



Nottingham Trent
University

Governance and Legal Services
Records Retention Schedule

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Introduction

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 **UK General Data Protection Legislation and Data Protection Act 2018**.

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 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. Following review some records may be retained, others may be identified for destruction.

Sell or Transfer: the record is sold along with University assets and / or transferred to a new owner.

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 the Information Governance Team. 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 the Information Governance Team for updating.

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1. Academic Registry

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
1.1.0	Team: Immigration Compliance					
1.1.1	Student Route Student Information	End of Relationship with Student + 6 Years + until next SR Compliance visit	Paper / Electronic	Academic Registry	Review	Student Route Compliance (UKVI)
1.2.0	Team: Student Records					
1.2.1	Confirmation of student status (award verification, council tax exemption, enrolment status and reporting)	Last Action on Request + 1 Year	Electronic	Academic Registry	Destroy	Business Reasons
1.2.2	Student Records maintenance reports	End of relationship with student + 6 years	Electronic	Academic Registry	Destroy	Business Reasons

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
1.2.3	Data for the HEAR (including prizes, placement info, 6.1 data)	Permanent	Electronic	Academic Registry	N/A	Business Reasons
1.3.0	Team: Examinations and Conferment					
1.3.1	Examination Invigilators: Design and Delivery of Training	Current Academic Year + 1 Year	Electronic	Academic Registry	Destroy	Business reasons
1.3.2	Examination Invigilators: Reports	Current Academic Year + 1 Year	Paper	Academic Registry	Destroy	Business reasons
1.3.4	Examination: Attendance Registers	Current Academic Year + 1 Year	Paper	Academic Registry	Destroy	Business reasons
1.3.5	Examination: Timetabling and Organisation of Examination Facilities	Current Academic Year + 1 Year	Paper/Electronic	Academic Registry/School	Destroy	Business reasons

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
1.3.6	Examination: Special arrangements for students with special needs	Current Academic Year + 1 Year	Paper/Electronic	Academic Registry/School	Destroy	Business reasons
1.3.7	Awards: Results Lists (pass/progression list)	Permanent	Paper/Electronic	Academic Registry/School	N/A	Business reasons
1.3.8	Internal Promotions to Professor or Reader (Unsuccessful)	Current Academic Year + 5 Years	Paper/Electronic	Academic Registry	Destroy	Business Reasons
1.3.9	Internal Promotions to Professor or Reader (Successful)	End of Employment + 6 Years	Paper/ Electronic	Academic Registry	Destroy	Business Reasons
1.3.10	Awards & Titles Minutes	Permanent	Paper/ Electronic	Academic Registry	N/A	Business Reasons
1.3.11	Assessment and Examination: Development and Establishment of Rules and Procedures	Superseded + 10 Years	Electronic	CADQ & Academic Registry	Destroy	Business Reasons

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
1.4.0	Team: Timetabling					
1.4.1	Teaching: Timetabling and management of teaching space	Current Academic Year + 1	Electronic	Academic Registry	Destroy	Business Reasons
1.4.2	Staff Timetabling Constraints: Contractual and Adjustments	Current Academic Year	Electronic	Academic Registry	Destroy	Business Reasons
1.5.0	Team: Graduation					
1.5.1	Awards: Organisation of Ceremonies	Permanent	Electronic	Academic Registry	N/A	Business Reasons
1.5.2	Awards: Production of Certificates	Permanent	Electronic	Academic Registry	N/A	Business Reasons

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
1.5.3	Awards: Duplicate Certificates	Permanent	Electronic	Academic Registry	N/A	Business Reasons
1.5.4	Awards: Uncollected Certificates	Permanent	Paper	Academic Registry	N/A	Business Reasons
1.5.5	Awards: Certificate Audit Logs	Permanent	Paper	Academic Registry	N/A	Business Reasons
1.5.6	Honorary Awards: Nominations and Decisions	Current Academic Year + 10 Years	Paper/ Electronic	Academic Registry	Destroy	Business Reasons
1.5.7	Fake Certificates & related correspondence	Permanent	Paper/ Electronic	Academic Registry	N/A	Business Reasons
1.5.8	Certificate Design/ Related Documentation including logo/ signatures	Permanent	Paper/ Electronic	Academic Registry	N/A	Business Reasons

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
1.6.0	Team: SCOB					
1.6.1	Discipline matters including SCOB outcomes	Completion of case + 6 Years	Electronic	Academic Registry/Wardens Service	Destroy	Limitation Act 1980
1.7.0	Team: Complaints Appeals and Academic Misconduct					
1.7.1	Complaints Procedure: For Students	Superseded + 6 Years	Paper/Electronic	Academic Registry	Destroy	Business Reasons
1.7.2	Complaints Procedure: Level 1, including casework	Last Action on Complaint + 6 Years	Paper/Electronic	School/Academic Registry	Destroy	Business Reasons
1.7.3	Complaints Procedure: Level 2 and 3, including Casework Docs	Current Academic Year + 6 Years	Paper	Academic Registry	Destroy	Limitation Act 1980

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
1.7.4	Academic Appeals: Casework Docs	Completion of Case + 6 Years	Electronic	Academic Registry	Destroy	Limitation Act 1980
1.7.5	Academic Appeals Policy	Superseded + 6 Years	Electronic	Academic Registry	Destroy	Limitation Act 1980
1.8.0	Team: Student Data and Systems					
1.8.1	Student Data (BANNER)	Current Academic Year + 6 years/ Limited data retained permanently Transcript information to be kept indefinitely.	Electronic	Academic Registry	Destroy	Business Reasons

2. Human Resources

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.1.0	Team: Recruitment and Compliance					
2.1.1	Recruitment: Internal authorisation	End of Employment + 6 Year	Electronic	Human Resources	Destroy	Business Reasons
2.1.2	Recruitment: Advertising of Vacancies	End of Employment + 6 Years	Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995
2.1.3	Recruitment: Successful Job Applications	End of Employment + 6 Years	Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995
2.1.4	Recruitment: Successful Job Application References	End of Employment + 6 Years	Paper	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.1.5	Recruitment: Unsuccessful Job Applications	Applications held on Jobtrain (ATS) for standard active retention period of 12 months. Candidate can delete application at any time.	Electronic	Human Resources	Destroy	UKVI Guidance, 1995 Immigration, Asylum Nationality Act 2006 Candidate experience
2.1.6	Right to Work Documentation e.g. Copy of Passport or Certificate of Sponsorship etc. & Employer's Right To Work Checklist	End of Employment +2 Years	Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995 Immigration, Asylum Nationality Act 2006
2.1.7	Recruitment: Interview Notes (Except sponsored workers)	External applicants: Current Academic Year + 1 Year Internal applicants: End of employment +6 years	Paper	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.1.8	Recruitment: Unsuccessful Job Application References	Current Academic Year + 1 Year	Paper	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995
2.1.9	Recruitment: Visa Pack	End of employment + 1 Year	Electronic	Human Resources	Destroy	Immigration, Asylum Nationality Act 2006
2.1.10	DBS Certificates Disclosures (Staff Only)	End of Employment + 6 years	Paper / Electronic	Human Resources	Destroy	KCSIE Guidance Section 175 of the Education Act 2002
2.1.11	DBS Disclosure Data (Staff) e.g., certificate number	End of employment + 6 years	Electronic	Human Resources	Destroy	Ofsted
2.1.12	Teachers Barred list	End of employment + 6 years	Electronic	Human Resources	Destroy	Ofsted
2.1.13	Certificate of Good Standing	End of employment + 6 years	Electronic	Human Resources	Destroy	Ofsted

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.1.14	Single Central Record (SCR) Staff, 3 rd parties, volunteers	End of involvement with regulated activity + 1 year	Electronic	Human Resources	Destroy	Ofsted
2.2.0	Team: Human Resources General					
2.2.1	Emeritus Professors/ documentation	Emeritus Prof: end of appointment +6 years from end of substantive employment	Paper/Electronic	Emeritus Prof: Human Resources/ Visiting Profs/Fellows: Schools	Destroy	Business Reasons
2.2.2	Personnel Files	End of Employment + 6 Years	Paper/Electronic	Human Resources	Destroy	Limitations Act 1980
2.2.3	Employee's basic personal details (e.g. address, next of kin, emergency contacts)	End of Employment + 6 Years	Electronic	Human Resources	Destroy	Limitation Act 1980
2.2.4	Contracts of Employment	End of Employment + 6 Years	Paper/Electronic	Human Resources	Destroy	Limitation Act 1980

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.2.5	Changes to an employee's terms and conditions of employment	End of Employment + 6 Years	Paper / Electronic	Human Resources	Destroy	Limitation Act 1980
2.2.6	Employee's absence due to sickness	End of Employment + 6 Years	Paper / Electronic	Payroll/Human Resources	Destroy	Social Security Contributions & Benefit Act.
2.2.7	Staff Disciplinary & Grievance Records	End of Employment + 6 Years	Paper/Electronic	Human Resources	Destroy	Equality Act 2010 SDA 1975/1986; RRA 1976; DDA 1995
2.2.8	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
2.2.9	Employment Tribunal Records	End of Employment + 6 Years	Paper/Electronic	Human Resources	Destroy	Limitation Act 1980

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.2.10	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
2.2.11	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
2.2.12	Personnel Management Policies & Procedures: Development and establishment	Superseded + 20 Years	Paper/Electronic	Human Resources	Review	Business Reasons
2.2.13	Trade Unions: Recognition / de-recognition	De-recognition + 20 Years	Paper/Electronic	Human Resources	Review	Limitation Act 1980

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.2.14	Trade Unions: Agreements	End of Agreement + 20 Years	Paper/Electronic	Human Resources	Review	Limitation Act 1980
2.2.15	Trade Unions: Routine communications, including minutes of meetings	Current Academic Year + 20 Years	Paper/Electronic	Human Resources	Review	Business Reasons
2.2.16	Trade Unions: Consultations and Negotiations on specific issues	Last Action on Issue + 20 Years	Paper/Electronic	Human Resources	Review	Business Reasons
2.2.17	Development of the remuneration structure	Current Academic Year + 6 Years	Electronic	Human Resources	Review	Business Reasons
2.2.18	Pay reviews	Current Academic Year + 6 Years	Electronic	Human Resources	Review	Business Reasons
2.2.19	Special reward schemes e.g. Exceptional Contribution Awards	Current Academic Year + 6 years	Electronic	Human Resources	Review	Business Reasons

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.0	Team: Health and Wellbeing					
2.3.1	Emergency Planning Review Documents	Superseded + 5 Years	Electronic	Health & Wellbeing	Review	Business Reasons
2.3.2	Development of workforce welfare schemes and services e.g. counselling services	Current Academic Year + 5 years	Electronic	Health & Safety	Review	Business Reasons
2.3.3	Risk Assessment Policy	Superseded + 5 Years	Electronic	Health & Wellbeing	Review	SI 1989 / 1790, SI 1992 / 2792, SI 1999 / 3243
2.3.4	Display Screen Equipment Policy	Superseded + 5 Years	Electronic	Health & Wellbeing	Review	Business Reasons
2.3.5	Monitoring of Working Environment reports	Current Academic Year + 40 Years	Electronic	Health & Wellbeing	Review	SI 2002 / 2675

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.6	Fire Inspection Reports: including Systems and Equipment Assessments	Current Academic Year + 5 Years	Paper/Electronic	Health & Wellbeing	Destroy	Business Reasons
2.3.7	First Aid Facilities and Equipment Assessments	Re-assessment + 3 Years	Electronic	Health & Wellbeing	Destroy	1947 c.371, S.I. 1981 / 917
2.3.8	First Aid Facilities and Equipment Specifications	Superseded + 3 Years	Electronic	Health & Wellbeing	Destroy	1947 c.371, S.I. 1981 / 917
2.3.9	Health Surveillance Reports	Current Academic Year + 40 Years	Paper/Electronic	Health & Wellbeing	Review	COSHH Regulations 1994
2.3.10	Personal Exposure Reports	Current Academic Year + 40 Years	Electronic	Health & Wellbeing	Review	Business Reasons
2.3.11	Air Monitoring: all other cases	Date of Monitoring + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675 SI 2002 / 2676 SI 2002 / 2677

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.12	Asbestos: Written plans of work for undertaking work with asbestos	Completion of Work + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675
2.3.13	Asbestos: Notifications of work with asbestos to the enforcing authorities	Completion of Work + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675
2.3.14	Asbestos: Examination, testing and repair of plant and equipment provided to control exposure	Date of Assessment + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675
2.3.15	Asbestos: Action taken to Prevent or Reduce Exposure to Individual Employees working with Asbestos	Date of Monitoring + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675 Regulation 10
2.3.16	Asbestos: Health Records for Individual Employees working with or exposed to Asbestos	Date of Monitoring + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.17	Asbestos: Assessments to determine the presence of asbestos	Elimination of Risk + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675
2.3.18	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 & Wellbeing	Destroy	SI 2002 / 2675
2.3.19	Asbestos: Conduct and Results of Risk Assessments of working Environment (all other cases)	Date of Assessment + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675
2.3.20	Biological Agents: Accidents and Incidents involving Group 3 or Group 4 biological agents	Current Academic Year + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2677
2.3.21	COSHH Data Sheets	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Review	SI 2002 / 2677

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.22	COSHH: Examination, testing and repair of plant and equipment provided to control exposure	Current Academic Year + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2677
2.3.23	COSHH: Details of Substances present and or in use	Current Academic Year + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2677
2.3.24	COSHH: Conduct and Results of Risk Assessments of Working Environment	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2677
2.3.25	COSHH: Conduct and Results of monitoring of exposure of employees (general exposure)	Current Academic Year + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2677
2.3.26	COSHH: Conduct and Results of monitoring of exposure of employees (identifiable individual employees)	Date of Monitoring + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2677

