>7.3</b>	<b>General</b>						
7.3.1	Permits for Work (General Work)	Completion of Work + 3 Years	Paper	Estates	Destroy	Business Reasons	N
7.3.2	Permits for Work (High Risk Work)	Completion of Work + 15 Years	Paper	Estates	Destroy	Business Reasons	N
7.3.3	Transport Survey Returns	Current Academic Year + 4 Years	Electronic	Estates	Destroy	Business Reasons	Y
7.3.4	Car Park Application Forms	Current Academic Year + 6 Years	Paper / Electronic	Campus Services	Destroy	Business Reasons	Y
7.3.5	Car Park Enforcement documents (parking tickets etc.)	Current Academic Year + 6 Years	Electronic	Campus Services	Destroy	Business Reasons	Y
7.3.6	Smart Card Application Forms – Staff	End of Employment	Paper / Electronic	Campus Services	Destroy	Business Reasons	Y

## 7. Records Retention Schedule: Estates

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
7.3.7	Smart Card Application Forms – Students	Current Academic Year + 4 Years	Paper / Electronic	Campus Services	Destroy	Business Reasons	Y
7.3.8	Space Utilisation Surveys	Permanent	Paper / Electronic	Estates		Business Reasons	N
7.3.9	Estates Management Policies	Superseded + 10 Years	Electronic	Estates	Review for archival value	Business Reasons	N
7.3.10	Estates Management Procedures	Superseded + 3 Years	Electronic	Estates	Destroy	Business Reasons	N
<b>7.4</b>	<b>Internal Services</b>						
7.4.1	Allocation/reservation of accommodation	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Business Reasons	Y
7.4.2	Despatch and delivery of mail incl: courier and postage logs	Current Academic Year + 3 months	Paper / Electronic	Postal Services	Destroy	Business Reasons	N
7.4.3	University vehicle requisitions	Life of Vehicle	Paper / Electronic	Security	Destroy	Business Reasons	N
7.4.4	Parking logs for visitors	Date of Reservation	Electronic	Estates	Destroy	Business Reasons	Y
7.4.5	Parking record for staff (paid)	Current Academic Year	Electronic	Estates	Destroy	Business Reasons	Y
7.4.6	Private hire agreements (booking forms)	End of Agreement + 6 Years	Electronic	Estates	Destroy	Limitation Act 1980	Y
7.4.7	Details of catering requirements and provision	Current Academic Year + 5 Years	Paper / Electronic	Campus Services	Destroy	Business Reasons	N
7.4.8	Hospitality bookings – internal/external	Current Academic Year + 6 Years	Electronic	Campus Services	Destroy	Business Reasons	Y

## 7. Records Retention Schedule: Estates

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
7.4.9	Print/Production requisitions	Current Academic Year + 1 Year	Paper / Electronic	Print Shop	Destroy	Business Reasons	N
<b>7.5</b>	<b>Student Accommodation</b>						
7.5.1	Accommodation Booking Record	Current Academic Year + 6 Years	Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	Y
7.5.2	Conference Lettings: Organisation of Accommodation Bookings for Delegates	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	Y
7.5.3	Gas Safety Certificates for Accommodation Owned by Private Landlords	Superseded	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	N
7.5.4	Homestay: Contracts	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	Y
7.5.5	Homestay: Landlord Documentation	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	Y
7.5.6	International Language Students: Organisation of Accommodation Bookings	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	Y
7.5.7	Post-contract Negotiations: Room Swap forms	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	Y
7.5.8	Pre-contract booking negotiations: Manual Contracts	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	Y
7.5.9	Room and Booking Lists	Superseded	Paper / Electronic	Student Accommodation Services	Destroy	Business Reasons	Y

## 7. Records Retention Schedule: Estates

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
7.5.10	Summer Schools: Organisation of Accommodation Bookings	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	Y
7.5.11	University Owned / Managed Accommodation: Inventory Lists and Accommodation Inspection Forms	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980	N
<b>7.6</b>	<b>Security</b>						
7.6.1	Crime Reports	Permanent	Electronic	Security		Business Reasons	N
7.6.2	Key issue / return logs	Current Academic Year + 3 months	Paper / Electronic	Security	Destroy	Business Reasons	N
7.6.3	Security passes issued to visitors	Current Academic Year + 1 Year	Electronic	Security	Destroy	Business Reasons	N
7.6.4	Routine Security Surveillance of Properties	Permanent	Electronic	Security		Business Reasons	Y
<b>7.7</b>	<b>Environmental</b>						
7.7.1	Agricultural waste exemptions	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	Business Reason	N
7.7.2	Asbestos Air monitoring reports	Permanent	Paper / Electronic	Estates - City		SI 2012 / 632	N
7.7.3	Asbestos Database, information for all 3 NTU campuses containing Type 2 survey, Removals carried out, follow up condition history	Permanent	Electronic	Estates - City		SI 2012 / 633	N

