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COLLEGE RECORDS RETENTION POLICY

(See complementary Archiving Policy)

1. Effective records management is essential to the operation, accountability and legal compliance of the College. We retain records to support the delivery of education and services, meet statutory and regulatory requirements, protect the rights of individuals, and provide an accurate and reliable record of the College's activities over time.
2. Because the College processes a wide range of information, the length of time we keep records differs depending on their purpose and the individuals or activities they relate to. Retention periods vary for **students**, **staff**, **visitors**, and **organisational records**, reflecting legal obligations (such as the Limitation Act 1980, equality legislation, tax requirements and safeguarding duties), sector-specific regulation, and operational needs.
3. This policy outlines the required retention periods for all categories of records across the College and ensures that information is retained only for as long as necessary, securely destroyed when no longer required, and preserved when it has archival or historical value. The policy applies to all College activity.
4. At a Glance: summary of key retention requirements (Students and Staff).

Students

- **Admission and enrolment records** (successful applicants): retained for *end of student relationship + 6 years* to meet contractual and legal requirements.
- **Full student record** (personal data, assessments, progress): retained for *end of relationship + 6 years*.
- **Assessment records** (including progress and awards): typically *current academic year + 1 year*; outcomes and awards lists retained for *up to 10 years*.
- **Support, welfare and safeguarding records**: welfare/advice *current year + 6 years*; counselling *current year + 2 years*; safeguarding *until the student's 75th birthday*.
- **Disciplinary records**: kept for *last action + 6 years*.
- **Financial support records** (bursaries, hardship and aid): retained for *end of financial year + 6 years*.

Staff

- **Recruitment records:** unsuccessful applications *completion of appointment + 1 year*; successful applications retained for *termination + 6 years*.
- **Contract of employment, HR file and performance documentation:** retained for *termination + 6 years*.
- **Payroll, pension and tax-related records:** payroll *current tax year + 6 years*; pension contributions retained for *termination + 75 years*.
- **Training, induction and development records:** generally *current year + 6 years* or *completion + 5 years* depending on type.
- **Disciplinary and grievance records:** where employment continues or ends, *termination/closure + 6 years*; some may be shorter (e.g., where no case is found, *last action + 6 months*).
- **Health and safety, occupational health and exposure records:** significant long-term retention, often *40 years*, where required by regulation (e.g., asbestos, lead, hazardous substances).

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Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
1.0 Governance/ Corporate Management				
1.1 Legal Framework				
Legal Framework Development	Records documenting the establishment and development of the institution's legal framework.	Life of institution	<u>1992 c. 13 Further and Higher Education Act</u>	Archival
1.2 Governance Structure				
Governance Framework Development	Records documenting the establishment and development of the institution's governance structure.	Life of institution	NA	NA
1.3 Governing Body				
Governing Body Membership	Records documenting the appointment of members of the institution's governing body.	Termination of appointment + 6 years	<u>1980 c.58 Limitation Act 1980</u>	Review for archival value.
	Records documenting the provision of training and development for members of the institution's governing body.	Current year + 3 years	NA	NA
Declarations of interest or gifts	Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies.	Current academic year +1 year	NA	Institutional business requirements.
	Records documenting the organisation of meetings of the institution's governing body.	Current year + 1 year	NA	NA
	Records documenting the conduct and proceedings of meetings of the institution's governing body.	Current year + 50 years	NA	Review for archival value.
1.4 Management of Executive Committees				
Executive Committees	Records documenting the development and establishment of terms of reference for the institution's executive committees.	Life of committee	NA	Review for archival value.
	Records documenting the conduct and proceedings of meetings of the institution's executive committees.	Current year + 50 years	NA	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
1.5 Appointment of Senior Officers				
Senior officer's appointments and administration	Records documenting the appointment and designation of the institution's senior officers.	Termination of appointment + 6 years	Limitation Act 1980 c. 58 s 5	The institution may wish to transfer these records to the archive once they are no longer in active use.
1.6 Strategic Planning and Performance				
Strategic Planning	Records documenting the development of the institution's overall strategic plan.	Superseded + 10 years	NA	Review for archival value.
	Records containing reports on the institution's performance against its strategic plan.	Current academic year + 10 years	NA	Review for archival value.
	Records documenting the conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value.
1.7 Organisational Strategy, Development and Performance				
Organisational Development	Records documenting the development of the institution's organisational development strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development of plans for the implementation of the institution's organisational development strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the conduct and results of audits and reviews of the organisational development function, and responses to the results.	Current year + 5 years	NA	Review for archival value.
	Records documenting the development of the institution's organisational development procedures.	Superseded + 3 years	NA	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Organisational restructuring	Records documenting the management of individual organisational restructuring processes.	Completion of process + 6 years	NA	The activities involved in changing the institution's organisational structure. Activities include: creating new business units (Directorate, division, department, section, team, faculty, school, unit, centre, institute etc) merging/demerging or otherwise restructuring existing business units; closing business units. Review for archival value.
1.8 Contingency/Risk Planning and Management				
Risk Management	Records documenting the development and testing of the institution's risk management strategy.	Current Year + 10	NA	Review for archival value.
	Records documenting the development and establishment of the institution's risk management strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's risk management procedures.	Superseded + 3 years	NA	NA
Audit of Risk	Records documenting the conduct and results of audits and reviews of the risk management function, and responses to the results.	Current Year+5 Completion of audits + 6 years	NA	Review for archival value.
Risk Identification and Assessment	Records documenting identified risks to the institution and assessments of those risks.	Superseded + 1 year	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Public interest disclosure (whistleblowing) investigation	The activities involved in handling allegations made by staff relating to the running of the institution or the activities of colleagues within the institution.	Closure of case + 6 years	Limitation Act 1980 c. 58 ss 2 and 5	Activities include: recording allegations; investigating and reporting on allegations, and determining any consequential action to be taken.