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.27	Lead: Examination, testing and repair of plant and equipment provided to control exposure	Date of Examination + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2676
2.3.28	Lead: Conduct and Results of Risk Assessments of Working Environment	Elimination of Risk + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2676
2.3.29	Accident Reports (single sheets)	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Review	Business Reasons
2.3.30	Investigation of accidents reports	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Review	Limitation Act 1980 + Case Law
2.3.31	Asbestos : Health surveillance records of identifiable individual employees who have been exposed	Current Academic Year + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.32	Asbestos: Certificates of medical examination of identifiable individual employees who have been exposed	Date of Last Entry on Record + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2675
2.3.33	Biological Agents: List of employees exposed to Group 3 or Group 4	Current Academic Year + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2677
2.3.34	COSHH: Health surveillance records of identifiable individual employees who have been exposed	Date of Last Entry on Record + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2677
2.3.35	Lead: Health surveillance records of identifiable individual employees who have been exposed	Date of Last Entry on Record + 40 Years	Electronic	Health & Wellbeing	Destroy	SI 2002 / 2676
2.3.36	General Health Surveillance: Pre-employment health screening	End of Employment + 40 Years	Electronic	Health & Wellbeing	Destroy	Limitation Act 1980

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.37	General Health Surveillance: Identifiable individual employees, other than those specified	Date of Last Entry on Record + 40 Years	Electronic	Health & Wellbeing	Destroy	Limitation Act 1980, SI 1999/3242
2.3.38	Health & Safety Policy	Superseded + 5 Years	Electronic	Health & Wellbeing	Review	Health & Safety at Work Act 1974
2.3.39	Safety Audit Reports	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Review	Health & Safety at Work Act 1974
2.3.40	Safety Committee/Panels (agenda/minutes)	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Review	Business Reasons
2.3.41	Delegate Lists for H & S Training	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	Business Reasons
2.3.42	Health and safety management strategy	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	Health & Safety at Work Act 1974

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.43	Trade Union Safety Reps: Appointments	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1977 / 500
2.3.44	Trade Union Safety Reps: Provision of time off, and other facilities and assistance	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1977 / 500
2.3.45	Trade Union Safety Reps: Consultations and other communications	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1977 / 500
2.3.46	Trade Union Safety Committees: Formation of safety committee including its objectives, role, functions, composition and administration	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1977 / 500
2.3.47	Trade Union Safety Committees: Election of members	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1977 / 500

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.48	Trade Union Safety Committees: Proceedings and Decisions	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1977 / 500
2.3.49	Non-trade union Safety Reps: Elections	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1996 / 1513
2.3.50	Non-trade union Safety Reps: Consultations and other communications	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1996 / 1513
2.3.51	Non-trade union Safety Reps: Training	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1996 / 1513
2.3.52	Non-trade union Safety Reps: Provision of time off, and other facilities and assistance	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	SI 1996 / 1513

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.3.54	Health & Safety Matters: Information and instructions to visitors and the public on the premises	Current Academic Year + 5 Years	Electronic	Health & Wellbeing	Destroy	1957 / c.311, 1974 / c.371, S.I. 1999 / 32421
2.3.55	Fire Wardens: Nomination and Appointment	End of Employment + 3 Years	Electronic	Health & Wellbeing	Destroy	1947 c.371, S.I. 1997 / 18401, S.I. 1999 / 3242
2.3.56	Fire Wardens: Role-specific training	End of Appointment + 3 Years	Electronic	Health & Wellbeing	Destroy	1947 c.371, S.I. 1997 / 18401
2.3.57	First Aiders: Appointments	End of Appointment + 3 Years	Electronic	Health & Wellbeing	Destroy	1947 c.371, S.I. 1981 / 917
2.3.58	First Aiders: Role-specific Training	End of Appointment + 3 Years	Electronic	Health & Wellbeing	Destroy	1947 c.371, S.I. 1981 / 917
2.3.59	External Emergency Services Arrangements	Review of Arrangements + 3 Years	Electronic	Health & Wellbeing	Destroy	S.I. 1997 / 18401, S.I. 1999 / 32421

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.4.1	Team: Organisational Development					
2.4.2	Appraisal/Moderation	End of Employment + 6 Years	Electronic	Human Resources	Destroy	Limitation Act 1980
2.4.3	Appraisal Policy	Superseded + 6 Years	Electronic	Employee Relations	Review	Business Reasons
2.4.4	Staff Training: Course Evaluation Forms	Current Academic Year + 3 Year	Paper/Electronic	Organisational Development	Destroy	Business Reasons
2.4.5	Staff Training: Delegate lists (internal training)	Current Academic Year + 1 Year	Electronic	Organisational Development	Destroy	Business Reasons
2.4.6	Staff Training: Advertising	Current Academic Year + 1 Year	Electronic	Organisational Development	Destroy	Business Reasons

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.4.7	Staff Training: Delegate Feedback	Current Academic Year + 3 Years	Electronic	Organisational Development	Destroy	Business Reasons
2.4.8	Staff Training: Workforce feedback (anonymised)	3 years	Electronic	Organisational Development	Destroy	Business Reasons
2.4.9	Colleague Engagement Survey	Current Academic Year + 6 Years	Electronic	Organisational Development (from 23/24, Survey data prior to this date held by Strategic Planning & Change)	Review	Business Reasons
2.5.1	Occupational Health					
2.5.2	Health Records	Current Academic Year + 40 Years	Paper	Occupational Health	Destroy	Business Reasons

Ref:	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
2.5.3	Health Records (termination connected to health – including stress)	End of Employment + 5 Years	Paper	Occupational Health	Destroy	Litigation period for PI claims
2.5.4	Medical records relating to COSHHR	Current Academic Year + 40 Years	Paper	Occupational Health	Review	COSSHR 1999
2.5.5	Ionising Radiation Records	Current Academic Year + 50	Paper	Occupational Health	Review	RIDDOR 1985
2.5.6	Risk Assessment Reports	Superseded + 5 Years	Electronic	Each Department	Review	SI 1999 / 3243
2.5.7	Code of Practice for Handling Hazardous Substances – Lab sheets	Current Academic Year + 40 Years	Paper / Electronic	Each Department	Review	Business Reasons

3. Communications and Marketing (CAMS)

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.1.0	Team: Admissions					
3.1.1	Development and Establishment of the University's Admission Criteria	Superseded + 10 Years	Paper / Electronic	Admissions	Destroy	Business Reasons
3.1.2	Unsuccessful Applications (including Interview Notes and Offers not taken up)	Current Academic Year + 6 Months	Electronic	Admissions	Destroy	Business Reasons
3.1.3	Clearing Process Administration	Current Academic Year + 1 Year	Electronic	Admissions	Destroy	Business Reasons
3.1.4	Disclosure and Barring Service: Disclosures (Student Requests Only)	Current Academic Year + 6 Months	Electronic	Admissions	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.1.5	CAS Tracking Spreadsheet	Current Academic Year + 6 Months	Electronic	Admissions	Destroy	Business Reasons
3.2.0	Team: Applicant Engagement and Enquiries					
3.2.1	New course enquiries/Midlands Credit Compass enquiries	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Enquiries)	Destroy	Business Reasons
3.2.2	Enquirer information on monthly KPI reports	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Enquiries)	Destroy	Business Reasons
3.3.0	Team: Applicant Engagement (Campaigns)					
3.3.1	Design, conduct and summary results of recruitment campaigns	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Campaigns)	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.3.2	Campaign progress reports	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Campaigns)	Destroy	Business Reasons
3.3.4	Campaign progress reports	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Campaigns)	Destroy	Business Reasons
3.4.0	Team: Applicant Engagement (Scholarships)					
3.4.1	Scholarship applications/eligibility checklists	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Scholarships)	Destroy	Business Reasons
3.4.2	Application/Panel/Central/Awardee logs	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Scholarships)	Destroy	Business Reasons
3.4.3	Awardee financial data	Current Academic Year + 6 months	Electronic	Applicant Engagement (Scholarships)	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.4.4	Bursary payment schedules	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Scholarships)	Destroy	Business Reasons
3.4.5	Alumni discount reports	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Scholarships)	Destroy	Business Reasons
3.4.6	Donor funded agreements	End of agreement +5 years	Electronic	Applicant Engagement (Scholarships)	Destroy	Business Reasons
3.4.7	Acceptance letters	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Scholarships)	Destroy	Business Reasons
3.4.8	Scholarship applications/eligibility checklists	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Scholarships)	Destroy	Business Reasons
3.4.9	Application/Panel/Central/Awardee logs	Current Academic Year + 5 Years	Electronic	Applicant Engagement (Scholarships)	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.5.0	Team: Student Recruitment (Admissions)					
3.5.1	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
3.5.2	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
3.5.3	Student Recruitment: Issue of student recruitment materials in bulk to schools and other organisations	Current Academic Year	Electronic	Marketing and Communications	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.5.4	Student Recruitment: Handling of enquiries from prospective students	Current Academic Year + 6 months	Electronic	Marketing and Communications	Destroy	Business Reasons
3.5.5	Student Recruitment: Summary (anonymised) statistical records of enquiries	Current Academic Year + 10 Years	Electronic	Marketing and Communications	Destroy	Business Reasons
3.5.6	Promotional Materials: Design, conduct and summary results	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons
3.6.0	Team: Corporate and Research Marketing					
3.6.1	Business Leads: Handling and responses provided	Current Academic Year + 5 Years	Electronic	Marketing and Communications/ Employability and Enterprise / Knowledge Exchange	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.6.2	Business Leads : Summary (anonymised) statistics	Current Academic Year + 10 Years	Electronic	Marketing and Communications/ Employability and Enterprise/ Knowledge Exchange	Destroy	Business Reasons
3.6.3	Business Contacts: Containing Personal Data	Current Academic Year + 5 Years	Electronic	Marketing and Communications/ Employability and Enterprise/ Knowledge Exchange	Destroy	Business Reasons
3.6.4	Business Contacts: Summary (anonymised) statistics	Current Academic Year + 10 Years	Electronic	Marketing and Communications/ Employability and Enterprise/ Knowledge Exchange	Destroy	Business Reasons
3.6.5	Employer Engagement: Data on businesses for employer engagement activity	Current Academic Year + 5 Years	Electronic	Marketing and Communication Employability and Enterprise /Knowledge Exchange	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.6.6	Employer Engagement: Summary (anonymised) statistics on employer engagement activity	Current Academic Year + 10 Years	Electronic	Marketing and Communications/ Employability and Enterprise/ Knowledge Exchange	Destroy	Business Reasons
3.6.7	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 / Knowledge Exchange	Destroy	Business Reasons
3.6.8	Employer engagement: Communications	Permanent	Paper / Electronic	Marketing and Communications/ Employability and Enterprise/ Knowledge Exchange	N/A	Business Reasons
3.6.9	Employer Engagement: Planning, Impact and results of events for employer engagement	Current Academic Year + 5 Years	Paper / Electronic	Marketing and Communications/ Employability and Enterprise/ Knowledge Exchange	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.6.10	Design of corporate and research marketing materials	Current Academic Year + 5 Years	Paper / Electronic	Marketing and Communications	Destroy	Business Reasons
3.6.11	Planning and execution of corporate, research and brand marketing campaigns	Current Academic Year + 5 Years	Paper / Electronic	Marketing and Communications	Destroy	Business Reasons
3.6.12	Research engagement (not recruitment) leads: Handling and responses provided	Current Academic Year + 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons
3.6.13	Research engagement (not recruitment) leads: Summary (anonymised) statistics	Current Academic Year + 10 Years	Electronic	Marketing and Communications	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.6.14	Research engagement (not recruitment): Design, conduct and summary results of official employer engagement campaigns	Current Academic Year + 5 Years	Paper / Electronic	Marketing and Communication	Destroy	Business Reasons
3.6.15	Research engagement (not recruitment): Communications	Permanent	Paper / Electronic	Marketing and Communication	N/A	Business Reasons
3.7.0	Team: Marketing and Communications					
3.7.1	Press Releases	Current Academic Year +15 Years	Electronic	Marketing and Communications	Destroy	Business Reasons
3.7.2	Press Clippings	Current Academic Year 5 Years	Paper / Electronic	Marketing and Communications	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.7.3	Press Coverage Statistics	Current Academic Year 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons
3.7.4	Video Footage	Current Academic + 10 Years	Electronic	Marketing and Communications	Destroy	Business Reasons
3.7.5	Transcripts of media briefings	Current Academic Year + 1 Year	Electronic	Marketing and Communications	Destroy	Business Reasons
3.7.6	Planning and organisation of media interviews	Current Academic Year + 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons
3.7.7	Transcripts of media interviews	Current Academic Year + 1 Year	Electronic	Marketing and Communications	Destroy	Business Reasons
3.7.8	Media enquiries: Handling and Responses provided	Current Academic Year + 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.7.9	Monitoring and analysis of media coverage	Current Academic Year + 5 Years	Electronic	Marketing and Communications	Destroy	Business Reasons
3.8.0	Team: Marketing Services and Web Management					
3.8.1	Student Charter	Current Academic Year + 6 Years	Paper/Electronic	Marketing and Communications	Destroy	Limitation Act
3.8.2	Market Research Reports/Plans	Permanent	Electronic	Marketing and Communications	N/A	Business Reasons
3.8.3	Design & Control of Institution's Corporate Identity	Permanent	Paper/Electronic	Marketing and Communications	N/A	Business Reasons
3.8.4	Design of promotional materials	Current Academic Year + 5 Years	Paper/Electronic	Marketing and Communications	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.8.5	Planning and execution of marketing campaigns	Current Academic Year + 5 Years	Paper / Electronic	Marketing and Communications	Destroy	Business Reasons
3.8.6	Website: Design and control	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons
3.8.7	Active Staff profiles	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons
3.8.8	Inactive Staff profiles	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons
3.8.9	Matrix: Design, Conduct and Summary of Results	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons
3.8.10	Photography	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
3.8.11	Photography Consent Forms	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons
3.8.12	Video	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons
3.8.13	Video Consent Forms	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons
3.8.14	Analytics (Personal Data)	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons
3.8.15	Summaries of web analytics (Personal Data)	Permanent	Paper / Electronic	Marketing and Communications	N/A	Business Reasons