### 7. Records Retention Schedule: Estates

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
7.7.4	Asbestos Hazardous Waste Consignment Notes	Current Academic Year + 3 Years	Paper / Electronic	Estates - City	Destroy	Si205/894	N
7.7.5	Asbestos Training for NTU Staff (legal requirement)	Current Academic Year + 3 Years	Paper / Electronic	Estates - City	Destroy	EMS Procedure 4.4.1 Control of Records	Y
7.7.6	Air Conditioning Records (all three Campuses)	Current Academic Year + 5 Years	Paper / Electronic	Estates - City	Destroy	Defra Record Keeping and Report F Gas	N
7.7.7	Articles of Substance – COSHH (NTU Student Union)	Current Academic Year + 3 Years	Paper	Estates - Clifton	Destroy	EMS Procedure 4.4.1 Control of Records	N
7.7.8	Compacting, crushing, shredding and pulverising exemption	Current Academic Year + 3 Years	Paper	Estates - City	Destroy	Business Reason	N
7.7.9	Composting exemption licence	Current Academic Year + 3 Years	Paper / Electronic	Estates - Clifton	Destroy	Business Reason	N
7.7.10	Composting Log	Current Academic Year + 3 Years	Electronic	Estates - Clifton	Destroy	Business Reason	N
7.7.11	COSHH assessment records (chemicals hazardous to Health)	Current Academic Year + 40 Years	Paper	Health & Safety Co-ordinators	Destroy	COSHH Regulations	N
7.7.12	COSHH assessment records (other than hazardous to health)	Current Academic Year + 3 Years	Paper	Health & Safety Co-ordinators	Destroy	Business Reason	N
7.7.13	DEC certificates and reports	Current Academic Year + 1 Year	Electronic	Estates - City	Destroy	Business Reason	N
7.7.14	Genetically Modified substances records (assessment records)	Current Academic Year + 10 Years	Paper / Electronic	Estates - Clifton	Destroy	Business Reason	N



### 7. Records Retention Schedule: Estates

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
7.7.15	Genetically Modified substances records (HSE documents, training documents, codes of practice)	Current Academic Year + 3 Years	Paper / Electronic	Estates - Clifton	Destroy	EMS Procedure 4.4.1 Control of Records	N
7.7.16	Hazardous Waste Site registrations for all three Campuses	Current Academic Year + 1 Year	Electronic	Estates - City	Destroy	Business Reason	N
7.7.17	Hazardous Waste consignment notes (Vet Nursing – Brackenhurst) sharps disposal and clinical waste	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	SI 2005 / 894	N
7.7.18	Hazardous waste consignments notes (Vet Nursing – Brackenhurst) – X-ray fixtures/developer	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	SI 2005 / 894	N
7.7.19	Hazardous waste consignments notes (Vet Nursing – Brackenhurst) – animal carcasses	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	SI 2005 / 894	N
7.7.20	Hazardous waste consignment notes re pesticide wastes & used PPE/packaging	Current Academic Year + 3 Years	Paper	Estates - Clifton	Destroy	SI 2005 / 894	N
7.7.21	Hazardous Waste Consignment notes for City clinical waste	Current Academic Year + 3 Years	Paper	Estates - City	Destroy	SI 2005 / 894	N
7.7.22	Hazardous Waste Consignment notes for SAT clinical waste	Current Academic Year + 3 Years	Paper	Estates - Clifton	Destroy	SI 2005 / 894	N