Business continuity planning	The activities involved in anticipating incidents which would disrupt the institution's operations, and in developing response and recovery plans.	End of academic year + 1 year	NA	Records documenting the formulation, testing and maintenance of disaster response and recovery plans.
1.9 Quality Management				
Quality	Records documenting the development and establishment of the institution's overall quality management policies.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development of the institution's quality management procedures.	Superseded + 3 years	NA	NA
	Records documenting the conduct and results of quality audits, and action taken to address issues raised.	Completion of audit + 3 years	NA	Review for archival value.
	Records documenting the attainment and maintenance of the institution's accreditation under established independent quality management schemes.	Termination of accreditation + 1 year	NA	Review for archival value.
Complaints	Complaints System and Procedures.	5 years	NA	NA
	Public Complaints.	3 years	NA	Part of FOI/DP Monitoring
	Records documenting complaints from members of the local community, the internal handling of these complaints and the responses provided.	Last action on complaint + 1 year	NA	Assuming that the substance of the complaint is not covered by specific legislation

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
1.10 Audit				
Audit	Records documenting the institution's audit strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's audit policies.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development of the institution's audit procedures.	Superseded + 3 years	NA	NA
	Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit + 5 years	NA	Review for archival value.
1.11 Legal Matters				
Legal Advice	Records documenting the development and establishment of the institution's policies on legal affairs and the acquisition/provision of legal services.	Superseded + 5 years	NA	Review for archival value.
	Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and third parties: - agreements and contracts under seal.	Termination of contract + 12 years	<u>1980 c.58 Limitation Act 1980</u>	Review for archival value.
	Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and others: - other contracts and agreements.	Termination of contract + 6 years	<u>1980 c.58 Limitation Act 1980</u>	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Legal claims management	Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement.	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	<u>1980 c.58 Limitation Act 1980</u>	Review for archival value.
Litigation management	The activities involved in managing legal actions by or against the institution.	Settlement or end of claim + 6 years	<u>1980 c.58 Limitation Act 1980</u>	Review for archival value
Legal advice provision	Records documenting legal advice requested by, and provided to, the institution concerning: - interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations - proposals for new legislation affecting the institution's legal framework, governance responsibilities or operations, - the institution's relationships with government bodies and HE regulators - industrial relations issues - health, safety and environmental issues	Life of institution	NA	Review for archival value.
Contracts and agreements management	Records documenting contracts/service level agreements and other legal agreements:			
	Contracts under £5,000	Termination of contract + 2 years	<u>1980 c.58 Limitation Act 1980</u>	
	Contracts over £5,000	Termination of contract + 6 years	<u>1980 c.58 Limitation Act 1980</u>	

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Contracts and agreements management (under deed)	Contracts executed under seal	Termination of contract + 12 years	<u>1980 c.58 Limitation Act 1980</u>	
	Contracts lasting more than 10 years	Review after five years and then again after five years	<u>1980 c.58 Limitation Act 1980</u>	
Licensing	The activities involved in the creation and maintenance of licences including entertainment and drinks licences.	Expiry of licence + 6 years	NA	Destroy
2.0 Financial Resources				
2.1 Financial Planning, Policies and Procedures				
Finance Strategy	Records documenting the formulation of plans for the implementation of the institution's finance strategy.	Superseded + 10 years	NA	Review for archival value.
	Records containing reports of, data on, and analyses of performance against the plans for the implementation of the institution's finance strategy.	Superseded + 10 years	NA	Review for archival value
Finance Policies and Procedures	Records documenting the development and establishment of the institution's finance management policies and procedures	Superseded + 10 years	NA	Review for archival value.
2.2 Financial Audit				
Financial audits	Records documenting the conduct and results of financial audits, and action taken to address issues raised.	Current financial year + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the conduct and results of audits and reviews of the finance management function, and responses to the results.	Current financial year + 10 years	NA	Review for archival value.
2.3 Financial and Management Accounting				

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Invoicing and Payments	Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u> <u>1980 c.58 Limitation Act 1980</u> <u>1994 c.23 Value Added Tax Act 1994</u> <u>HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts</u>	NA
	Records documenting the receipt and payment of purchase invoices.	Current financial year + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u> <u>1980 c.58 Limitation Act 1980</u> <u>1994 c.23 Value Added Tax Act 1994</u> <u>HMCE 700/21</u>	NA
	Records documenting the payment and/or reimbursement of employees' expenses.	Current financial year + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u> <u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the payment of expenses to third parties (e.g. honorary appointees).	Current financial year + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u> <u>1980 c.58 Limitation Act 1980</u>	NA
Petty Cash	Records documenting the handling of petty cash.	Current financial year + 6 years	<u>1980 c.58 Limitation Act 1980</u> <u>1994 c.23 Value Added Tax Act 1994</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Student Fees	Records documenting the receipt and processing of students' fees.	Current financial year + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u> <u>1980 c.58 Limitation Act 1980</u>	NA
Student Loans	Records documenting the receipt and processing of student loans	Core data: end of course + 70 years after date of birth		Covers advanced learner loans, Student Finance England administered loans. Retention period to match that of Student Loans Company
Management accounting	The activities involved in monitoring and controlling the use of the institution's financial resources.	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5	Destroy
Financial accounting and Internal accounting	Records documenting the preparation of annual accounts.	Current financial year + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u>	NA
Statutory accounts	Annual Accounts.	Current financial year + 10 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u>	Review for archival value.