4. Finance

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.1.0	Team: Financial Services					
4.1.1	Bursary Payment Schedules	Current Academic Year + 6 Years	Electronic	Finance	Destroy	Limitation Act 1980
4.1.2	GL/SL/PL/OP	Permanent	Electronic	Finance	N/A	Business Reasons
4.1.3	Control account reconciliations	Current Academic Year + 6 Years	Paper	Finance	Destroy	Business Reasons
4.1.4	Journal Sheets	Current Academic Year + 6 Years	Paper	Finance	Destroy	Business Reasons
4.1.5	Fixed asset registers	Permanent	Paper / Electronic	Finance	N/A	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.1.6	Sales Invoices	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994
4.1.7	Credit Notes	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994
4.1.8	Remittance Advices	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994
4.1.9	Receipt Books	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994
4.1.10	Purchase Invoices	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994
4.1.11	Credit Notes	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.1.12	Aged Creditors	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994
4.1.13	BACS/cheque reports	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994
4.1.14	Foreign payment requests	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994
4.1.15	Expense claims	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Business Reasons
4.1.16	Banking: Statements	Permanent	Paper	Finance	N/A	Business Reasons
4.1.17	Banking: Opening, Closure and Routine Administration of Bank Accounts	Closure of Account + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.1.18	Banking: Standing Orders, Direct Debits etc.	Life of Instruction + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980
4.1.19	Banking: Deposits, Withdrawals, Transfers and Instructions	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Taxes Management Act 1970, Limitation Act 1980
4.1.20	Banking: Reconciliations	Current Academic Year + 6 Years	Paper	Finance	Destroy	Business Reasons
4.1.21	Banking: Paying in books	Current Academic Year + 6 Years	Paper	Finance	Destroy	VAT Act 1994
4.1.22	Banking: End of day cashier summaries	Current Academic Year + 6 Years	Paper	Finance	Destroy	Business Reasons
4.1.23	Cash flow forecasts	Current Academic Year + 6 Years	Electronic	Finance	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.1.24	Petty cash records	Current Academic Year + 6 Years	Paper	Finance	Destroy	VAT Act 1994
4.1.25	Petty cash holder register	Current Academic Year + 6 Years	Paper	Finance	Destroy	VAT Act 1994
4.1.26	Investments: Schedules	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Business Reasons
4.1.27	Investment instructions	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Business Reasons
4.1.28	Loan Agreements	Permanent	Paper	Finance	N/A	Business Reasons
4.1.29	Investments: Portfolio	Dis-investment + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.1.30	Investments: Purchase and Sale of Investments	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Taxes Management Act 1970
4.1.31	Investments: Valuations of Capital Assets	Current Academic Year + 6 Years	Paper / Electronic	Finance	Review	Taxes Management Act 1970
4.1.32	Investments: Disposition of Capital Assets, Decisions and Authorisations	Disposal + 6 Years	Paper / Electronic	Finance	Destroy	Taxes Management Act 1970, Limitation Act 1980
4.1.33	Taxation: VAT returns	Current Academic Year + 6 Years	Paper	Finance	Destroy	VAT Act 1994
4.1.34	Taxation: VAT working papers	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	VAT Act 1994
4.1.35	Taxation: VAT registration certificates	Permanent	Paper	Finance	N/A	VAT Act 1994

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.1.36	Taxation: Corporation tax returns	Current Academic Year + 6 Years	Paper	Finance	Destroy	Income & Corporation Taxes Act 1988
4.1.37	Taxation: Corporation tax calculations	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988
4.1.38	Cross Charging Records	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988
4.2.0	Team: Payroll and Pensions					
4.2.1	Payroll Listings	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988
4.2.2	Timesheets	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.2.3	Overtime and additional work claims and expense claims	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988
4.2.4	Payslips, P45's and P60's	Current Tax Year + 10 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988
4.2.5	Tax code notices	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988
4.2.6	Tax and NI returns	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988
4.2.7	Deduction schedules	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988
4.2.8	Employees' authorisation for non-statutory deductions	Current Tax Year + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.2.9	Calculations and Payments to employees	Current Tax Year + 3 Years	Paper / Electronic	Finance	Destroy	Taxes Management Act. Limitation Act. SI1993/744, SI 1999/584
4.2.10	Bank payment reports	Current Tax Year + 10 Years	Paper / Electronic	Finance	Destroy	Income & Corporation Taxes Act 1988
4.2.11	Leavers Information	End of Employment + 7 Years	Paper / Electronic	Finance	Destroy	Business Reasons (Pension Queries)
4.2.12	Operation of the Statutory Sick Pay scheme	Current Tax Year + 3 Years	Paper / Electronic	Finance	Destroy	SI 1982 / 894
4.2.13	Operation of the Statutory Maternity Pay scheme	Current Tax Year + 3 Years	Paper / Electronic	Finance	Destroy	SI 1986 / 1960
4.2.14	Pension Payments employers contribution	End of Employment + 8 Years	Paper / Electronic	Finance	Review	Limitation Act 1980, Pension Act 2004

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.2.15	Pension payments, employees contribution	End of Employment + 8 Years	Paper / Electronic	Finance	Review	Limitation Act 1980, Pension Act 2004
4.2.16	Starter & Leaver info and transfer documents	End of Employment + 6 Years	Paper / Electronic	Human Resources/Payroll	Destroy	Limitation Act 1980
4.2.17	Monitoring of hours worked by employees	End of Employment + 6 Years	Paper / Electronic	Human Resources / Payroll	Destroy	SI 1998 / 1833
4.3.0	Team: Insurance					
4.3.1	Policy documents	Permanent	Paper	Finance	N/A	Limitation Act 1980
4.3.2	Schedules	Current Academic Year + 6 Years	Paper	Finance	Review	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.3.3	Claims and correspondence	Current Academic Year + 6 Years	Paper	Finance	Review	Limitation Act 1980
4.4.0	Team: Financial Management					
4.4.1	Financial forecasting	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Business Reasons
4.4.2	Revenue and capital budget preparation	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Business Reasons
4.4.3	Reports to Board/Senior Management	Current Academic Year + 2 Years	Paper / Electronic	Finance	Review	Business Reasons
4.4.4	Reports to budget holders	Current Academic Year + 2 Years	Paper / Electronic	Finance	Review	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.4.5	System audit and control reports	Current Academic Year + 2 Years	Paper / Electronic	Finance	Review	Business Reasons
4.4.6	Statutory Funding: Administration of annual funding allocations	Current Academic Year + 10 Years	Paper / Electronic	Finance	Destroy	Business Reasons
4.4.7	Grants (including Research Councils and Corporate Sponsors): Administration	End of Grant + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980
4.4.8	Scholarship Funds: Administration	Current Academic Year + 6 Years	Paper / Electronic	Finance	Destroy	Limitation Act 1980
4.5.0	Team: Procurement					
4.5.1	Purchasing led Sealed contracts (specific property/works contracts over £50K)	End of Contract + 12 Years	Paper / Electronic	Procurement	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.5.2	Procurement strategy checklist	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons
4.5.3	Contract Notices Inc. Award Notices	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons
4.5.4	Expressions of Interest List	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons
4.5.5	Tender Shortlisting criteria	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons
4.5.6	Tender: Prequalification and supplier appraisals of shortlisted tenderers	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons
4.5.7	Tender: Responses from suppliers not shortlisted	3 Months	Electronic	Procurement	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.5.8	Tender: Record of shortlisted decisions	Current Academic Year + 4 Years	Electronic	Procurement	Destroy	Business Reasons
4.5.9	Maintenance/software licence agreements	End of Licence + 6 Years	Electronic	Procurement	Destroy	Business Reasons
4.5.10	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, SI 2015 102
4.5.11	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, SI 2015 102
4.5.12	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, SI 2015 102
4.5.13	4th and subsequent tenders over £50K	4 Months	Electronic	Procurement	Destroy	SI 1991/2680, SI 1993/3228, SI 1995 201, SI 2015 102

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.5.14	Record of supplier meetings/negotiations/clarifications pre-contract award	Current Academic Year + 6 Years	Electronic	Procurement	Destroy	Limitation Act 1980 SI 1991/2680, SI 1993/3228, SI 1995 201, SI 2015 102
4.5.15	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, SI 2015 102
4.5.16	Contract Award Letter and acceptance	Current Academic Year + 6 Years	Electronic	Procurement	Destroy	Limitation Act 1980 SI 1991/2680, SI 2015 102
4.5.17	Waiver Request Forms – completed	Current Academic Year + 3 Years	Electronic	Procurement	Destroy	Business Reasons
4.5.18	Register of approved suppliers	Current Academic Year	Electronic	Procurement	Destroy	Business Reasons
4.5.19	Contractor Review Reports (monitoring)	End of Contract + 6 Years	Electronic	Procurement	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.5.20	Quotes/contracts under £50K	End of Contract + 6 Years	Electronic	User Department	Review	Limitations Act 1980
4.5.21	Goods received/returned notes	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Limitation Act, Value Added Tax Act 1994
4.5.22	Stock requisitions	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Business Reasons
4.5.23	Stores Issue Notes	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Business Reasons
4.5.24	Purchasing-related documents for ERDF/ESIF funded projects	End of Project / Contract + 25 Years	Paper / Electronic	User Department	Review	ERDF/ESIF Funding regulations
4.5.25	Purchasing Card Statements	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
4.5.26	Purchasing Card Transaction Logs	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Limitation Act 1980
4.5.27	Inventory Record	Current Academic Year	Electronic	User Department	Destroy	Business Reasons
4.5.28	Inventory Disposal Forms	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Business Reasons
4.5.29	Purchase Orders	Current Academic Year + 6 Years	Electronic	System Manager (e5)	Destroy	Value Added Tax Act 1994
4.5.30	Delivery Notes	Current Academic Year + 6 Years	Electronic	User Department	Destroy	Value Added Tax Act 1994
4.6.0	Team: Financial Accounts					

4.6.1	Financial Statements: Signed and Published Annual Accounts/Annual Report	Permanent	Paper / Electronic	Finance	N/A	Business Reasons
4.6.2	Regulatory reports to OfS	Permanent	Paper / Electronic	Finance	N/A	Business Reasons

5. Development and Alumni Relations

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
5.1.0	Raiser's Edge database (managing relationships with alumni, individuals, Trusts and Foundations, and companies)	Permanent	Electronic	Development & Alumni Relations Office	N/A	Business Reasons
5.2.0	Enquiries from alumni and the responses provided (stored within Raiser's Edge)	Permanent	Electronic	Development & Alumni Relations Office	N/A	Business Reasons
5.3.0	Unsolicited feedback from alumni and the responses provided (stored within Raiser's Edge)	Permanent	Electronic	Development & Alumni Relations Office	N/A	Business Reasons
5.4.0	Alumni Complaints: Handling and responses provided (stored within Raiser's Edge)	Permanent	Electronic	Development & Alumni Relations Office	N/A	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
5.5.0	Management of financial relationships with individuals, Trusts and Foundations and companies who provide philanthropic funds (stored within Raiser's Edge)	Permanent	Electronic	Development & Alumni Relations Office	N/A	Limitation Act 1980 and Business Reasons
5.6.0	Design & Execution of fundraising campaigns: fundraising plans, promotional collateral and cases for support, event statistics	Current Academic Year + 15 Years	Electronic	Development & Alumni Relations Office	Destroy	Business Reasons
5.7.0	Organisation of alumni specific events	Current Academic Year + 3 Years	Electronic	Development & Alumni Relations Office	Destroy	Business Reasons
5.8.0	Alumni Newsletters/Magazines	Permanent	Electronic	Development & Alumni Relations Office	N/A	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
5.9.0	Summary (anonymised) statistical records of alumni	Current Academic Year + 10 Years	Electronic	Development & Alumni Relations Office	Destroy	Business Reasons
5.10.0	Alumni Surveys: Design and conduct	End of Survey + 3 Years	Electronic	Development & Alumni Relations Office	Destroy	Business Reasons
5.11.0	Alumni Surveys: Results - individual responses	End of Survey + 3 years	Electronic	Development & Alumni Relations Office	Destroy	Business Reasons
5.12.0	Alumni Surveys: Summaries and analyses of responses	Current Academic Year + 3 Years	Electronic	Development & Alumni Relations Office	Destroy	Business Reasons

6. Estates

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.1.0	Land					
6.1.1	Title Deeds	Until Sold or Transferred	Paper / Electronic	Estates	Sell or Transfer	Limitation Act 1980
6.1.2	Facilities related Contracts	End of Contract + 6 Years	Paper / Electronic	Estates	Destroy	Limitation Act 1980
6.1.3	Planning Applications	Until Sold or Transferred	Electronic	Estates	Sell or Transfer	Business Reasons
6.1.4	Building plans/drawings: Sketches, Concept Drawings, Office Layouts	Disposal of Property	Paper / Electronic	Estates	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.1.5	Technical Drawings: Electrical, Mechanical & Ventilation plans	Superseded + 5 Years	Paper / Electronic	Estates	Destroy	Business Reasons
6.1.6	Acquisition or Use of properties by lease or rental	End of Agreement + 6 Years	Paper / Electronic	Estates	Destroy	Limitation Act 1980
6.1.7	Development of properties	Until Sold or Transferred	Paper / Electronic	Estates	Sell or Transfer	Limitation Act 1980
6.1.8	Restoration of contaminated land	Until Sold or Transferred	Paper / Electronic	Estates	Sell or Transfer	Limitation Act 1980
6.1.9	Disposal of properties	Disposal of Property + 6 Years	Electronic	Estates	Destroy	Limitation Act 1980
6.2.0	Plant and Equipment Maintenance					

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.2.1	Maintenance Repair Line – Job Sheets	Current Academic Year + 1 Year	Paper / Electronic	Estates	Destroy	Business Reasons
6.2.2	Maintenance Schedules	Current Academic Year + 2 Years	Electronic	Estates	Destroy	Health & Safety & Work Act 1974, SI 1999 / 3242
6.2.3	Inspection Certificates	Current Academic Year + 6 Years	Paper / Electronic	Estates	Destroy	Limitation Act 1980
6.2.4	Repair Reports	Life of Plant + 6 Years	Paper / Electronic	Estates	Destroy	Limitation Act 1980
6.2.5	Portable Appliance Test Records	Current Academic Year + 5 Years	Paper	Estates	Review	Business Reasons
6.3.0	Estates Other					