### 7. Records Retention Schedule: Estates

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
7.7.23	Hazardous Waste Consignment notes for Science and Technology chemical waste	Current Academic Year + 3 Years	Paper	Estates - Clifton	Destroy	SI 2005 / 894	N
7.7.24	Crushing Florescent tubes on site exemption	Current Academic Year + 3 Years	Electronic	Estates - City	Destroy	Business Reason	N
7.7.25	Hazardous Waste Consignment Notes for Fluorescent tubes and other mercury bearing lamps from all three Campuses	Current Academic Year + 3 Years	Paper	Estates - City	Destroy	SI 2005 / 894	N
7.7.26	COSHH disposal records for all three campuses	Current Academic Year + 3 Years	Paper	Estates - City	Destroy	SI 2005 / 894	N
7.7.27	Hazardous Waste Consignment notes for Brackenhurst labs	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	SI 2005 / 894	N
7.7.28	Hazardous Waste Consignment notes for Brackenhurst workshops	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	SI 2005 / 894	N
7.7.29	Hazardous waste consignment notes for Brackenhurst Farm	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	SI 2005 / 894	N
7.7.30	Hazardous Waste consignment notes for Students Union waste	Current Academic Year + 3 Years	Paper	Estates - Clifton	Destroy	SI 2005 / 894	N
7.7.31	Hazardous Waste Consignment notes for Architecture Design and the Built Environment (ADBE) metals	Current Academic Year + 3 Years	Paper	Estates - City	Destroy	SI 2005 / 894	N

### 7. Records Retention Schedule: Estates

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
7.7.32	Legionella Documents- Risk Assessments and Scheme	Current Academic Year + 2 Years	Electronic	Estates	Destroy	SI 1999 / 3242 (3) (5), S2, 3 & 4 of Health & Safety & Work Act 1974, SI 1999 / 437 (6) & (9)	N
7.7.33	Legionella Documents- Inspection, Test or Monitoring Results	Current Academic Year + 5 Years	Electronic	Estates	Destroy	SI 1999 / 3242 (3) (5), S2, 3 & 4 of Health & Safety & Work Act 1974, SI 1999 / 437 (6) & (9)	N
7.7.34	Nitrogen Vulnerable Zone records	Current Academic Year + 5 Years	Paper	Estates - Brackenhurst	Destroy	Defra Record Keeping	N
7.7.35	Pesticide Records for farm	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	HSE Guidance	N
7.7.36	Pesticides use log at Site (Clifton Campus)	Current Academic Year + 3 Years	Paper / Electronic	Estates - Clifton	Destroy	HSE Guidance	N
7.7.37	Quarterly returns for labs and workshop (Brackenhurst)	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	SI 2005 / 894	N
7.7.38	Accumulation and Disposal of Radioactive Waste – issued 20 January 2010 – CE3043	Last Activity + 30 Years	Paper	Estates - Clifton	Destroy	Business Reason	N
7.7.39	Radioactive materials - Sealed Sources – issued 28 December 2007 – CB7247	Last Activity + 30 Years	Paper	Estates - Clifton	Destroy	Business Reason	N
7.7.40	Radioactive materials - Open Sources – issued 20 January 2010 – CE3035	Last Activity + 30 Years	Paper	Estates - Clifton	Destroy	Business Reason	N

**7. Records Retention Schedule: Estates**

<b>Ref.</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Format</b>	<b>Record Owner</b>	<b>Action at end of Retention Period</b>	<b>Reason for Retention Period</b>	<b>Personal Info?</b>
7.7.41	Waste Transfer Notes for general and recyclable waste for all three sites	Current Academic Year + 3 Years	Paper	Estates - City	Destroy	SI 2011 / 988	N
7.7.42	WEEE waste transfer notes	Current Academic Year + 3 Years	Paper	Estates - City	Destroy	SI 2005 / 894	N
7.7.43	WEEE IT Waste Transfer Notes	Current Academic Year + 3 Years	Paper / Electronic	Estates - City	Destroy	SI 2005 / 894	N

## 8. Records Retention Schedule: External Relations

### In External Relations:

Community Liaison / Fundraising and Alumni / Integrated Marketing / Marketing Services and Web Management / Student Recruitment

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>8.1</b>	<b>Community Liaison</b>						
8.1.1	Volunteering information	Current Academic Year + 1 Year	Paper / Electronic	Schools, Colleges, & Community Outreach	Destroy	Business Reasons	Y
8.1.2	"V Project" Steering Group (agenda/minutes/papers)	Current Academic Year + 3 Years	Paper	Schools, Colleges, & Community Outreach	Destroy	Requirements of Funding	Y
8.1.3	School & College Activity Programme and monitoring	Current Academic Year + 1 Year	Electronic	Schools, Colleges, & Community Outreach	Destroy	Business Reasons	Y
8.1.4	Admissions Compact Scheme – application & monitoring information	Permanent	Paper / Electronic	Schools, Colleges, & Community Outreach		Business Reasons	Y
8.1.5	Work experience student data	Current Academic Year + 3 Year	Electronic	Schools, Colleges, & Community Outreach	Destroy	Business Reasons	Y
8.1.6	Students in Classrooms Schemes	End of Project + 6 Years	Paper / Electronic	Schools, Colleges, & Community Outreach	Destroy	Limitation Act 1980 and Business Reasons	Y
<b>8.2</b>	<b>Fundraising and Alumni</b>						
8.2.1	Identification of fundraising opportunities	Current Academic Year + 5 Years	Electronic	Development & Alumni Relations	Destroy	Business Reasons	N