	Records documenting the preparation of the institution's statutory accounts.	Current financial year + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Current financial year + 1 year	NA	NA
Tax management	Records documenting the preparation and filing of the institution's tax returns.	Current tax year + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u>	NA
2.4 Funding				
Statutory funding	Records documenting the administration of annual funding allocations from the appropriate statutory funding body.	Current financial year + 10 years	Limitation Act 1980 c. 58 s 5	NA
	ESF Project Funding and ESF Match Funding	31 December 2034 at the earliest		Student data starting from 2014-2020 may have been match funded with ESF

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
				funds and so must follow the ESF retention requirements. This includes retaining original invoices, delivery evidence, management information returns and all other documents necessary to verify the services in relation to this contact until at least 31 December 2034. See also 8.6.
2.5 Budgeting				
Financial planning and budgeting	Records documenting the preparation of annual operating budgets.	End of financial year + 6 years	NA	Destroy
2.6 Payroll and Pensions				
Non-Statutory Payroll deductions	Records documenting employees' authorisation for non-statutory payroll deductions.	Current tax year + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Payroll	Records documenting calculation and payment of payroll payments to employees.	Current tax year + 6 years	<u>1970 c.9 Taxes Management Act 1970</u> <u>1980 c.58 Limitation Act 1980</u> <u>S.I. 1993 / 744 * The Income Tax (Employments) Regulations 1993</u> <u>S.I. 1999 / 584 * The National Minimum Wage Regulations 1998</u>	NA
Sick Pay	Records documenting the operation of the Statutory Sick Pay scheme.	Current tax year + 3 years	<u>S.I. 1982 / 894 * The Statutory Sick Pay (General) Regulations 1982 (Amended by SI 989 2005)</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Maternity Leave	Records documenting the operation of the Statutory Maternity Pay scheme.	Current tax year + 3 years	<u>S.I. 1986 / 1960 * The Statutory Maternity Pay (General) Regulations 1986 (Amended by SI 729 2005)</u>	NA
Pensions	Records documenting payments of the institution's employers' contributions to pensions schemes for its employees.	Termination of employment + 75 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting payments of the institution's employees' contributions to pension schemes.	Termination of employment + 75 years	<u>1980 c.58 Limitation Act 1980</u>	NA
2.7 Cash, Investments and Assets				
Bank Accounts	Records documenting the opening, closure and routine administration of bank accounts.	Closure of account + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting standing orders, direct debits etc.	Life of instruction + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting routine bank account deposits / withdrawals / transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u> <u>1980 c.58 Limitation Act 1980</u>	NA
Investments	Records documenting the purchase / sale of investments.	Current financial year (of transaction) + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u>	NA
	Records documenting the overall management of the institution's financial investment portfolio.	Divestment + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Capital Assets	Records documenting the value of the institution's capital assets.	Current financial year + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u>	NA
	Records documenting decisions (and authorisations) to dispose of capital assets.	Current financial year (of disposal) + 6 years	<u>1970 c.9 * 1970 c.9 Taxes Management Act 1970</u> <u>1980 c.58 Limitation Act 1980</u>	NA
2.8 Procurement				
Procurement	Records documenting the formulation of plans for the	Superseded + 5 years	NA	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	implementation of the institution's procurement strategy.			
	Records documenting the development and establishment of the institution's procurement policies and procedures.	Superseded + 5 years	NA	Review for archival value.
	Records documenting supplier evaluation criteria.	Superseded + 5 years	NA	NA
	Records documenting invitations to prospective suppliers to apply for approval.	Expiry of invitation OR Rejection of application + 6 months OR Completion of approval	NA	NA
	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers.	Termination of approval	NA	NA
Contract Awards	Contract award report (as required by the Regulations cited).	Termination of supply contract awarded + 6 years	2023 c.54 Procurement Act 2023 2015 No.102 Public Contracts Regulations 2015	NA
Tendering	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers.	Award of supply contract + 3years	2023 c.54 Procurement Act 2023 2015 No.102 Public Contracts Regulations 2015	NA
	Records documenting Invitations to Tender and tender evaluation criteria.	Termination of supply contract awarded + 6 years	<u>1980 c.58 Limitation Act 1980</u> 2023 c.54 Procurement Act 2023 2015 No.102 Public Contracts Regulations 2015	NA
	Records documenting the issue of Invitations to Tender and handling of incoming tenders.	Award of supply contract + 3 years	<u>1980 c.58 Limitation Act 1980</u> 2023 c.54 Procurement Act 2023	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
			2015 No.102 Public Contracts Regulations 2015	
	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders.	Award of supply contract + 3 years	2023 c.54 Procurement Act 2023 2015 No.102 Public Contracts Regulations 2015	NA
	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders.	Termination of supply contract awarded + 6 years	<u>1980 c.58 Limitation Act 1980</u> 2023 c.54 Procurement Act 2023 2015 No.102 Public Contracts Regulations 2015	NA
Contracts and Performance	Statistical reports to HM Treasury on contracts awarded (as required by the regulations cited).	Current year + 3 years	<u>1980 c.58 Limitation Act 1980</u> 2023 c.54 Procurement Act 2023 2015 No.102 Public Contracts Regulations 2015	NA
	Records documenting variations to contracts (e.g. revisions, extensions).	Termination of contract + 6 years	<u>1980 c.58 Limitation Act 1980</u> 2023 c.54 Procurement Act 2023 2015 No.102 Public Contracts Regulations 2015	NA
	Records documenting the monitoring of supplier performance and action taken regarding under-performance.	Termination of contract + 6 years	<u>1980 c.58 Limitation Act 1980</u> 2023 c.54 Procurement Act 2023 2015 No.102 Public Contracts Regulations 2015	NA
Purchasing	Records documenting purchasing authorisation limits.	Superseded + 1 year	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting internal authorisation for procurement.	Current financial year + 1 year	NA	NA
	Purchase Orders.	Current financial year + 6 year	<u>1980 c.58 Limitation Act 1980</u> <u>HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts</u>	NA
	Goods Received Notes / Goods Inwards Notes.	Current financial year + 6 year	<u>1980 c.58 Limitation Act 1980</u> <u>HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts</u>	NA
2.9 Insurance				
Insurance	Records documenting the development and establishment of the institution's insurance management policies.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development of the institution's insurance management procedures.	Superseded + 3 years	NA	NA
Employers' Liability Insurance Certificates	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance.	Commencement of policy + 40 years OR Renewal of policy + 40 years *	<u>1969 c.57 Employers Liability (Compulsory Insurance) Act</u> <u>S.I. 1998 / 2573 The Employers' Liability (Compulsory Insurance) Regulations 1998</u>	NA
Insurance policy management	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance.	Expiry of policy + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Insurance claim administration	Records documenting claims made under insurance policies.	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Insurance claim outcomes	The activities involved in documenting the outcomes of claims against insurance policies.	Date created + 40 years	The Employers' Liability (Compulsory Insurance) Regulations (SI 1998/2573) Regulation 4(4)	Review or destroy
3.0 Human Resources			-	
3.1 Human Resources Strategy and Planning			-	
HR Strategy	Records documenting the development of the institution's personnel strategy.	Superseded + 6 years	NA	Review for archival value.