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.3.1	Permits for Work (General Work)	Completion of Work + 3 Years	Paper	Estates	Destroy	Business Reasons
6.3.2	Permits for Work (High Risk Work)	Completion of Work + 15 Years	Paper	Estates	Destroy	Business Reasons
6.3.3	Estates related/led Sealed contracts (specific property/works contracts over £50K)	End of Contract + 12 Years	Paper / Electronic	Estates	Destroy	Business Reasons (and Limitation Act)
6.3.4	Private hire agreements (booking forms)	End of Agreement + 6 Years	Electronic	Estates	Destroy	Limitation Act 1980
6.3.5	Agricultural waste exemptions	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	Business Reason
6.3.6	Asbestos Air monitoring reports	Permanent	Paper / Electronic	Estates - City	N/A	SI 2012 / 632

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.3.7	Asbestos Database, information for all 3 NTU campuses containing Type 2 survey, Removals carried out, follow up condition history	Permanent	Electronic	Estates - City	N/A	SI 2012 / 633
6.3.8	Asbestos Hazardous Waste Consignment Notes	Current Academic Year + 3 Years	Paper / Electronic	Estates - City	Destroy	Si205/894
6.3.9	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
6.3.10	Air Conditioning Records (all three Campuses)	Current Academic Year + 5 Years	Paper / Electronic	Estates - City	Destroy	Defra Record Keeping and Report F Gas
6.3.11	Articles of Substance – COSHH (NTU Student Union)	Current Academic Year + 3 Years	Paper	Estates - Clifton	Destroy	EMS Procedure 4.4.1 Control of Records

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.3.12	Compacting, crushing, shredding and pulverising exemption	Current Academic Year + 3 Years	Paper	Estates - City	Destroy	Business Reason
6.3.13	Composting exemption licence	Current Academic Year + 3 Years	Paper / Electronic	Estates - Clifton	Destroy	Business Reason
6.3.14	Composting Log	Current Academic Year + 3 Years	Electronic	Estates - Clifton	Destroy	Business Reason
6.3.15	DEC certificates and reports	Current Academic Year + 1 Year	Electronic	Estates - City	Destroy	Business Reason
6.3.16	Genetically Modified substances records (assessment records)	Current Academic Year + 10 Years	Paper / Electronic	Estates - Clifton	Destroy	Business Reason
6.3.17	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

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.3.18	Hazardous Waste Site registrations for all three Campuses	Current Academic Year + 1 Year	Electronic	Estates - City	Destroy	Business Reason
6.3.19	Hazardous Waste consignment notes (Vet Nursing – Brackenhurst) sharps disposal and clinical waste	Current Academic Year + 3 Years	Paper / Electronic	Estates - Brackenhurst	Destroy	SI 2005 / 894
6.3.20	Hazardous waste consignments notes (Vet Nursing – Brackenhurst) – X-ray fixtures/developer	Current Academic Year + 3 Years	Paper / Electronic	Estates - Brackenhurst	Destroy	SI 2005 / 894
6.3.21	Hazardous waste consignments notes (Vet Nursing – Brackenhurst) – animal carcasses	Current Academic Year + 3 Years	Paper / Electronic	Estates - Brackenhurst	Destroy	SI 2005 / 894
6.3.22	Hazardous waste consignment notes re pesticide wastes & used PPE/packaging	Current Academic Year + 3 Years	Paper / Electronic	Estates - Clifton	Destroy	SI 2005 / 894

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.3.23	Hazardous Waste Consignment notes for City clinical waste	Current Academic Year + 3 Years	Paper / electronic	Estates - City	Destroy	SI 2005 / 894
6.3.24	Hazardous Waste Consignment notes for SAT clinical waste	Current Academic Year + 3 Years	Paper / Electronic	Estates - Clifton	Destroy	SI 2005 / 894
6.3.25	Hazardous Waste Consignment notes for Science and Technology chemical waste	Current Academic Year + 3 Years	Paper / electronic	Estates - Clifton	Destroy	SI 2005 / 894
6.3.26	Hazardous Waste Consignment Notes for Fluorescent tubes and other mercury bearing lamps from all three Campuses	Current Academic Year + 3 Years	Paper / electronic	Estates - City	Destroy	SI 2005 / 894
6.3.27	COSHH disposal records for all three campuses	Current Academic Year + 3 Years	Paper / electronic	Estates - City	Destroy	SI 2005 / 894
6.3.28	Hazardous Waste Consignment notes for Brackenhurst labs	Current Academic Year + 3 Years	Paper / electronic	Estates - Brackenhurst	Destroy	SI 2005 / 894

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.3.29	Hazardous Waste Consignment notes for Brackenhurst workshops	Current Academic Year + 3 Years	Paper / electronic	Estates - Brackenhurst	Destroy	SI 2005 / 894
6.3.30	Hazardous waste consignment notes for Brackenhurst Farm	Current Academic Year + 3 Years	Paper / electronic	Estates - Brackenhurst	Destroy	SI 2005 / 894
6.3.31	Hazardous Waste consignment notes for Students Union waste	Current Academic Year + 3 Years	Paper / electronic	Estates - Clifton	Destroy	SI 2005 / 894
6.3.32	Hazardous Waste Consignment notes for Architecture Design and the Built Environment (ADBE) metals	Current Academic Year + 3 Years	Paper / electronic	Estates - City	Destroy	SI 2005 / 894
6.3.33	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)

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.3.34	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)
6.3.35	Nitrogen Vulnerable Zone records	Current Academic Year + 5 Years	Paper	Estates - Brackenhurst	Destroy	Defra Record Keeping
6.3.36	Pesticide Records for farm	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	HSE Guidance
6.3.37	Pesticides use log at Site (Clifton Campus)	Current Academic Year + 3 Years	Paper / Electronic	Estates - Clifton	Destroy	HSE Guidance
6.3.38	Quarterly returns for labs and workshop (Brackenhurst)	Current Academic Year + 3 Years	Paper	Estates - Brackenhurst	Destroy	SI 2005 / 894
6.3.39	Waste Transfer Notes for general and recyclable waste for all three sites	Current Academic Year + 3 Years	Paper / Electronic	Estates - City	Destroy	SI 2011 / 988

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.3.40	WEEE waste transfer notes	Current Academic Year + 3 Years	Paper / Electronic	Estates - City	Destroy	SI 2005 / 894
6.3.41	WEEE IT Waste Transfer Notes	Current Academic Year + 3 Years	Paper / Electronic	Estates - City	Destroy	SI 2005 / 894
6.3.42	COSHH assessment records (chemicals hazardous to Health)	Current Academic Year + 40 Years	Paper / Electronic	Health & Safety Co-ordinators	Destroy	COSHH Regulations
6.3.43	COSHH assessment records (other than hazardous to health)	Current Academic Year + 3 Years	Paper / Electronic	Health & Safety Co-ordinators	Destroy	Business Reason
6.3.44	Newt Licence Brackenhurst	Until 2042	Paper / Electronic	Estates – Sustainable Development Team	Destroy	Business Reason
6.3.45	BREEAM evidence for submission	10 years from submission	Paper / electronic	Estates - City	Destroy	Business reason

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
6.3.46	BREEAM certificate	Lifetime of the building	Paper / electronic	Estates - City	Destroy	Business reason
6.3.47	Carbon Footprint data	Permanent from baseline year (2018)	Paper / electronic	Estates – Sustainable Development Team	N/A	Business reason
6.3.48	Sustainability benchmark (beyond HESA)	Current academic year + 3	Paper / electronic	Estates – Sustainable Development Team	Destroy	Business Reason
6.3.49	ISO14001	Current academic year + 3	Paper / electronic	Estates – Sustainable Development Team	Destroy	Business Reason

7. Campus Services

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
7.1.0	Team: Carparking					
7.1.1	Car Park Application Forms	Graduation + 3 years	Electronic	Car Parking	Destroy	Business Reasons
7.1.2	Car Park Enforcement documents (parking tickets etc.)	Graduation + 3 years	Electronic	Car Parking	Destroy	Business Reasons
7.2.0	Team: Catering and Hospitality					
7.2.1	Details of catering requirements and provision	Current Academic Year + 5 Years	Paper / Electronic	Catering	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
7.2.2	Hospitality bookings – internal/external	Current Academic Year + 6 Years	Electronic	Catering	Destroy	Business Reasons
7.2.3	Alcohol Premises Licences/ Temporary Event Notices (TENS)?	Permanent	Electronic	Catering	N/A	Legislation/ Business reasons
7.2.4	Customer feedback survey forms	Current academic year + 1 year	Electronic	Catering	Destroy	CSE Evidence
7.3.0	Team: Community Liaison					
7.3.1	Case management Data base	Graduation + 6 years	Electronic	Community Liaison	Destroy	Business Reasons
7.3.2	Case Management Files	Graduation +6 years	Electronic	Community Liaison	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
7.3.3	Student of concern database	Graduation + 6 Years	Electronic	Community Liaison	Destroy	Business Reasons
7.3.4	Nottingham Recovery Network referral forms	Current Year + 6 Years	Electronic	Community Liaison	Destroy	Business Reasons
7.3.5	UPP (University Partnership Programme) incident reports	Current Year + 6 Years	Electronic	Community Liaison	Destroy	Business Reasons
7.3.6	Student fines tracker	Current Year + 6 Years	Electronic	Community Liaison	Destroy	Business Reasons
7.3.7	Case referrals to other departments	Current Year + 6 Years	Electronic	Community Liaison	Destroy	Business Reasons
7.4.0	Team: Events, Enquiries & Operational Planning					

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
7.4.1	Corporate Event Enquiry data	Current financial year Plus 4 years	Electronic	NTU E&C	Destroy	Business Reasons
7.4.2	Wedding Enquiry data	Current financial year Plus 2 years	Electronic	NTU E&C	Destroy	Business Reasons
7.4.3	Event Details internal & external	Current financial year Plus 5 years	Electronic	NTU E&C	Destroy	Business Reasons
7.4.4	Booking Contracts	Current financial year Plus 4 years	Electronic	NTU E&C	Destroy	Business Reasons
7.4.5	Event Delegate information	Current financial year Plus 4 years	Electronic	NTU E&C	Destroy	Business Reasons
7.4.6	Event Invoices	Current financial year Plus 4 years	Electronic	NTU E&C	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
7.5.0	Team: Postal Services					
7.5.1	Dispatch and delivery of mail incl: courier and postage logs	Current Academic Year + 3 months	Paper	Postal Services	Destroy	Business Reasons
7.5.2	Courier Invoices	2 years	Paper / Electronic	Postal Services	Destroy	Business Reasons
7.6.0	Team: Print Shop					
7.6.1	Print/Production requisitions	Current Academic Year + 1 Year	Paper / Electronic	Print Shop	Destroy	Business Reasons
7.7.0	Team: Security					

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
7.7.1	University vehicle requisitions	Life of Vehicle	Electronic	Security	Destroy	Business Reasons
7.7.2	Security Incident Database (SID) data	Rolling 5 years	Electronic	Security	Destroy	Business Reasons
7.7.3	Key issue / return logs	Current Academic Year + 3 months	Paper / Electronic	Security	Destroy	Business Reasons
7.7.4	CCTV Footage	Maximum of 31 days	Electronic	Security	Destroy	Business Reasons
7.7.5	Security Control Room Call Recordings	Maximum of 90 days	Electronic	Security / DT	Destroy	Business Reasons
7.8.0	Team: Student Accommodation Services					

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
7.8.1	Accommodation Application Record in StarRez	Current Academic Year + 6 months	Electronic	Student Accommodation Services	Destroy	Business Reasons
7.8.2	Accommodation Booking Record in StarRez	Current Academic Year + 6 Years	Electronic	Student Accommodation Services	Destroy	Limitation Act 1980
7.8.3	Booking amendment negotiations (e.g. room swaps, cancellation requests)	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980
7.8.4	Demand Data in data warehouse - all applications for students who are New and studying at City and Clifton, between launch date and start of academic term.	Current Academic Year + 3 Years	Electronic	Student Accommodation Services	Destroy	Business Reasons
7.8.5	Accommodation Lettings Data in data warehouse - all lettings data as snapshots taken	Current Academic Year + 6 Years	Electronic	Student Accommodation Services	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
	through lettings cycle					
7.8.6	Gas Safety Certificates for Accommodation Owned by Private Landlords	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980
7.8.7	Homestay: Contracts	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980
7.8.8	Homestay: Landlord Documentation	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980
7.8.9	Conference Lettings: Organisation of Accommodation Bookings for Delegates	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980
7.8.10	Summer Lettings: External Visitors (non student)	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
7.8.11	Summer Lettings: Current and prospective students (including language students)	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980
7.8.12	Room and Booking Lists	Superseded	Paper / Electronic	Student Accommodation Services	Destroy	Business Reasons
7.8.13	University Owned / Managed Accommodation: Inventory Lists and Accommodation Inspection Forms	Current Academic Year + 6 Years	Paper / Electronic	Student Accommodation Services	Destroy	Limitation Act 1980

8. Centre for Student Community Engagement (CenSCE)

Ref	Record Description	Retention Period	FORMAT	Record Holder	Action at end of Retention Period	Reason for Retention Period
8.1.0	Team: Research and Insights Team (R&I)					
8.1.1	Student data from COGNOS to enable production and monitoring of the Access and Participation Plan (as required by the OfS) and related research (progression, attainment and graduate destinations etc)	Current Academic Year + 5 Years	Electronic	R&I	Destroy	Business reasons
8.1.2	UCAS applications cycle data from COGNOS to enable tracking of CenSCE participants into NTU applications	Current Academic Year + 5 Years	Electronic	R&I	Destroy	Business reasons
8.1.3	Outreach participant data to enable tracking of students' attainment and	15 years after graduation (if applicable) or until participant reaches 30 years of age	Electronic	R&I	Destroy	Business reasons