### 8. Records Retention Schedule: External Relations

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
8.2.2	Design & Execution of fundraising campaigns: Fundraising Plans, Promotional materials, Promotional prospectuses, Event statistics	Current Academic Year + 10 Years	Electronic	Development & Alumni Relations	Destroy	Business Reasons	N
8.2.3	Management of relationships with individuals who provide funds	End of Relationship + 10 Years	Electronic	Development & Alumni Relations	Destroy	Limitation Act 1980 and Business Reasons	Y
8.2.4	Alumni database	Permanent	Electronic	Development & Alumni Relations		Business Reasons	Y
8.2.5	Organisation of Special Alumni events	Current Academic Year + 3 Years	Electronic	Development & Alumni Relations	Destroy	Business Reasons	N
8.2.6	Alumni Newsletters/Magazines	Permanent	Paper	Development & Alumni Relations		Business Reasons	N
8.2.7	Raiser's Edge database (Managing relationships with individuals and corporate companies)	Permanent	Electronic	Development & Alumni Relations		Business Reasons	Y
8.2.8	Summary (anonymised) statistical records of alumni	Current Academic Year + 10 Years	Electronic	Development & Alumni Relations	Destroy	Business Reasons	N
8.2.9	Enquiries from alumni and the responses provided	Current Academic Year + 1 Year	Electronic	Development & Alumni Relations	Destroy	Business Reasons	Y
8.2.10	Unsolicited feedback from Alumni and the responses provided	Current Academic Year + 1 Year	Electronic	Development & Alumni Relations	Destroy	Business Reasons	Y

### 8. Records Retention Schedule: External Relations

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
8.2.11	Alumni Surveys: Design and conduct	End of Survey + 3 Years	Electronic	Development & Alumni Relations	Destroy	Business Reasons	N
8.2.12	Alumni Surveys: Results - individual responses	Current Academic Year	Electronic	Development & Alumni Relations	Destroy	Business Reasons	Y
8.2.13	Alumni Surveys: Summaries and analyses of responses	Current Academic Year + 3 Years	Electronic	Development & Alumni Relations	Destroy	Business Reasons	N
8.2.14	Alumni Complaints: Handling and Responses Provided	End of Complaint + 6 Years	Electronic	Development & Alumni Relations	Destroy	Limitation Act 1980	Y
<b>8.3</b>	<b>Marketing and Communications</b>						
8.3.1	Press Releases	Current Academic Year 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.3.2	Press Clippings	Current Academic Year 5 Years	Paper / Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.3.3	Press Coverage Statistics	Current Academic Year 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.3.4	Video Tapes	Current Academic Year 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons	Y
8.3.5	Planning and organisation of media briefings	Superseded	Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.3.6	Transcripts of media briefings	Current Academic Year + 1 Year	Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.3.7	Planning and organisation of media interviews	Current Academic Year + 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons	N

### 8. Records Retention Schedule: External Relations

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
8.3.8	Transcripts of media interviews	Current Academic Year + 1 Year	Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.3.9	Media enquiries: Handling and Responses provided	Current Academic Year + 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.3.10	Monitoring and analysis of media coverage	Current Academic Year + 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons	N
<b>8.4</b>	<b>Marketing Services and Web Management</b>						
8.4.1	Student Charter	Current Academic Year + 6 Years	Paper / Electronic	Marketing and Communications	Destroy	Limitation Act	N
8.4.2	Market Research Reports/Plans	Permanent	Electronic	Marketing and Communications		Business Reasons	N
8.4.3	Design & Control of Institution's Corporate Identity	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	N
8.4.4	Design of promotional materials	Current Academic Year + 5 Years	Paper / Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.4.5	Planning and execution of marketing campaigns	Current Academic Year + 5 Years	Paper / Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.4.6	Website: Design and control	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	N
8.4.7	Active Staff profiles	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	Y
8.4.8	Inactive Staff profiles	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	Y
8.4.9	Rhythmyx: Design, Conduct and Summary of Results	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	N
8.4.10	Photography	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	Y