Workforce planning	Records documenting the formulation of plans for the implementation of the institution's personnel strategy.	Superseded + 6 years	NA	Review for archival value.
	Records containing data on, and analyses of, performance against the plans for the implementation of the institution's personnel strategy.	Current year + 1 year	NA	NA
	Records containing reports of performance against the plans for the implementation of the institution's personnel strategy.	Current year + 6 years	NA	Review for archival value.
	Records documenting the conduct and results of audits and reviews of the personnel management function, and responses to the results.	Current year + 6 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's personnel management policies.	Superseded + 6 years	NA	Review for archival value.
	Records documenting the development of the institution's personnel management procedures.	Superseded + 6 years	NA	NA
	Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of	Current year + 3 years	<u>1980 c.58 Limitation Act 1980</u>	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	options for meeting these requirements.			
Equality, diversity and inclusion monitoring (staff)	<p>The activities involved in monitoring equal opportunities within the institution.</p> <p>Activities include: analysing data in relation to equality for men and women, disabled people, people of different ages and of different racial groups; preparing and submitting formal reports preparing publications required by the Equality Act 2010 (and related legislation); carrying out equality impact assessments.</p>	End of academic year + 6 years	Equality Act 2010	Destroy / Anonymise and compile for trend reporting over time
	Records documenting management succession plans.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development and evaluation of job specifications.	Superseded + 5 years	NA	NA
3.2 Recruitment				
Staff Recruitment	Records documenting internal authorisation for recruitment.	Current year + 1 year	NA	NA
	Records documenting the advertising of vacancies.	Completion of recruitment process + 9 months unless post holder recruited is a Tier 2 visa holder, in which case the life of the sponsorship plus 1 year (7 years max)	<u>1975 c.65 Sex Discrimination Act 1975</u> <u>1976 c.74 Race Relations Act 1976</u> <u>1995 c.50 Disability Discrimination Act 1995</u>	NA
	Records documenting enquiries about vacancies and requests for application forms.	Completion of appointment	NA	A recruitment process is completed when an offer of employment has been made and has been accepted, AND when all unsuccessful applicants have been notified

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting the handling of applications for vacancies: unsuccessful applications.	Completion of appointment + 1 year	<u>1975 c.65 Sex Discrimination Act 1975</u> <u>1976 c.74 Race Relations Act 1976</u> <u>1995 c.50 Disability Discrimination Act 1995</u> <u>Equality Act 2010</u>	NA
	Records documenting the handling of applications for vacancies: successful applications.	Termination of employment + 6 years	<u>1975 c.65 Sex Discrimination Act 1975</u> <u>1976 c.74 Race Relations Act 1976</u> <u>1995 c.50 Disability Discrimination Act 1995</u> <u>1980 c.58 Limitation Act 1980</u>	see employee contracts
	Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses.	Current year + 5 years	NA	NA
	Records containing management analyses of recruitment effectiveness e.g. use of advertising media.	Current year + 1 year	NA	NA
	Records documenting the handling of unsolicited applications for employment.	Last action on application + 1 year	NA	NA
DBS	Records documentation on an employee's Disclosure and Barring Service (DBS) certificate (Reference number and Date of Certificate only)	Termination of employment + 6 years	NA	NA
3.3 Induction, Training and Development				
Workforce Induction(organisational)	Records documenting the development, overall delivery and assessment of induction programmes for new employees.	Current year + 6 years	NA	NA For records documenting individual employees' induction programmes, see Employee Contract Management.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting the administration of induction programmes.	Completion of programme + 1 year OR Termination of programme + 1 year	NA	NA
Training and Development (organisational)	Records containing summary information on workforce training and development needs.	Current year + 6 years	NA	NA For records documenting individual employees' training and development needs, see Employee Contract Management.
	Records documenting the development of training and development programmes to meet defined needs.	Completion of programme + 5 years	NA	NA
	Records containing individual feedback on training and development programmes.	Completion of analysis of feedback	NA	NA
	Records documenting (anonymised) workforce feedback on training and development programmes.	Current year + 5 years	NA	NA
	Records documenting management analyses of the impact of training and development programmes.	Current year + 5 years	NA	NA
3.4 Performance and Reward				
Performance (staff)	Records documenting the development of workforce performance assessment systems.	Life of system + 5 years	NA	Review for archival value.