Ref	Record Description	Retention Period	FORMAT	Record Holder	Action at end of Retention Period	Reason for Retention Period
	progression to HE (on HEAT)	(whichever comes first).				
8.1.4	Outreach participant data to enable tracking of students' attainment and progression to HE (paper forms and JISC online surveys)	Current Academic Year + 1 Year	Paper / Electronic	R&I	Destroy	Business reasons
8.1.5	HESA student data for former Outreach participants	Current Academic Year + 5 Years	Electronic	R&I	Destroy	Business reasons
8.1.6	RAWR scheme – research data	10 Years	Electronic	WAOT	Destroy	Business Reasons
8.1.7	Student Placements Research data	5 years	Electronic	R&I	Destroy	Business Reasons
8.2.0	Team: Community, Engagement and Volunteering (CEV)					

Ref	Record Description	Retention Period	FORMAT	Record Holder	Action at end of Retention Period	Reason for Retention Period
8.2.1	Volunteering information (student volunteers, staff volunteers, school contacts and community organisation contacts)	Current Academic Year + 4 Years	Electronic	CEV	Destroy	Business Reasons
8.3.0	Team: Widening Access and Outreach Team (WAOT)					
8.3.1	Students in Classrooms Schemes – student personal data	End of Project + 6 Years	Electronic	WAOT	Destroy	Limitation Act 1980 and Business Reasons
8.3.2	Children's University – participant data	Current Academic Year + 1 Year	Paper /Electronic	WAOT	Destroy	Business Reasons
8.3.3	RAWR scheme – participant data	Current Academic Year + 1 Year	Electronic	WAOT	Destroy	Business Reasons
8.3.4	Exploring University Together – participant data	End of Academic Year in which collected	Electronic	WAOT	Destroy	Business Reasons

Ref	Record Description	Retention Period	FORMAT	Record Holder	Action at end of Retention Period	Reason for Retention Period
8.3.5	Year 9 Residential – participant data	1 Year	Electronic	WAOT	Destroy	Business Reasons
8.3.6	Student shadowing	3 Years	Electronic	WAOT	Destroy	Business Reasons
8.4.0	Team: Operations and Stakeholder Engagement Team (OSE)					
8.4.1	Outreach ambassador information	End of Project + 6 Years	Electronic	OSE	Destroy	Limitation Act 1980 and Business Reasons
8.4.2	Saturday Art Club – participant data	18 Months	Paper / Electronic	OSE	Destroy	Business Reasons
8.4.3	School Teacher contacts	Updated on ongoing basis, old contacts deleted continuously when no longer used	Electronic	OSE	Destroy	Business Reasons

Ref	Record Description	Retention Period	FORMAT	Record Holder	Action at end of Retention Period	Reason for Retention Period
8.4.4	Photos (used to supplement CenSCE's printed output and digital communications. This might be to support recruitment to our schemes or programmes both internally and externally to NTU)	No set period	Electronic	OSE	N/A	Business Reasons
8.4.5	Student assessment centre photos	One week following assessment centre	Paper	OSE	Destroy	Business Reasons
8.5.0	Team: Transition Team (TT)					
8.5.1	Welcome participants data and scheme applicants/participants	3 years	Electronic	TT	Destroy	Business reasons
8.6.0	Team: Collaborative Engagement and Retention Team (CERT)					

Ref	Record Description	Retention Period	FORMAT	Record Holder	Action at end of Retention Period	Reason for Retention Period
8.6.1	CERT participant data (mentors, mentees, BLP, GRIT, Welcome Workshop, Goal Setting Workshop)	1 Year	Electronic	CERT	Destroy	Business Reasons
8.7.0	Team: Student Engagement and Analytics Team (SEAT)					
8.7.1	Student Dashboard - staff and student data	Current Academic Year + 5 years	Electronic	SEAT	Destroy	Business Reasons
8.7.2	Student Transition Survey	Current Academic Year + 5 years	Electronic	SEAT	Destroy	Business Reasons
8.7.3	Student Calling Service	Current Academic Year + 5 years	Electronic	SEAT	Destroy	Business Reasons
8.7.4	Learning Analytics Research	Current Academic Year + 5 years	Electronic	SEAT	Destroy	Business Reasons

9. Library and Learning Resources

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
9.1.0	Theses	Permanent	Electronic	Doctoral School/Library	N/A	Business Reasons
9.2.0	Interlibrary loan forms	Current Academic Year + 6 Years	Electronic	Library	Destroy	British Library and a statutory requirement that the forms are signed. See SI 1989/1212 and SI 2003/2498
9.3.0	Enquiry Forms	Current Academic Year + 1 Year	Paper	Library	Destroy	British Library Requirement
9.4.0	Databases	End of Licence + 1 Year	Paper / Electronic	Library	Destroy	Business Reasons
9.5.0	Inter-site photocopy request forms	Current Academic Year + 6 Years	Paper	Library	Destroy	CLA requirement

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
9.6.0	Library e-resource licence agreements - archival in perpetuity	Permanent	Electronic / Print	Library	N/A	Business Reasons
9.7.0	Library e-resource licence agreements - subscription	End of Licence + 1 Year	Electronic	Library	Destroy	Business Reasons
9.8.0	Institutional repository records	Permanent	Electronic	Library	N/A	Business Reasons
9.9.0	Permissions for mounting full text on IRep	Permanent	Electronic	Library	N/A	Copyright restrictions
9.10.0	Welcome letters to new Academics	Current Academic Year	Electronic	Library	Destroy	Business Reasons
9.11.0	ISBN application requests	Permanent	Electronic	Library	N/A	Legal deposit requirement

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
9.12.0	External membership forms (SCONUL Access scheme, Alumni, Associate membership)	End of Membership + 1 Year	Paper	Library	Destroy	Business Reasons
9.13.0	Day visitor pass application forms	Current Academic Year	Paper	Library	Destroy	Business Reasons
9.14.0	Workshop registers	Current Academic Year + 4 Years	Electronic	Library	Destroy	Business Reasons
9.15.0	Records of 1-1 appointments	Current Academic Year + 4 Years	Electronic	Library	Destroy	Business Reasons
9.16.0	Student feedback	Current Academic Year + 1 Year	Paper / Electronic	Library	Destroy	Business Reasons
9.17.0	Walk-in user T&Cs	Current Academic Year	Paper	Library	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
9.18.0	Validation Services Library Access forms	Current Academic Year + 6 Years	Paper	Library	Destroy	Business Reasons

10. NTU Sport

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
10.1.0	Class Numbers Recording	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.2.0	Emergency Action Plan	Superseded	Electronic	NTU Sport	Destroy	Business Reasons
10.3.0	Enquiries Database	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.4.0	External / Block Booking forms	Current Academic Year + 2 Years	Paper / Electronic	NTU Sport	Destroy	Business Reasons
10.5.0	First Aid Participants	Current Academic Year + 3 Years	Paper/Electronic	NTU Sport	Destroy	Health & Safety
10.6.0	Inspection Records: Facility	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
10.7.0	Inspection Records: Equipment	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.8.0	Membership Form	Current Academic Year + 2 Years	Paper	NTU Sport	Destroy	Business Reasons
10.9.0	Normal Operation Procedure	Superseded	Electronic	NTU Sport	Destroy	Business Reasons
10.10.0	Play for Fun Participant Data	Current Academic Year + 3 Years	Paper / Electronic	NTU Sport	Destroy	Funding
10.11.0	Outdoor Clubs Participation Numbers	Current Academic Year + 3 Years	Paper / Electronic	NTU Sport	Destroy	Business Reasons
10.12.0	Registers: Sports Volunteering / attendance / sport team sheets	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
10.13.0	Reports: Performance	Current Academic Year + 5 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.14.0	Reports: Physio	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.15.0	Reports: Strength & Conditioning	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.16.0	Segmentation of Students Taking Part in Activities	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.17.0	Sport Scholarship Applications	Current Academic Year + 1 Year	Electronic	NTU Sport	Destroy	Business Reasons
10.18.0	Sport Scholarship Database	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
10.19.0	Sports Club: Committee Registers	Current Academic Year + 1 Year	Electronic	NTU Sport	Destroy	Business Reasons
10.20.0	Sports Club: Handbook	Superseded	Electronic	NTU Sport	Destroy	Business Reasons
10.21.0	Sports Club: Risk Assessments	Superseded	Electronic	NTU Sport	Destroy	Health & Safety
10.22.0	Staff: Rota	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.23.0	Staff: Shift Swap Request	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.24.0	Staff: Holiday and Sickness	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
10.25.0	Staff: contact details	Current	Electronic	NTU Sport	N/A	Business Reasons
10.26.0	TASS Tracking Sheets	Current Academic Year + 1 Year	Electronic	NTU Sport	Destroy	Business Reasons
10.27.0	Team Meeting Minutes	Current Academic Year + 2 Years	Electronic	NTU Sport	Destroy	Business Reasons
10.28.0	Team Sheets	Current Academic Year + 1 Year	Paper / Electronic	NTU Sport	Destroy	Business Reasons
10.29.0	Trip Registration	Current Academic Year + 1 Year	Paper / Electronic	NTU Sport	Destroy	Health & Safety
10.30.0	UCAS Tracking Sheet	Current Academic Year + 3 Years	Electronic	NTU Sport	Destroy	Business Reasons

11. Strategic Planning and Change

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
11.1.0	Recruitment Data: Recruitment Performance – Summary level	Permanent	Electronic/Paper	Strategic Planning and Change	N/A	Business Reasons
11.2.0	Course Data: School Insights/Size and Shape	Permanent	Electronic/Paper	Strategic Planning and Change	N/A	Business Reasons
11.3.0	Student Data: Analyses of data from individual students' records	Summary - permanent; Individual records – 5 years	Electronic	Strategic Planning and Change	Destroy individual student records	Business Reasons
11.4.0	Student Returns	Summary - permanent; Individual records – 5 years	Electronic	Strategic Planning and Change	Destroy individual student records	Business Reasons
11.5.0	Student surveys: where we use student data to complete	Summary – permanent; Individual data - 5 years	Electronic	Strategic Planning and Change	Destroy individual student records	Business Reasons
11.6.0	Staff surveys: where we use staff data to complete	Summary – permanent; Individual data - 2 years	Electronic	Strategic Planning and Change	Destroy individual records	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
11.7.0	Confirmation and Clearing	Summary – permanent; Individual data - 3 years	Electronic	Strategic Planning and Change	Destroy individual records	Business Reasons

12. Centre for Academic Quality and Standards

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
12.1.0	CADQ General					
12.1.1	Periodic Review (PR) report	Permanent	Electronic	CADQ	N/A	OfS evidence and business reasons
12.1.2	PR follow up report	Permanent	Electronic	CADQ	N/A	OfS evidence and business reasons
12.1.3	Academic Standards and Quality Committee and all sub-committees' minutes and agendas	Permanent	Electronic	CADQ	N/A	OfS and PR evidence
12.1.4	Academic Standards and Quality Committee and all sub-committees supporting papers and documents	Permanently / Current Academic Year +5 Years	Electronic	CADQ	Destroy	Business reason, non-personal information required for audit purposes.

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
12.1.5	Periodic Course/Collaborative Report	Permanent	Electronic	CADQ	N/A	Business reason
12.1.6	External examiner reports	Current Academic Year + 3 Years	Electronic	CADQ	Destroy	QAA and PR evidence
12.1.7	Course approval reports	Permanent	Electronic	CADQ	N/A	QAA
12.1.8	Course Design and Approval documentation	Permanent	Electronic	CADQ	N/A	Business Reasons
12.1.9	Quality Handbook	Permanently / Current Academic Year +5 years	Electronic	CADQ	Destroy	Internal business reasons, non-personal information required for audit purposes.
12.1.10	External Examiners: Selection and Appointment	Termination of Appointment + 1 Year	Electronic	CADQ	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
12.1.11	Boards of Examiners: Information & Guidance	Permanent	Paper	CADQ	N/A	Business Reasons
12.1.12	Module Development Forms	End of project +1 year	Electronic	CADQ	Destroy	Business Reasons
12.1.13	Student Module Prototype Testing Forms	Two years from date of student test	Electronic	CADQ	Destroy	Business Reasons
12.1.14	Staff Training Mailing List	1 year	Electronic	CADQ	Destroy	Business Reasons
12.1.15	Staff NOW Satisfaction Survey	1 year	Electronic	CADQ	Destroy	Business Reasons
12.2.0	Team: Validation Service – Student Admin and Data					

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
12.2.1	Registration lists	Permanent	Electronic/Paper	UK – CADQ Overseas – NTU Global	N/A	Business Reasons
12.2.2	Conferment lists (including mark sheets)	Permanent	Electronic/Paper	UK – CADQ Overseas – NTU Global	N/A	Business Reasons
12.2.3	Transcripts	Permanent	Electronic/Paper	UK – CADQ Overseas – NTU Global	N/A	Business Reasons
12.2.4	Verification letters	Current Academic Year + 5 Years	Electronic/Paper	UK – CADQ Overseas – NTU Global	Destroy	Business Reasons
12.3.0	Team: Validation Service – Quality Assurance					
12.3.1	Annual monitoring reports (CSQR/VCSQR/PSQR)	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
12.3.2	VSSC feedback	Current Academic Year + 2 Years	Electronic	CADQ	Destroy	Business Reasons
12.3.3	External Examiner nomination forms	Termination of Appointment + 4 Years	Electronic	CADQ	Destroy	Business Reasons
12.3.4	External Examiner reports	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons
12.3.5	Academic Liaison reports	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons
12.3.6	Academic Liaison memos or handbook	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons
12.3.7	Academic Liaison annual meeting minutes	Current Academic Year + 5 Years	Electronic	CADQ	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
12.3.8	Course Approval Reports (Development and Approval Group)	Indefinitely	Electronic/Paper	CADQ	N/A	Business Reasons
12.3.9	Institutional Review and Course Review Reports	End of Course + 1 Year	Electronic/Paper	CADQ	Destroy	Business Reasons
12.3.10	Definitive course documents – module specifications	End of Course + 2 Years	Electronic/Paper	CADQ	Destroy	Business Reasons
12.3.11	Definitive course information	Permanently / End of Course + 2 Years	Electronic/Paper	CADQ	Destroy	Business Reasons
12.3.12	Contextual documents	End of Course + 1 Year	Electronic/Paper	CADQ	Destroy	Business Reasons
12.3.13	Modifications to courses	Review + 1 Year	Electronic/Paper)	CADQ	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
12.3.14	Marketing approval forms and material	Current Academic Year + 5 Years	Electronic	CADQ (VS provision)	Destroy	Business Reasons
12.4.0	Team: Validation Service and School Based – Legal					
12.4.1	Institutional Agreements	Permanent	Electronic/Paper	CADQ / NTU Global	N/A	Business Reasons
12.4.2	Letters of variation	Permanent	Electronic/Paper	CADQ / NTU Global	N/A	Business Reasons
12.4.3	Teach out Agreements	Permanent	Electronic/Paper	CADQ / NTU Global	N/A	Business Reasons
12.4.4	Teach out documentation	Permanent	Electronic/Paper	CADQ / NTU Global	N/A	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
12.5.0	Team: Validation Service and School Based – Business					
12.5.1	Completed Business Approval Forms (previously BCT)	Permanent	Electronic/Paper	UK – CADQ Overseas – NTU Global	N/A	Business Reasons
12.5.2	Correspondence on business sign off	Permanent	Electronic/Paper	UK – CADQ Overseas – NTU Global	N/A	Business Reasons
12.5.3	Travel files	Current Financial Year + 6 Years	Electronic/Paper	UK – CADQ Overseas – NTU Global	Destroy	Business Reasons
12.5.4	Register of withdrawn collaborative provision	Permanent	Electronic/Paper	CADQ	N/A	Business Reasons