### 8. Records Retention Schedule: External Relations

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
8.4.11	Photography Consent Forms	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	Y
8.4.12	Video	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	Y
8.4.13	Video Consent Forms	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	Y
8.4.14	Analytics (Personal Data)	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	Y
8.4.15	Summaries of web analytics (Personal Data)	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	Y
8.4.16	Public Surveys: Design and Conduct of surveys	Permanent	Electronic	Strategic Planning and Change		Business Reasons	N
8.4.17	Public Surveys: Results, Summaries and Analyses of responses	Permanent	Electronic	Strategic Planning and Change		Business Reasons	Y
8.4.18	Student Surveys: University's Own and the National Student Survey	Current Academic Year + 5 Years	Electronic	Strategic Planning and Change	Destroy	PSR Evidence and Business Reasons	N
<b>8.5</b>	<b>Student Recruitment</b>						
8.5.1	Student Recruitment: Design, conduct and summary results of recruitment campaigns	Current Academic Year + 5 Years	Paper / Electronic	Strategic Planning and Change/ Marketing and Communications	Destroy	Business Reasons	N
8.5.2	Student Recruitment: Design, Organisation and summary results of recruitment events	Current Academic Year + 5 Years	Paper / Electronic	Strategic Planning and Change/ Marketing and Communications	Destroy	Business Reasons	N

### 8. Records Retention Schedule: External Relations

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
8.5.3	Student Recruitment: Issue of student recruitment materials in bulk to schools and other organisations	Current Academic Year	Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.5.4	Student Recruitment: Handling of enquiries from prospective students	Current Academic Year + 6 months	Electronic	Marketing and Communications	Destroy	Business Reasons	Y
8.5.5	Student Recruitment: Summary (anonymised) statistical records of enquiries	Current Academic Year + 10 Years	Electronic	Marketing and Communications	Destroy	Business Reasons	N
8.5.6	Promotional Materials: Design, conduct and summary results	Permanent	Paper / Electronic	Marketing and Communications		Business Reasons	N
8.5.7	Business Leads: Handling and responses provided	Current Academic Year + 5 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons	Y
8.5.8	Business Leads : Summary (anonymised) statistics	Current Academic Year + 10 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons	N
8.5.9	Business Contacts: Containing Personal Data	Current Academic Year + 5 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons	Y

### 8. Records Retention Schedule: External Relations

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
8.5.10	Business Contacts: Summary (anonymised) statistics	Current Academic Year + 10 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons	N
8.5.11	Employer Engagement: Data on businesses for employer engagement activity	Current Academic Year + 5 Years	Electronic	Marketing and Communication Employability and Enterprise /	Destroy	Business Reasons	Y
8.5.12	Employer Engagement: Summary (anonymised) statistics on employer engagement activity	Current Academic Year + 10 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons	N
8.5.13	Employer Engagement: Design, conduct and summary results of official employer engagement campaigns	Current Academic Year + 5 Years	Paper / Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons	N
8.5.14	Employer engagement: Communications	Permanent	Paper / Electronic	Marketing and Communications/ Employability and Enterprise		Business Reasons	N
8.5.15	Employer Engagement: Planning, Impact and results of events for employer engagement	Current Academic Year + 5 Years	Paper / Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons	N

## 9. Records Retention Schedule: Information Services

**In Information Services:**  
Information Systems / Library and Learning Resources

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
<b>9.1</b>	<b>Information Systems</b>						
9.1.1	Specifications for Hardware/Software	Superseded	Electronic	IS	Destroy	Business Reasons	N
9.1.2	Systems Operating Logs	90 days – 1 Year	Electronic	IS	Destroy	Trend Analysis	N
9.1.6	System Performance Logs	90 days – 1 Year	Electronic	IS	Destroy	Trend analysis	N
9.1.3	Test Reports	End of Project + 90 days	Electronic	IS	Destroy	Business Reasons	N
9.1.4	Operational Back-Up to tape (DR/BC)	Current Academic Year + 18 months	Electronic	IS	Destroy	Business Reasons	N
9.1.8	Design, development and implementation of corporate IT systems	Decommission + 5 Years	Electronic	IS	Destroy	Business Reasons	N
9.1.9	User Registration System (network)	Permanent	Paper / Electronic	IS		Business Reasons	Y
9.1.10	Service Manager	Permanent	Electronic	IS		Business Reasons	Y
9.1.12	Information Systems Strategy	Superseded + 3 Years	Electronic	IS	Destroy	Business Reasons	N
9.1.14	Management Strategy: Conduct, Results and Responses of Audits Reviews of IS Resources Functions	Current Academic Year + 5 Years	Electronic	IS	Destroy	Business Reasons	N
9.1.15	Management Strategy: Development of IS Resources Procedures	Superseded + 3 Years	Electronic	IS	Destroy	Business Reasons	N
<b>9.2</b>	<b>Library and Learning Resources</b>						