	Records containing summary (anonymised) results of employees' performance assessments.	Current year + 5 years	NA	NA
	Records documenting management analyses of the impact of workforce performance assessment systems.	Current year + 5 years	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Pay and Rewards	Records documenting the development of the institution's remuneration structure.	Current year + 10 years	NA	Review for archival value.
	Records documenting pay reviews.	Current year + 6 years	NA	Review for archival value.
	Records documenting special reward schemes e.g. Merit Reviews.	Termination of scheme + 6 years	NA	Review for archival value.
3.5 Workforce Welfare				
Workforce wellbeing management	Records documenting the development of workforce welfare schemes and services e.g. counselling services.	Current year + 5 years	NA	Review for archival value.
	Records documenting the monitoring of hours worked by employees, as required by the Regulations cited.	Date of record + 2 years	<u>S.I. 1998 / 1833 * The Working Time Regulations 1998</u>	NA
	The activities involved in monitoring employee wellbeing, sickness and absences and ensuring compliance with legislation. Including provision of occupational health services and employee assistance programmes.	Termination of employment + 6 years	The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55).	Destroy
Equality, Diversity and Inclusion (Staff and students)	The activities involved in co-ordinating the institution's participation in initiatives designed to advance equality of opportunity and to foster good relations between persons who share a protected characteristic and persons who do not share it. Activities include: establishing institutional networks for staff and students who share a protected characteristic (e.g. LGBTQ+ network, BME network).	Completion of initiative + 6 year	Equality Act 2010	Review for archival value

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
3.6 Workforce Relations				
Staff Surveys	Records documenting the design of workforce surveys and consultations.	Completion of survey + 5 years	NA	Review for archival value.
	Records containing (identifiable) individual responses to workforce surveys and consultations.	Completion of analysis of responses	NA	NA
	Records containing summary (anonymised) results of workforce surveys and consultations.	Completion of survey + 5 years	NA	Review for archival value.
	Records documenting grievances raised by staff, the institution's response, action taken and the outcome.	Last action on case + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting grievances raised by staff (where no case is found)	Last action on case + 6 months		
3.7 Contracts/Conditions of Employment				
Application (staff)	Records documenting an employee's initial application for employment with the institution.	Termination of employment + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Supporting documentation (e.g. references) for an employee's initial application for employment with the institution.	Completion of appointment	NA	For records documenting pre-employment health screening, see Health & Safety Management, Employee Health Surveillance.
	Records documenting an employee's subsequent applications for other jobs within the institution.	Duration of job + 1 year	<u>1980 c.58 Limitation Act 1980</u>	
Staff Contracts, Terms and Conditions	Records documenting an employee's contract(s) of employment with the institution.	Termination of employment + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting changes to an employee's terms and conditions of employment.	Termination of employment + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting the job descriptions of positions held by an employee within the institution.	Duration of job + 1 year	NA	NA
Staff Induction and Training	Records documenting induction programmes attended by an employee.	Completion of induction + 1 year	NA	NA
	Records documenting an employee's identified training and development needs, and the action taken to meet these needs.	Completion of actions + 5 years	NA	NA
	Records documenting job-specific statutory/regulatory training requirements for an employee, and the training provided to meet these requirements.	Expiry of certification + 6 years OR Superseded + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Performance and Disciplinary	Records documenting routine assessments of an employee's performance, and any consequent action taken.	Superseded + 3 years	NA	NA
	Records documenting disciplinary proceedings against an employee, where employment continues.	Termination of employment + 6 years	NA	NA
	Records documenting disciplinary proceedings against an employee, where employment does not continue.	Closure of case + 6 years	NA	NA
Pay, Rewards and Holiday	Records documenting an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	Minimum Current year + 3 years Recommended Current year + 6 years	<u>1970 c.41 Equal Pay Act 1970</u> <u>1980 c.58 Limitation Act 1980</u> S.I. 1999 / 584 * The National Minimum Wage Regulations 1998	NA
	Records relating to the administration of an employee's contractual holiday entitlement.	Current Year + 6 years	<u>Employment Rights Act 2025</u> The Working Time Regulations 1998 (<u>S.I. 1998/1833</u>)	NA
	Records documenting the authorisation and administration of	Current year + 1 year	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	special leave, e.g. compassionate leave, study leave.			
Staff Sickness	Records documenting an employee's absence due to sickness.	Termination of employment + 6 years	<u>1994 c.23 Value Added Tax Act 1994</u>	NA
	Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment.	Termination of employment + 40 years	<u>Statutory Sick Pay Manual for employers</u> <u>S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002</u> <u>S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</u> <u>S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</u>	NA
	Records documenting major injuries to an employee arising from accidents in the workplace.	Termination of employment + 40 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Statutory Leave	Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Completion of entitlement + 6 years	<u>S.I. 1999 / 3312 The Maternity & Parental Leave etc. Regulations 1999</u>	NA
	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Current tax year + 3 years	<u>1992 c.4 Social Security Contributions & Benefits Act 1992</u> <u>S.I. 1986 / 1960 * The Statutory Maternity Pay (General) Regulations 1986 (Amended by SI 729 2005)</u>	NA
Staff Details	Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts).	Superseded	NA	NA
	Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Termination of employment + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
References	Records documenting references provided in confidence in support	Provision of reference + 1 year	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	of an employee's application(s) for employment by another organisation.			
DBS	Records documenting an employee's Disclosure Barring Service (DBS) (to document Reference number of certificate and date only)	Termination of employment + 6 years	NA	NA
3.8 Pensions				
Pension scheme administration	Records documenting the institution's relationships with pension schemes to which all or part of its workforce belong.	Termination of relationship with pension scheme+ 6 years	NA	NA
	Records documenting routine communications with the pension schemes. For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	Current year + 5 years	NA	NA
	For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	NA	NA	NA
3.9 Trades Unions/Industrial Relations				
Workforce relations management	Records documenting institutional recognition/derecognition of trades unions.	Derecognition + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting agreements with trades unions.	Date superseded + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting routine communications with trade union representatives, including minutes of meetings.	Current year + 20 years	NA	Review for archival value.