13. NTU Employability

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
13.1.0	Organisation of students' placement	Graduation + 10 Years	Electronic	Employability (InPlace)	Destroy	Limitation Act 1980
13.2.0	Placement reports	Graduation + 10 Years	Electronic	Employability (InPlace)	Destroy	Health & Safety regulations, Limitation Act 1980
13.3.0	Student/Employer placement record stored in placement system	Graduation + 10 Years	Electronic	Employability (InPlace)	Destroy	Business reasons
13.4.0	Graduate Outcome Survey outcomes	Year that data is received from HESA + 6 Years	Electronic	Strategic Planning & Change /Employability	Destroy	Business Reasons
13.5.0	Business Leads: Handling and responses provided	Current Academic Year + 5 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons
13.6.0	Business Leads : Summary (anonymised) statistics	Current Academic Year + 10 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
13.7.0	Business Contacts: Containing Personal Data	Current Academic Year + 5 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons
13.8.0	Business Contacts: Summary (anonymised) statistics	Current Academic Year + 10 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons
13.9.0	Employer Engagement: Data on businesses for employer engagement activity	Current Academic Year + 5 Years	Electronic	Marketing and Communication Employability and Enterprise /	Destroy	Business Reasons
13.10.0	Employer Engagement: Summary (anonymised) statistics on employer engagement activity	Current Academic Year + 10 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons
13.11.0	Employer Engagement: Design, conduct and summary results of official employer engagement campaigns	Current Academic Year + 5 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
13.12.0	Employer engagement: Communications	Permanent	Electronic	Marketing and Communications/ Employability and Enterprise	N/A	Business Reasons
13.13.0	Employer Engagement: Planning, Impact and results of events for employer engagement	Current Academic Year + 5 Years	Electronic	Marketing and Communications/ Employability and Enterprise	Destroy	Business Reasons
13.14.0	CareerHub, an Employability appointments, events and Career management system	6 years after last action within the system	Electronic	Employability	Destroy	Business reasons
13.15.0	Abintegro, an Employability and careers education system	6 years after last action within the system	Electronic	Employability	Destroy	Business reasons

14. Enterprise Innovation Centre

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
14.1.0	Formation and management of Enterprise Innovation Centre (EIC) partnerships	End of Agreement + 6 Years	Paper / Electronic	Dryden Enterprise Centre	Destroy	Limitation Act 1980
14.2.0	EIC Licence & Royalty Agreements	End of Agreement + 6 Years	Paper	Dryden Enterprise Centre	Destroy	Limitation Act 1980
14.3.0	EIC/HIVE Shareholder Agreements	End of Agreement + 6 Years	Paper / Electronic	Dryden Enterprise Centre	Destroy	Limitation Act 1980
14.4.0	Hive Applications and Headstart & SmarTrak Participation Agreements	End of Agreement + 6 Years	Paper / Electronic	Dryden Enterprise Centre	Destroy	Limitation Act 1980
14.5.0	GOEM and City /County Council funded projects and relevant paperwork	Current Academic Year + 10 Years	Paper	Dryden Enterprise Centre	Destroy	Business Reasons
14.6.0	OFS funded projects/bids incl. UnLtd and other similar providers	Current Academic Year + 10 Years	Paper / Electronic	Dryden Enterprise Centre	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
14.7.0	Seedcorn Funding	End of Contract / Project + 15 Years	Paper / Electronic	Professional Services Dept.	Review	HEIF/QR Requirements
14.8.0	DEC Tenancy Agreements	Tenancy + 6 years	Electronic	Dryden Enterprise Centre	Review	Limitation Act 1980
14.9.0	Student business plans / proposals	2 years	Electronic	Dryden Enterprise Centre	Destroy	Business reasons
14.10.0	Pitch assessment forms /spreadsheets	2 years	Electronic	Dryden Enterprise Centre	Destroy	Business reasons
14.11.0	Enterprise programmes / grant funding application forms	2 years	Electronic	Dryden Enterprise Centre	Destroy	Business reasons
14.12.0	Membership application forms	Membership term	Electronic	Dryden Enterprise Centre	Destroy	Business reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
14.13.0	Enterprise and DEC Event images and videos	End of programme/event + 6 years	Electronic	Dryden Enterprise Centre	Destroy	Business reasons
14.14.0	Mentor Lists	Active + 1 year	Electronic	Dryden Enterprise Centre	Destroy	Business reasons
14.15.0	Confidentiality Agreements	End of Agreement + 6 Years	Electronic	Dryden Enterprise Centre	Destroy	Limitation Act 1980
14.16.0	Procurement of Services Agreements	End of Agreement + 6 Years	Electronic	Dryden Enterprise Centre	Destroy	Limitation Act 1980
14.17.0	Consultancy Agreements	End of Agreement + 6 Years	Electronic	Dryden Enterprise Centre	Destroy	Limitation Act 1980
14.18.0	Compact Agreements	End of Agreement + 6 Years	Electronic	Dryden Enterprise Centre	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
14.19.0	Mentoring Agreements	End of Agreement + 6 Years	Electronic	Dryden Enterprise Centre	Destroy	Limitation Act 1980
14.20.0	Grant Funding Agreements	End of Agreement + 6 Years	Electronic	Dryden Enterprise Centre	Destroy	Limitation Act 1980
14.21.0	Grant recipient lists	End of Agreement + 6 Years	Electronic	Dryden Enterprise Centre	Destroy	Business reasons
14.22.0	Start-Up Visa endorsement documentation	Endorsement period + 6 years	Electronic	Dryden Enterprise Centre	Destroy	Business reasons
14.23.0	Student Risk Assessment Forms	1 year	Electronic	Dryden Enterprise Centre	Destroy	Business reasons

15. Digital Technologies

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
15.1.0	Systems Operating Logs	90 days – 1 Year	Electronic	Digital Technologies	Destroy	Trend Analysis
15.2.0	System Performance Logs	90 days – 1 Year	Electronic	Digital Technologies	Destroy	Trend analysis
15.3.0	Test Reports	End of Project + 90 days	Electronic	Digital Technologies	Destroy	Business Reasons
15.4.0	Operational Back-Up to tape (DR/BC)	Current Academic Year + 18 months	Electronic	Digital Technologies	Destroy	Business Reasons
15.5.0	Design, development and implementation of corporate IT systems	Decommission + 5 Years	Electronic	Digital Technologies	Destroy	Business Reasons
15.6.0	Identity and Access management (IDM)	Staff: Current +90 days Student: Permanent	Paper / Electronic	Digital Technologies	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
		Visitor: Current +90 days				
15.7.0	Service Manager	Permanent	Electronic	Digital Technologies	N/A	Business Reasons
15.8.0	Information Systems Strategy	Superseded + 3 Years	Electronic	Digital Technologies	Destroy	Business Reasons
15.9.0	Management Strategy: Conduct, Results and Responses of Audits Reviews of DT Resources Functions	Current Academic Year + 5 Years	Electronic	Digital Technologies	Destroy	Business Reasons
15.10.0	Management Strategy: Development of DT Resources Procedures	Superseded + 3 Years	Electronic	Digital Technologies	Destroy	Business Reasons

16. Apprenticeships

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
16.1.0	Team: Quality and Compliance					
16.1.1	PDSAT/ILR (Apprentice Records)	Current Academic Year + 6 Years / Limited data retained permanently Transcript information to be kept indefinitely	Electronic	Apollo	Destroy	ESFA/OFTED evidence and Business Reason
16.1.2	Apprentice Progress Reviews and Off-The Job Data	Current Academic Year + 6 Years / Limited data retained permanently	Electronic	DT	Review	ESFA/OFTED evidence and Business Reason
16.1.3	Employer Satisfaction Surveys (anonymised)	Current Academic Year + 6 Years	Electronic	Quality and Compliance Team (SharePoint)	Destroy	Trend Analysis

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
16.1.4	Apprentice Satisfaction Surveys (anonymised)	Current Academic Year + 6 Years	Electronic	Quality and Compliance Team (SharePoint)	Destroy	Trend Analysis
16.1.5	Wellbeing, Prevent and British Values Results	Current Academic Year + 6 Years / Limited data retained permanently	Electronic	NOW Platform	Review	ESFA/OFSTED evidence and Business Reason
16.1.6	Apprentice Personal Information	Current Academic Year + 6 Years / Limited data retained permanently Transcript information to be kept indefinitely	Electronic	Banner	Destroy	ESFA/OFSTED evidence and Business Reason
16.1.7	Employer Financial Information	Current Academic Year + 6 Years	Electronic	Banner/ E5 Finance system	Destroy	Business Reason

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
16.1.8	DocuSign (All Apprenticeship and Employment contracts and EPAOs)	Last Update + 6 Years	Electronic	DocuSign	Review	Business Reason
16.1.9	Learner Support Data on Apprentice Disabilities and Difficulty	Last Update + 6 Years	Electronic	Banner/Spin	Destroy	Business Reason
16.1.10	Apprentice Functional Skills Information	Last Update + 6 Years	Electronic	Quality and Compliance Team (SharePoint)/ Apollo	Review	ESFA/OFTED evidence and Business Reason
16.2.0	Team: Employer Engagement and Projects					
16.2.1	Employer communication and Employability information	10 years + depersonalised	Electronic	CRM System	Destroy	Business Reason

17. Governance and Legal Services

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
17.1.0	Governance					
17.1.1	Incorporation/Form ation 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 Services	N/A	Historical Reasons
17.1.2	Terms of Reference for supporting Committees of the Board of Governors	Permanent	Paper / Electronic	Governance Services	N/A	Business Reasons
17.1.3	Register of Seals	Permanent	Paper / Electronic	Governance Services	N/A	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
17.1.4	Armorial Ensigns (Arms, Crest & Supporters)	Permanent	Paper	Governance Services	N/A	Historical Reasons
17.1.5	Minutes and Meeting Papers: Board of Governors and supporting Committees	Permanent	Paper / Electronic	Governance Services	N/A	Historical and Business Reasons
17.1.6	Academic Board: Minutes and Meeting Papers	Permanent	Paper / Electronic	Governance Services	N/A	Historical and Business Reasons
17.1.7	University Executive Team Minutes and Meeting Papers	Permanent	Electronic	Governance Services	Destroy	Business Reasons
17.1.8	Register of Interests	Current Academic Year + 9 Years	Paper/Electronic	Governance Services	Destroy	Business Reasons
17.1.9	Deeds relating to Preservation of Asset Base at Brackenhurst College	Permanent	Paper	Governance Services	N/A	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
17.2.0	Legal Services					
17.2.1	Trademark Certificates	Permanent	Paper	Legal Services	N/A	Business Reasons
17.2.2	Contractual Documentation including MOUs, Contracts, Deeds, Licenses	End of Contract + 6 Years (+12 Years for Deeds)	Paper / Electronic	Originating Department	Review	Limitation Act 1980
17.2.3	Incorporation Documents for Subsidiary Companies	Permanent	Paper	Legal Services	N/A	Business Reasons
17.3.0	Information Governance					
17.3.1	Freedom of Information Requests	Current Academic Year + 6 Years	Electronic	Governance Services	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
17.3.2	Data Protection Subject Access Request	Current Academic Year + 6 Years	Electronic	Governance Services	Destroy	Business Reasons
17.3.3	Disclosure Requests – log and evidence folders	Current academic year + 3	Electronic	Information Governance	Destroy	Business Reasons
17.3.4	Data incidents and breaches – log and evidence folders	Current academic year + 3	Electronic	Information Governance	Destroy	Business Reasons
17.3.5	ICO complaints and correspondence	Current Academic Year + 5	Electronic	Information Governance	Destroy	Business Reasons
17.3.6	ROPA	Permanent	Electronic	Information Governance	N/A	Business Reasons
17.3.7	DPO Enquiries Log and Evidence	Current academic year + 3	Electronic	Information Governance	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
17.3.8	OIA Complaints and Correspondence	Current academic year + 3	Electronic	Information Governance	Destroy	Business Reasons
17.3.9	Data Controller Records: Notifications to the Office of the Information Commissioner	Permanent	Electronic	Information Governance	N/A	Business Reasons
17.3.10	Final versions of Records Retention Schedule	Permanent	Electronic	Information Governance	N/A	Business Reasons