### 9. Records Retention Schedule: Information Services

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
9.2.1	Interlibrary loan forms	Current Academic Year + 6 Years	Electronic / Paper	Library	Destroy	British Library and a statutory requirement that the forms are signed. See SI 1989/1212 and SI 2003/2498	N
9.2.2	Enquiry Forms	Current Academic Year + 1 Year	Paper	Library	Destroy	British Library Requirement	Y
9.2.3	Databases	End of Licence + 1 Year	Paper / Electronic	Library	Destroy	Business Reasons	N
9.2.4	Inter-site photocopy request forms	Current Academic Year + 6 Years	Paper	Library	Destroy	British Library requirement	N
9.2.5	Digitisation requests	Current Academic Year + 4 Years	Electronic	Library	Destroy	CLA requirement for annual submission	N
9.2.6	Library catalogue	Permanent	Electronic	Library		Business Reasons	N
9.2.7	Library stock acquisitions records	Permanent	Electronic	Library		Business Reasons	N
9.2.8	Library e-resource licence agreements - archival in perpetuity	Permanent	Electronic	Library		Business Reasons	N
9.2.9	Library e-resource licence agreements - subscription	End of Licence + 1 Year	Electronic	Library	Destroy	Business Reasons	N
9.2.10	Copyright Licence Agency (CLA) annual digitisation report	Permanent	Paper / Electronic	Library		CLA requirement for annual submission	N
9.2.11	Permissions for digitising extracts not covered by CLA licence	End of Licence + 1 Year	Electronic	Library	Destroy	Copyright reasons	N

### 9. Records Retention Schedule: Information Services

Ref.	Record Description	Retention Period	Format	Record Owner	Action at end of Retention Period	Reason for Retention Period	Personal Info?
9.2.12	Copyright fee paid extracts from British Library	Permanent	Paper	Library		CLA requirement	N
9.2.13	Institutional repository records	Permanent	Electronic	Library		Business Reasons	N
9.2.14	Permissions for mounting full text on IRep	Permanent	Electronic	Library		Copyright restrictions	N
9.2.15	NTU Thesis Deposit forms	Permanent	Paper	Library		Business Reasons	N
9.2.16	Welcome letters to new Academic	Current Academic Year	Electronic	Library	Destroy	Business Reasons	Y
9.2.17	ISBN application requests	Permanent	Paper / Electronic	Library		Legal deposit requirement	N
9.2.18	External membership forms (SCONUL Access scheme, Alumni, Associate membership)	End of Membership + 1 Year	Paper	Library	Destroy	Business Reasons	Y
9.2.19	Day visitor pass application forms	Current Academic Year	Paper	Library	Destroy	Business Reasons	Y
9.2.20	Patron records (students, staff, external users)	End of Record + 18 Months	Electronic	Library	Destroy	Business Reasons	Y
9.2.21	Patron records (where outstanding debts exist)	Clearance of Debt + 18 Months	Electronic	Library	Destroy	Business Reasons	Y
9.2.22	Patron records (ILLs requests)	Current Academic Year + 7 Years	Electronic	Library	Destroy	British Library requirement	Y
9.2.23	Workshop registers	Current Academic Year	Electronic	Library	Destroy	Business Reasons	Y
9.2.24	Records of 1-1 appointments	Current Academic Year + 4 Years	Electronic	Library	Destroy	Business Reasons	Y

**9. Records Retention Schedule: Information Services**

<b>Ref.</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Format</b>	<b>Record Owner</b>	<b>Action at end of Retention Period</b>	<b>Reason for Retention Period</b>	<b>Personal Info?</b>
9.2.25	Student feedback	Current Academic Year + 1 Year	Paper / Electronic	Library	Destroy	Business Reasons	Y
9.2.27	Walk-in user T&Cs	Current Academic Year	Paper	Library	Destroy	Business Reasons	N
9.2.28	Validation Services Library Access forms	Current Academic Year + 6 Years	Paper	Library	Destroy	Business Reasons	Y