18. Student Support Services

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
18.1.0	Financial Support Funds: NTU/OFS and DfES administration guidelines	Superseded + 6 Years	Paper / Electronic	Student Support Services	Destroy	DfES Student Support Regulations
18.2.0	Financial Support Funds: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons
18.3.0	Money Advice: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons
18.4.0	Applicants with Disabilities: Admissions Guidelines	Superseded + 6 Years	Paper / Electronic	Student Support Services	Destroy	Equality Act 2010
18.5.0	Assessment Centre	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons
18.6.0	Counselling Service: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
18.7.0	Crisis Intervention: Policy	Superseded + 6 Years	Electronic	Student Support Services	Destroy	Mental Health Act 1983, DDA 1995, and H&S Legislation
18.8.0	Crisis Intervention: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons
18.9.0	Disability and Dyslexia Support: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons
18.10.0	Disability Support (Including Physical, Sensory and Autism Support): Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons
18.11.0	Health Promotion strategy	Superseded + 6 Years	Electronic	Student Support Services	Destroy	Business Reasons
18.12.0	Management of Meningitis and other Infectious Diseases: Protocol	Superseded + 1 Year	Paper / Electronic	Student Support Services	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
18.13.0	Management of Meningitis and other Infectious Diseases: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons
18.14.0	Mental Health Support: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons
18.15.0	Provision of Immigration Advice: Code of Practice	Superseded + 6 Years	Paper / Electronic	Student Support Services	Destroy	Immigration and Asylum Act 1999
18.16.0	Provision of Immigration Advice: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons
18.17.0	Responding to a student death: Procedure	Superseded + 1 Year	Electronic	Student Support Services	Destroy	Business Reasons
18.18.0	Responding to a student death: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
18.19.0	Students with Disabilities: Assessment Policy	Superseded + 6 Years	Electronic	Student Support Services	Destroy	Business Reasons
18.20.0	Students with Disabilities: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons
18.21.0	Transition Support (Including Care Leavers): Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons
18.22.0	Student Services Appointments: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons
18.23.0	Student Support Officers: Casework Docs	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons
18.24.0	Student Support Officers: Policies and procedures	Current Academic Year + 6 Years	Paper / Electronic	Student Support Services	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
18.25.0	US Dept. of Education: NTU Registration	Superseded + 6 Years	Paper / Electronic	Student Support Services	Destroy	Federal Stafford Loan Guidance – USDE
18.26.0	US Dept. of Education: Casework Docs	Current Academic Year + 6 Years	Paper	Student Support Services	Destroy	Business Reasons
18.27.0	Staff / Student Liaison Committees: Establishment and operation	Life of Committee + 3 Years	Paper / Electronic	School/Student Support Services	Destroy	Business Reasons

19. Doctoral School

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
19.1.0	Theses	Permanent	Electronic	Doctoral School/Library	N/A	Business Reasons
19.2.0	Quality Assurance: Development and Process	While Current	Paper / Electronic	Research Office and Doctoral School	Destroy	Business Reasons
19.3.0	Quality Assurance: Formal Internal Reviews and Audits of Standards, Responses and Results	Current Academic Year + 5 Years	Paper / Electronic	Research Office and Doctoral School	Destroy	Business Reasons
19.4.0	Quality Assurance: Formal External Reviews and Audits of Standards, Responses and Results	Current Academic Year + 5 Years	Paper / Electronic	Research Office and Doctoral School	Destroy	Business Reasons
19.5.0	Quality Assurance: Reports of routine internal reviews of research programmes	Current Academic Year + 5 Years	Paper / Electronic	Doctoral School	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
19.6.0	Quality Assurance: Formal Independent Reviews, Conduct, Results and Responses to the results	Current Academic Year + 5 Years	Paper / Electronic	Doctoral School	Destroy	Business Reasons
19.7.0	Quality Assurance: Formal Assessments of work undertaken by research students, Conduct, Responses and Results	End of Relationship with Student + 6 Years	Paper / Electronic	Doctoral School	Destroy	Limitation Act 1980
19.8.0	Projects: Design and Preparation of Formal Proposals which lead to research projects	End of Project + 5 Years	Paper / Electronic	Doctoral School	Destroy	Business Reasons
19.9.0	Projects: Design and Preparation of Formal Proposals which do not lead to research projects	Current Academic Year + 5 Years	Paper / Electronic	Doctoral School	Destroy	Business Reasons
19.10.0	Projects: Final reports of all research projects	Current Academic Year + 5 Years	Paper / Electronic	Doctoral School	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
19.11.0	Projects: Management of internally-funded projects	End of Project + 3 Years	Paper / Electronic	Doctoral School	Destroy	Business Reasons
19.12.0	Projects: Management of externally-funded projects	End of Project + 6 Years	Paper / Electronic	Doctoral School	Destroy	Limitation Act 1980
19.13.0	Projects: Appointment of Supervisors	End of Contract + 1 Year	Paper / Electronic	Doctoral School	Destroy	Business Reasons
19.14.0	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	Doctoral School	Destroy	Limitation Act 1980
19.15.0	Projects: Development and delivery of training in research-related skills	Current Academic Year + 5 Years	Paper / Electronic	Doctoral School	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
19.16.0	Results: Announcements made other than in publications or through the media	Current Academic Year + 1 Year	Electronic	Doctoral School	Destroy	Business Reasons
19.17.0	Results: Preparation of publications, audio-visual presentations, demonstrations or other means of disseminating research results	Current Academic Year + 1 Year	Paper / Electronic	Doctoral School	Destroy	Business Reasons
19.18.0	Results: Final versions of publications, presentations etc.	Current Academic Year + 3 Years	Electronic	Doctoral School	Destroy	Business Reasons
19.19.0	Results: Archived research data	Date of deposit + 10 years or according to Funder Policy (if longer)	Paper / Electronic	Research Office and Doctoral School	Review	Funder Policy / Business Reasons
19.20.0	Results: Non-archived research data	End of Project + 1 Year	Paper / Electronic	Research Office and Doctoral School	Destroy	Business Reasons

20. Schools

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.1.0	Class / Tutorial lists (where applicable)	Current Academic Year	Paper / Electronic	School / CADQ (VLE) / Academic Registry (Banner)	Destroy	Business Reasons
20.2.0	Successful applications (including offers & Acceptance)	End of Relationship with Student + 6 Years	Electronic	School/CAMS	Destroy	Limitation Act 1980 c. 58 s 5
20.3.0	Individual Student File	End of Relationship with Student + 6 Years	Electronic	School	Destroy	Limitation Act 1980
20.4.0	Academic progress (including formal action taken to deal with unsatisfactory progress)	End of Relationship with Student + 6 Years	Electronic	School	Destroy	Limitation Act 1980
20.5.0	Transfer of individual students between courses	End of Relationship with Student + 6 Years	Electronic	Schools (both)	Destroy	Limitation Act 1980
20.6.0	Withdrawal of individual students	End of Relationship with Student + 6 Years	Electronic	School	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.7.0	Termination of individual students' course	End of Relationship with Student + 6 Years	Electronic	School	Destroy	Limitation Act 1980
20.8.0	Attendance and engagement records (Non-Examination)	End of Relationship with Student + 6 Years	Electronic	School / CADQ (VLE) / CenSCE (Dashboard)	Destroy	Business Reasons
20.9.0	Placement reports	End of relationship with student + 6 Years	Electronic	School and/or Employability Team (InPlace)	Destroy	Health & Safety regulations, Limitation Act 1980
20.10.0	Complaints Procedure: Level 1, including casework	End of relationship with student + 6 Years	Electronic	School / Academic Registry	Destroy	Business Reasons
20.11.0	Staff / Student Liaison Committees: Establishment and operation (Where applicable)	Life of Committee + 3 Years	Paper / Electronic	School/Student Support Services	Destroy	Business Reasons
20.12.0	Examination:Scripts (Where Applicable)	Current Academic Year + 1 Year	Paper / Electronic	School / CADQ (VLE)	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.13.0	Examination: Special arrangements and scripts for students with special educational needs (Where Applicable)	End of relationship with student + 6 years	Electronic	School / Academic Registry	Destroy	Business Reasons
20.14.0	Awards: Results Lists (pass/progression list) - (Where Applicable)	Permanent	Electronic	School / Academic Registry	N/A	Business Reasons
20.15.0	Dissertations: not returned to student (Where Applicable)	Current Academic Year + 1 Year	Electronic	School / CADQ (VLE)	Destroy	Business Reasons
20.16.0	Assessment: Tracking of 21-Day assessment turnaround Compliance (Where Applicable)	Current Academic Year + 3 Years	Electronic	School	Destroy	QA compliance and benchmarking
20.17.0	Coursework / Assessments- not returned to student (Where Applicable)	Current Academic Year + 1 Year	Paper / Physical / Electronic	School / CADQ (VLE)	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.18.0	Coursework / Assessment - Individual Students Submission Evidence (Where Applicable)	Current Academic Year + 1 Year	Electronic	School / CADQ (VLE)	Destroy	Business Reasons
20.19.0	Coursework / Assessment - Feedback on NOW (Where Applicable)	Current Academic Year + 3 Years	Electronic	School / CADQ (VLE)	Destroy	Business Reasons
20.20.0	Coursework / Assessment - Feedback Plans (Where Applicable)	Current Academic Year + 3 Years	Electronic	School / CADQ (VLE)	Destroy	Business Reasons
20.21.0	NEC's: Submissions and Decisions (Where Applicable)	Current Academic Year + 6 Years	Paper / Electronic	School / Academic Registry	Destroy	Limitation Act 1980
20.22.0	NEC's: Minutes (Where Applicable)	Permanent	Paper / Electronic	School / Academic Registry	Destroy	Business Reasons
20.23.0	Academic Appeals (R4R): Casework Docs	Completion of Case + 6 Years	Electronic	School / Academic Registry	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.24.0	Annotated Exam Board Spreadsheets	Graduation + 3 Years	Electronic	School	Destroy	Business Reasons
20.25.0	Visiting/Emeritus Professors / Visiting Fellows: documentation	Current Academic Year + 5 Years	Paper/ Electronic	School / Human Resources	Destroy	Business Reasons
20.26.0	School Action Plans (if separate from SSQR) – (Where Applicable)	Current Academic Year + 5	Electronic	School (School Executive)	Destroy	QAA evidence
20.27.0	School Academic Plans (Where Applicable)	Current year + 5 years	Electronic	School	Destroy	Internal periodic quality review
20.28.0	School LTES Action Plan (Where Applicable)	Current Academic Year + 5 Years	Electronic	School (School Executive)	Destroy	QAA evidence
20.29.0	Schools Standards and Quality Report / SASQC Priorities Plan	Current Academic Year + 5 Years	Electronic	School (SASQC)	Destroy	QAA evidence and business reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.30.0	Course Standards and Quality Report / Interim Course Reports and Course Development Plans	Current Academic Year + 5 Years	Electronic	School (SASQC)	Destroy	QAA evidence and business reasons
20.31.0	School staff development plans where available	Current Academic Year + 2 Years	Electronic	School	Destroy	Internal periodic quality review
20.32.0	Apprenticeships: School Self-Assessment Report (SAR) (Where Applicable)	Current Academic Year + 5 Years	Electronic	School (SASQC)	Destroy	QAA evidence and business reasons
20.33.0	Anonymised NSS, PTES and MySay student feedback and scores (Where applicable)	Current Academic Year + 5 Years	Electronic	School	Destroy	Identifying patterns over longer time period. Internal / external quality reviewA
20.34.0	Details of staff development activity and processes (DSR's) (Where Applicable)	Current Academic Year + 2 Years	Electronic	School / HR	Destroy	Internal periodic quality review
20.35.0	Evidence of School approach to Peer Review of Teaching (and resulting action if applicable)	Current Academic Year + 5 Years	Electronic	School	Destroy	Internal periodic quality review

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.36.0	Staff records of HEA status and Teaching Qualifications held (Where Applicable)	Current Academic Year + 2 Years	Electronic	School	Destroy	Internal audits and periodic quality review
20.37.0	School Academic Standards and Quality Committee (SASQCs) minutes and agendas	Current Academic Year + 5 Years	Electronic	School	Destroy	QAA evidence
20.38.0	Learning and Teaching Committee (or similar) - minutes and Agendas	Current Academic Year + 5 Years	Electronic	School	Destroy	QAA evidence
20.39.0	School Student Fora, and other liaison committees or equivalent - minutes and agendas	Current Academic Year + 5 Years	Electronic	School	Destroy	QAA evidence
20.40.0	School employers' forum or equivalent (Where Applicable)	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence
20.41.0	Other School Committees documentation	Current Academic Year + 5 Years	Electronic	School	Destroy	QAA evidence

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.42.0	School Strategies and Policies (Where Applicable)	Current Academic Year + 5 Years	Electronic	School	Destroy	QAA evidence
20.43.0	Course Committees – agenda and minutes	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence
20.44.0	Any course-level staff-student consultative groups -agenda and minutes (Where Applicable)	Current Academic Year + 2 Years	Electronic	School	Destroy	QAA evidence
20.45.0	Departmental Team Meetings – notes / minutes (Where Applicable)	Current Academic Year + 2 Years	Electronic	School	Destroy	PSR evidence
20.46.0	Any course level employer forum activity - Notes/Minutes (Where Applicable)	Current Academic Year + 2 Years	Electronic	School / Employability	Destroy	PSR evidence
20.47.0	PSRB reports	Current Academic Year + 5 Years	Electronic	School / CADQ	Destroy	QAA and PSR evidence

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.48.0	Evidence of student feedback at course level	Current Academic Year + 3 Years	Electronic	School / CADQ / CAMS	Destroy	PSR evidence
20.49.0	Course Handbook	End of Course + 1 Year	Electronic	School / CADQ (VLE)	Destroy	PSR evidence
20.50.0	Exemplar Module Handbook	End of Course + 1 Year	Electronic	School / CADQ (VLE)	Destroy	PSR evidence
20.51.0	Ofsted inspection reports about the provider and organisations with whom it delivers learning opportunities (Where Applicable)	End of Course + 1 Year	Electronic	School	Destroy	QAA
20.52.0	Course and module specifications	End of Course + 1 Year	Electronic	School / CADQ (Courseloop)	Destroy	QAA, OFS
20.53.0	Student Induction Course: Design, Conduct and	End of Induction Course + 5 Years	Electronic	School	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
	Review (Where Applicable)					
20.54.0	Student Induction Course: Administration and Events for New Students (Where Applicable)	Current Academic Year + 1 Year	Electronic	School	Destroy	Business Reasons
20.55.0	External Examiners: Administrative liaison matters	External Examiner Tenure + 1 Year	Electronic	School	Destroy	Business Reasons
20.56.0	Board of Examiners: Minutes	Permanent	Paper / Electronic	School	N/A	Business Reasons
20.57.0	Course Accreditation Reports / Accreditation Minutes (Where Applicable)	Current Academic Year + 5 Years	Paper / Electronic	School	Destroy	Business Reasons
20.58.0	Formation and management of funding for research	End of Agreement + 6 Years	Paper / Electronic	School	Destroy	Limitations Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
20.59.0	ESF/ERDF applications and relevant records (Where Applicable).	End of Contract / Project + 15 Years	Paper / Electronic	The Enterprise Innovation Centre / School / Professional Services Dept.	Review	ESF/ERDF Requirements
20.60.0	ESF/ERDF beneficiaries personal details (Where Applicable)	End of Contract / Project + 15 Years	Paper / Electronic	The Enterprise Innovation Centre / School / Professional Services Dept.	Review	ESF/ERDF Requirements
20.61.0	ESF/ERDF financial records including final claim (Where Applicable)	End of Contract / Project + 15 Years	Paper / Electronic	The Enterprise Innovation Centre / School / Professional Services Dept.	Review	ESF/ERDF Requirements

21. NTU Mansfield

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
21.1.0	Contact lists	Current academic year	Electronic	Operations Team	Review	Business Reasons
21.2.0	Committee/ Committee members list	Current academic year	Electronic	Operations Team	Review	Business Reasons
21.3.0	Business process documents	Current academic year	Electronic	Operations Team	Review	Business Reasons
21.4.0	Business Continuity Plan	Current academic year	Paper / Electronic	Operations Team	Review	Business Reasons
21.5.0	Risk register	Current academic year	Electronic	Operations Team	Review	Business Reasons
21.6.0	Risk assessments	Current academic year	Electronic	Operations Team	Review	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
21.7.0	Visitors pass log	Current academic year	Electronic	Operations Team	Destroy	Business Reasons
21.8.0	Equipment Inventory	Current academic year + 1	Electronic	Operations Team	Review	Business Reasons
21.9.0	Business process documents	Current academic year + 1	Electronic	Operations Team	Review	Business Reasons
21.10.0	Catering requests	Current academic year + 1	Electronic	Operations Team	Destroy	Business Reason
21.11.0	Course / Teaching Information	Current academic year + 1	Electronic	Operations Team	Review	Business Reasons
21.12.0	Health and safety documentation	Current academic year + 1	Electronic	Operations Team	Review	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
21.13.0	Internal project / tracking documentation	Current academic year + 1	Electronic	Operations Team	Review	Business Reasons
21.14.0	Key log / Key codes	Current academic year + 1	Electronic	Operations Team	Review	Business Reasons
21.15.0	Marketing documents	Current academic year + 1	Electronic	Operations Team	Destroy	Business Reasons
21.16.0	Room Layout plans / capacities	Current academic year + 1	Electronic	Operations Team	Review	Business Reasons
21.17.0	Social Media analytical data	Current academic year + 1	Electronic	Operations Team	Destroy	Business Reasons
21.18.0	Event Documentation (e.g risk assessments, floor plans)	Current academic year +2	Electronic	Operations Team	Destroy	Business Reason

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
21.19.0	Mansfield project documents (project plan, site overview, targets)	Current academic year + 2	Electronic	Operations Team	Review	Business Reasons
21.20.0	Media coverage	Current academic year + 2	Electronic	Operations Team	Destroy	Business Reasons
21.21.0	Room utilisation reports	Current academic year + 2	Electronic	Operations Team	Destroy	Business Reason
21.22.0	Site plans and reports	Current academic year + 2	Electronic	Operations Team	Review	Business Reasons
21.23.0	Weekly staff and student newsletters	Current academic year + 2	Electronic	Operations Team	Destroy	Business Reasons
21.24.0	Mansfield Data Reports (pulled from Power BI/Cognos)	Current academic year + 3 years	Electronic	Operations Team	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
21.25.0	Finance log, purchase card transactions and purchase orders/ receipts	Current academic year + 6	Electronic	Operations Team	Destroy	Business Reason
21.26.0	Meeting minutes/ agendas	Current academic year + 6	Electronic	Operations Team	Destroy	Business Reasons
21.27.0	Student Complaints	End of complaint + 6	Electronic	Operations Team	Destroy	Business Reasons
21.28.0	Building documentation	Permanent	Electronic	Operations Team	N/A	Business Reasons
21.29.0	CCTV Camera locations	Permanent	Electronic	Operations Team	N/A	Business Reasons
21.30.0	COSHH	Permanent	Electronic	Operations Team	N/A	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
21.31.0	ECR forms	Permanent	Electronic	Operations Team	N/A	Business Reasons
21.32.0	Equipment Manuals	Permanent	Electronic	Operations Team	N/A	Business Reasons
21.33.0	Impact reports	Permanent	Electronic	Operations Team	N/A	Business Reasons
21.34.0	Service Level Agreement	Permanent	Electronic	Operations Team	N/A	Business Reasons/ Legal Document

22. International Development Office

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
22.1.0	International Application Data	Current & next Academic year + 2 Years (older data anonymised)	Electronic	IDO	Destroy	Business Reasons
22.2.0	International Enrolment Data	Current Academic year + 2 Years (older data anonymised)	Electronic	IDO	Destroy	Business Reasons
22.3.0	Exception report - Application Data when Overseas Recruitment Agent involved	Current Academic year + 1 Year	Electronic	IDO	Destroy	Business Reasons
22.4.0	In-Country Offer Data	Current Academic year + 1 Year	Electronic	IDO	Destroy	Business Reasons
22.5.0	Chevening Awarding letters & Data	End of relationship + 6 Years	Electronic	IDO	Destroy	Limitation Act 1980
22.6.0	Commonwealth Scholarship Awarding Data	End of relationship + 6 Years	Electronic	IDO	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
22.7.0	Commission Payments Data	Current Academic year + 2 Years (older data anonymised)	Electronic	IDO	Destroy	Business Reasons
22.8.0	Online Agent Nomination data	Current Academic year + 2 Years (older data anonymised)	Electronic	IDO	Destroy	Business Reasons
22.9.0	CAS Amend Requests Data	Next Academic Year	Electronic	IDO	Destroy	Business Reasons
22.10.0	Photo/Profile consent forms	End of relationship + 6 Years	Electronic	IDO	Destroy	Limitation Act 1980
22.11.0	In-Country Consultant Contracts	End of relationship + 6 Years	Electronic	IDO	Destroy	Limitation Act 1980
22.12.0	Agent Contacts spreadsheet plus Agent specific contracts	End of relationship + 6 Years	Electronic	IDO	Destroy	Limitation Act 1980

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
22.13.0	Further Information (FI) condition request data	Next Academic year + 1 Year	Electronic	IDO	Destroy	Business Reasons
22.14.0	IDO Clearing Referral spreadsheet	Current Academic Year + 3 Years	Electronic	IDO	Destroy	Business Reasons
22.15.0	Supplier Quotes and Invoices	Current Academic Year + 5 Years	Electronic	IDO	Destroy	Business Reasons
22.16.0	Offer letters missed process data	Next Academic Year	Electronic	IDO	Destroy	Business Reasons
22.17.0	JACS code Offer letters spreadsheet	Next Academic Year	Electronic	IDO	Destroy	Business Reasons
22.18.0	Qualification Assessments	Next Academic year + 5 Years	Electronic	IDO	Destroy	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
22.19.0	Scholarship Data - Prospective student data captured to process and award International Scholarships	Current & next Academic year + 2 Years (older data anonymised)	Electronic	IDO	Destroy	Business Reasons
22.20.0	Sponsored Student Data	End of relationship + 6 Years	Electronic	IDO	Destroy	Limitation Act 1980
22.21.0	Sponsor Contracts	End of relationship + 6 Years	Electronic	IDO	Destroy	Limitation Act 1980
22.22.0	Student Files	Current Academic Year + 2 Years	Electronic	IDO	Destroy	Business Purposes
22.23.0	Student Recruitment - Enquiries collected at events (3rd party)	Current & next Academic year + 1 Year (older data anonymised)	Electronic	IDO	Destroy	Business Purposes
22.24.0	Student Recruitment - Enquiries collected at events (Akkroo/Integrate)	Current & next Academic year + 1 Year (older data anonymised)	Electronic	IDO	Destroy	Business Purposes

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
22.25.0	IDO Staff Travel profiles	End of relationship	Electronic	IDO	Destroy	
22.26.0	Trip Reports & Itineraries	Current Academic Year + 10 Years	Electronic	IDO	Destroy	Business Purposes
22.27.0	Student Visa Refusal Data	Current Academic Year + 3 Years	Electronic	IDO	Destroy	Business Purposes
22.28.0	Kaplan Application referrals – consent records	Current & next Academic year + 2 Years	Electronic	IDO	Destroy	Business Purposes
22.29.0	Event Registration lists	Current Academic Year - 1 Year	Electronic	IDO	Destroy	Business Purposes
22.30.0	Scholarship certificates	Current Academic Year + 1 Year	Paper	IDO	Destroy	Business Purposes

23. NTU Global

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
23.1.0	All areas under Global Student Experience (Global Lounges, Study Abroad, NTIC)					
23.1.1	Student applications for funding (grant agreement forms), study abroad/summer schools, job applications to work with NTU Global (GLAs, SEBS), student worker contact info, student timesheets, offer letters (NTIC), event and focus group sign ups/attendance lists, etc.	Current Academic Year + 6 years	Electronic/Paper	NTU Global	Destroy	Business reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
23.1.2	Student bank information for scholarships, bursaries, Global Week reimbursements, other payments, etc.	Current Academic Year + 6 years	Electronic	NTU Global	Destroy	Business reasons
23.1.3	Photo and filming consent forms/ student information for social media (i.e., student profiles)	Current Academic Year + 2-3 years at the longest	Electronic	NTU Global	Destroy	Business reasons
23.2.0	Study Abroad and Funding					
23.2.1	Student Learning Agreements/ Module Choice Forms	Current Academic Year + 6 Years	Electronic	NTU Global	Destroy	Business reasons
23.2.2	Risk Assessment Forms	Current Academic Year + 6 Years	Digital and paper	NTU Global	Destroy	Business reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
23.2.3	Passport scans for visa letter purposes and travel booking	Current Academic Year or until mobility is completed	Digital and paper	NTU Global	Destroy	Business reasons
23.2.4	WP confirmation from Student Finance (Household income/Bursary status)	Current Academic Year + 6 Years	Digital and paper	NTU Global	Destroy	Business reasons
23.2.5	Student's confirmation of arrival document/ English language certificate/ student transcripts	Current Academic Year + 6 Years	Electronic	NTU Global	Destroy	Business reasons
23.3.0	NTIC					
23.3.1	Master List of NTIC students with potential to progress to NTU	End of Relationship with NTU with Student + 6 Years	Electronic	NTU Global	Destroy	Business reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
23.3.2	Passport copies/student NTIC transcripts/English language qualifications/student visa info and expiry dates	Delete once uploaded to UAS	Electronic	NTU Global	Destroy	Business reasons
23.3.3	Weekly enrolment lists/ data files from NTIC with list of newly registered students	End of academic year	Electronic	NTU Global	Destroy	Business reasons
23.3.4	Partnershare invoice/commission invoice with list of students studying at NTIC	End of Relationship with NTU with Student + 6 Years	Electronic	NTU Global	Destroy	Business reasons
23.3.5	Change of progression forms and log or reference requests – record of course changes and attendance at drop-in	End of Relationship with NTU with Student + 6 Years	Electronic	NTU Global	Destroy	Business reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
23.3.6	MS Forms Enquiry Log form to record in-person queries in Global Lounge (captures T number only)	End of Relationship with NTU + 6 Years	Electronic	NTU Global	Destroy	Business reasons
23.3.7	Student bank information for Distinction Scholarships	End of each of academic year	Electronic	NTU Global	Destroy	Business reasons
23.4.0	International Partnerships - Business					
23.4.1	Institutional Agreements	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons
23.4.2	Letters of Variation	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons
23.4.3	Completed Business Approval Forms	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
23.4.4	Register of business sign off	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons
23.4.5	Teach out Agreements	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons
23.4.6	Teach out documentation	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons
23.4.7	Travel files	Current Financial Year +6 years	Electronic / Paper	NTU Global	Destroy	Business Reasons
23.4.8	Staff/student Expenses Claims	Current Financial Year +6 years	Electronic / Paper	NTU Global	Destroy	Business Reasons
23.5.0	International Progression and Articulation Agreements					

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
23.5.1	Register of Progression and Articulation arrangements	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons
23.5.2	Student Applications (up until Jan 2024)	Current Academic Year +6 years	Electronic / Paper	NTU Global	Destroy	Business Reasons
23.5.3	Offer Letters (up until Jan 2024)	Current Academic Year +6 years	Electronic / Paper	NTU Global	Destroy	Business Reasons
23.5.4	Student Application Supporting Documents (up until Jan 2024)	Current Academic Year +6 years	Electronic / Paper	NTU Global	Destroy	Business Reasons
23.5.5	Record of partner commission payments	Current Financial Year +6 years	Electronic / Paper	NTU Global	Destroy	Business Reasons
23.6.0	Team: International Validation Service					

Ref	Record Description	Retention Period	Format	Record Holder	Action at end of Retention Period	Reason for Retention Period
23.6.1	Registration lists	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons
23.6.2	Conferment lists (including mark sheets)	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons
23.6.3	Transcripts	Permanent	Electronic / Paper	NTU Global	N/A	Business Reasons
23.6.4	Verification letters (up until 2023)	Current Academic Year + 5 Years	Electronic / Paper	NTU Global	Destroy	Business Reasons

Document End