	Records documenting consultations/negotiations with trades unions on specific issues.	Last action on issue + 20 years	NA	Review for archival value.
3.10 Health and Safety (see 4.4)				

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	See 4.4	NA	NA	NA
3.11 Staff IT accounts				
Email	Staff email accounts	Termination of employment + 1 year	NA	To allow for reinstatement if staff member comes back to work for the College/retrieval of documents
	Staff emails	3 years	N/A	Autodeletion of staff emails after 3 years.
	Staff h drives	Termination of employment + 1 year	NA	To allow for reinstatement if staff member comes back to work for the College/retrieval of documents
OneDrive	Staff OneDrive accounts	Termination of employment + 1 year	NA	To allow for reinstatement if staff member comes back to work for the College/retrieval of documents
MS Teams	Staff MS Teams	5 years		
4.0 Physical Resources				
4.1 Estate Management				
Estates Strategy	Records documenting the development and establishment of the institution's estate strategy.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the conduct and results of audits and reviews of the estate management function, and responses to the results.	Current year + 10 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's estate management policies.	Superseded + 10 years	NA	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Property Acquisition and Ownership	Records documenting the acquisition of ownership of properties.	Ownership of property	NA	NA
	Deeds and certificates of title for properties owned by the institution.	Ownership of property	NA	Transfer to new owner when property is disposed of
	Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the acquisition of use of properties by lease or rental.	Disposal of property + 6 years	<u>1980 c.58 Limitation Act 1980</u>	Note: For retention of formal legal agreements, see Legal Affairs Management - Contracts & Agreements Management.
	Records documenting the development of properties.	Ownership of property	NA	Transfer to new owner when property is disposed of
	Records documenting the restoration of contaminated land.	Ownership of land	NA	Transfer to new owner when property is disposed of
Maintenance and Development	Records documenting inspection, maintenance and repair of properties.	Completion of work + 2 years	<u>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</u>	NA
	Records documenting the history of major maintenance works on properties.	Ownership of property	NA	Transfer to new owner when property is disposed of
Asbestos Inspection	Records documenting inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land.	Review of assessment *	<u>S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002</u>	NA
	Records documenting the removal of hazardous materials from properties.	Removal of material + 5 years	NA	NA
Property Disposal	Records documenting the disposal of properties.	Disposal of property + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Fire Certificates	Fire Certificates.	Issue of new certificate	NA	NA
Security	Records documenting the conduct and results of security inspections	Completion of subsequent inspections	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	of properties, and action taken to address issued raised.			
	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Creation + 2 years	NA	NA
	Records of security passes issued to visitors.	Expiry of pass + 1 year	NA	NA
	Records of security passes issued to employees, other staff and students.	Expiry of pass + 1 year	NA	NA
	Records documenting the conduct of routine security surveillance of properties.	Creation +1 Month	NA	NA
	Records documenting security breaches or incidents, and action taken.	Last action on incident + 1 year	NA	NA
CCTV/Camera Footage	CCTV Recordings.	Creation +1 Month	NA	Result of Risk Assessment and local advice
	Body-worn camera recordings	Creation + 6 weeks	N/A	BWC Data will be uploaded and stored on the College's IT systems and will not be kept for longer than six weeks, except if the College has a specific lawful purpose for retaining it. For example, in instances where footage is being used for crime prevention purposes, or for use in disciplinary, insurance and/or legal proceedings, the data will be kept long enough for incidents to come to light and to fulfil the intended purpose.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Lease of Properties	Records documenting leasing-out arrangements for properties.	Termination of lease + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the conduct and results of inspections of facilities, and action taken to address issues raised.	Completion of subsequent inspection	NA	NA
Inspection and Repairs	Records documenting the carrying out of repairs to interior decoration, fixtures and fittings.	Current year + 1 year	NA	NA
	Records documenting the conduct and results of inspections of facilities by enforcing authorities, and action taken to address issues raised.	Completion of subsequent inspection	NA	Longer retention periods may be required by enforcing authorities concerned with particular types of facilities
Relocation	Records documenting plans for the relocation of facilities within buildings or to other buildings.	Completion of relocation + 10 years	NA	NA
	Records documenting the physical relocation of facilities.	Completion of relocation + 2 years	NA	NA
4.2 Equipment and Consumables Management				
Consumables	Records documenting the development and establishment of the institution's equipment and consumables management policies and procedures.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development of specifications for, and the selection of, equipment/consumables: major items.	Life of item + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the development of specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations.	Life of item + 40 years	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting the development of specifications for, and the selection of, equipment/consumables: other items.	Life of item	NA	NA
	Records documenting the installation of equipment/consumables: major items.	Decommissioning removal + 6 years	<u>1980 c.58 Limitation Act 1980</u> <u>S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</u>	NA
	Records documenting the installation of equipment/consumables: items which are safety critical or associated with hazardous operations.	Decommissioning removal + 40 years	<u>1980 c.58 Limitation Act 1980</u> <u>S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</u>	Potential long-term liability
	Records documenting the installation of equipment/consumables: other items.	Decommissioning removal + 1 year	<u>S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</u>	NA
Lifting Equipment	Reports of pre-commissioning examinations of lifting equipment, as required by the Regulations cited.	Decommissioning	<u>S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</u>	NA
	Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited.	Issue of report + 2 years	<u>S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</u>	NA
	Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited.	Completion of subsequent inspection record	<u>S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</u>	NA
	Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited.	Completion of subsequent report OR Issue of report + 2 years, whichever is the longer	<u>S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</u>	NA
	Reports of post-installation examinations of lifting equipment, as required by the Regulations cited.	Decommissioning	<u>S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Inspection of Equipment	Records documenting the inspection and testing of equipment/consumables.	Completion of subsequent inspection record OR Disposal of item + 1 year	<u>S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</u>	NA
	Records documenting the inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations.	Disposal of item + 5 years	<u>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</u>	NA
	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.	Date of action + 5 years	<u>S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</u>	NA
	Records documenting the maintenance of equipment / consumables: major items.	Decommissioning removal + 6 years	<u>1980 c.58 Limitation Act 1980</u> <u>S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</u>	NA
	Records documenting the maintenance of equipment / consumables: items which are safety critical or are associated with hazardous operations.	Decommissioning Removal + 40 years	<u>1980 c.58 Limitation Act 1980</u>	Potential long-term liability
Asbestos Control	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos.	Creation + 5 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u> <u>S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</u>	NA
	Records documenting the maintenance of equipment / consumables provided to control exposure to asbestos.	Creation + 5 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u>	NA
	Records documenting the maintenance of equipment provided to meet the requirements of the Control of Asbestos at Work Regulations 2002.	Creation + 5 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Disposal of Equipment	Records documenting authorisation for the disposal of equipment / consumables, and the evaluation of alternative methods of disposal.	Disposal of item + 1 year	NA	NA
	Records documenting the transfer of ownership of equipment / consumables.	Disposal of item + 1 year	NA	NA
Cleaning of Equipment	Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: items used in connection with operations involving substances hazardous to health.	Disposal of item + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: other items.	Disposal of item + 1 year	NA	NA
4.3 ICT Systems Management				
ICT Strategy	Records documenting the development and establishment of the institution's ICT systems strategy.	Superseded + 5 years	NA	Review for archival value.
	Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic year + 5 years	NA	Review for archival value.
	Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's ICT systems management policies and procedures.	Superseded + 5 years	NA	Review for archival value.
ICT Systems	Records documenting the initial development and post-	Decommissioning of system + 5 years	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	implementation modification and maintenance of ICT systems.			
	Records documenting the initial development of ICT systems which are not implemented.	Last action on development + 5 years	NA	NA
	Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years	NA	NA
	Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Current year + 1 year	NA	NA
	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault + 1 year	NA	NA
Data Storage and Backups	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year + 1 year	NA	NA
User Accounts	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	NA	See also staff accounts 3.11
Licences	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence	NA	NA
Cyber Security	Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years	NA	NA
	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current year + 1 year	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year	NA	NA
	Requests for, and authorisation of, connections of third party equipment to the institution's networks, either on institutional premises or via dial-up communications links.	Termination of connection + 1 year	NA	NA
	Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	Return of equipment + 3 months	NA	NA
	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment + 1 year	NA	NA
ICT Training	Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year	NA	NA
	Records documenting user requests for technical and application support, and assistance provided.	Last action on request + 1 year	NA	NA
4.4 Health and Safety				
Health and Safety Management Strategy	Records documenting the development and establishment of the institution's health and safety management strategy.	Superseded + 50 years	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u>	Review for archival value.
	Records documenting the conduct and results of audits and reviews of the health and safety management function, and responses to the results.	Current year + 10 years	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u>	Review for archival value.
	Records documenting the development and establishment of the institution's health and safety	Superseded + 50 years	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u>	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	management policies and procedures.			
Health and Safety Audits	Records documenting the conduct and results of health and safety audits, and action taken to address issues raised.	Completion of audit + 5 years	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u>	Review for archival value.
Health and Staff Representatives	Records documenting notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations 1977.	Termination of appointment + 1 year	<u>S.I. 1977 / 500</u>	NA
	Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 5 years	<u>S.I. 1977 / 500</u>	NA
	Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 50 years	<u>S.I. 1977 / 500</u>	NA
	Records documenting the formation of a safety committee under the Safety Representatives and Safety Committees Regulations 1977. Includes records documenting the objectives, role, functions, composition and administration of the committee.	Life of committee + 50 years	<u>S.I. 1977 / 500</u>	NA
	Records documenting the election of members of a safety committee formed under the Safety	Termination of membership + 1 year	<u>S.I. 1977 / 500</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Representatives and Safety Committees Regulations 1977.			
	Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996.	Termination of appointment + 1 year	S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996	NA
	Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996, or with all employees directly.	Current year + 50 years	S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996	NA
	Records documenting the provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996.	NA	NA	NA
	Records documenting the provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the Health and Safety (Consultation with Employees) Regulations 1996.	Current year + 5 years	S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996	NA
Safety Committee Administration	Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	Dissolution of committee + 60 years	Health and Safety at Work Act 1974, s.2 (7) https://www.legislation.gov.uk/ukpga/1974/37/contents Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500), Reg 9. https://www.legislation.gov.uk/uksi/1977/500/regulation/9	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
			<u>S.I. 1977 / 500</u>	
Staff Training Health and Safety	Records documenting the provision of information, instruction and training for employees, students and others on health and safety in the institution's premises.	Current year + 5 years	<u>S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</u> <u>S.I. 1989 / 1790 The Noise at Work Regulations 1989</u> <u>S.I. 1989 / 635 The Electricity at Work Regulations 1989</u> <u>S.I. 1989 / 682 The Health and Safety Information for Employees Regulations 1989</u> <u>S.I. 1992 / 2792 The Health and Safety (Display Screen Equipment) Regulations 1992</u> <u>S.I. 1992 / 2793 The Manual Handling Operations Regulations 1992</u> <u>S.I. 1992 / 2932 The Provision and Use of Work Equipment Regulations 1992</u> <u>S.I. 1992 / 2966 The Personal Protective Equipment at Work Regulations 1992</u> <u>S.I. 1996 / 341 The Health & Safety (Safety Signs and Signals) Regulations 1996</u> <u>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</u> <u>S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</u> <u>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</u>	For role-specific training for fire wardens and first-aiders, see Health & Safety Emergency Planning.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
			<u>S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002</u> <u>S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</u> <u>S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</u>	
	Records documenting the content of information and instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery.	Superseded+5 years	<u>1957 c.31 Occupiers' Liability Act</u> <u>1974 c.37 Health and Safety at Work etc. Act 1974</u> <u>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</u>	NA
Risk Assessment	Records documenting the identification of general health and safety hazards to the institution's employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes.	Elimination of risk + 5 years OR Updating of risk assessment + 5 years	<u>S.I. 1989 / 1790 The Noise at Work Regulations 1989</u> <u>S.I. 1992 / 2792 The Health and Safety (Display Screen Equipment) Regulations 1992</u> <u>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</u>	NA
	Records documenting the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the Regulations).	Review of arrangements + 5 years	<u>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</u>	NA
COSHH	Records documenting hazardous substances present / in use.	Updated + 40 years	<u>S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</u>	NA
	List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations).	Last entry + 40 years	<u>S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years	<u>S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</u>	NA
	Records documenting the conduct and results of risk assessments for work involving substances hazardous to health, as defined in the Regulations cited.	Elimination of asbestos + 5 years OR Review of assessment + 5 years	<u>S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</u>	NA
	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health.	Date of examination	<u>S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</u>	NA
	Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure.	Date of action + 5 years	<u>S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</u>	NA
	Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: exposure of identifiable individual employees.	Date of monitoring + 40 years	<u>S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</u>	NA
Lead Exposure	Records documenting the conduct and results of risk assessments of work which exposes employees to lead.	Elimination of asbestos + 5 years OR Review of assessment + 5 years	<u>S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</u>	NA
	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead.	Date of examination / test / repair + 5 years	<u>S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</u>	NA
	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires individual employees to be under medical surveillance under Regulation 10.	Date of monitoring + 40 years	<u>S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring + 5 years	<u>S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002</u>	NA
	Health surveillance records of identifiable individual employees who are exposed to lead.	Date of last entry on record + 40 years *	<u>S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002</u>	NA
Asbestos Exposure	Records documenting assessments to determine the presence of asbestos.	Elimination of asbestos + 5 years OR Review of assessment + 5 years	<u>S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002</u>	NA
	Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: where the exposure of employees may exceed the action level.	Duration of work to which assessment relates Recommended: Completion of all work to which the plan relates + 5 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u>	NA
	Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: in all other cases.	Completion of work to which the assessment relates + 5 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u>	NA
	Records documenting written plans of work (as defined in the Regulations) for undertaking work with asbestos.	Duration of work to which plan relates Recommended: Completion of all work to which the plan relates + 5 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u>	NA
	Records documenting notifications of work with asbestos to the enforcing authorities.	Duration of work	<u>S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002</u>	NA
	Health surveillance records of identifiable individual employees who are exposed to asbestos.	Date of last entry on record + 40 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u>	NA
	Certificates of medical examination of identifiable individual employees who are exposed to asbestos.	Date of certificate + 40 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Health and safety inspection	Records documenting the conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised.	Current year + 6 years	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u> <u>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</u>	NA
Accidents and Incidents	Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Date of recording + 3 years	<u>S.I. 1979 / 628 * Social Security (Claims and Payments) Regulations 1979</u> <u>S.I. 1985 / 967 * Social Security (Industrial Injuries)(Prescribed Diseases) Regulations 1985 (Amended by SI 1938 1991)</u> <u>S.I. 1995 / 3163 * The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995</u>	NA
	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation + 40 years	NA	Potential long-term liability
	Reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	Date of notification + 3 years	<u>S.I. 1995 / 3163 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995</u>	NA
	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years *	<u>S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</u>	NA
Staff Health Screening and Surveillance	Records documenting pre-employment health screening of an employee.	Termination of employment + 40 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Health (surveillance) records of identifiable individual employees, other than those specified below.	Date of last surveillance action + 40 years	<u>1980 c.58 Limitation Act 1980</u> <u>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</u>	NA
	Health (surveillance) records of identifiable individual employees	Date of last entry on record + 40 years	<u>S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	who are exposed to substances hazardous to health, as defined by the Regulations cited.			
	Health (surveillance) records of identifiable individual employees who are exposed to lead, as required by the Regulations cited.	Date of last entry on record + 40 years	<u>S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002</u>	NA
	Health (surveillance) records of individual employees who are exposed to asbestos, as required by the Regulations cited.	Date of last entry on record + 40 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u>	NA
	Certificates of medical examinations of individual employees who are exposed to asbestos, as required by the Regulations cited.	Date of last entry on record + 40 years	<u>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</u>	NA
Fire Wardens	Records documenting the nomination/appointment of fire wardens.	Termination of appointment	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u> <u>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</u> <u>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</u>	NA
	Records documenting the provision of role-specific training for fire wardens.	Termination of appointment + 5 years	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u> <u>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</u>	NA
	Records documenting assessment of requirements for fire-fighting systems and equipment.	Review of assessment + 5 years	<u>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</u>	NA
First Aiders	Records documenting the appointment of official first aiders.	Termination of appointment	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u> <u>S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders.	Termination of appointment + 5 years	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u> <u>S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</u>	NA
	Records documenting assessment of requirements for first aid facilities and equipment.	Re-assessment + 5 years	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u> <u>S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</u>	NA
	Records documenting specifications for first aid facilities and equipment.	Superseded + 5 years	<u>1974 c.37 Health and Safety at Work etc. Act 1974</u> <u>S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</u>	NA
	Records documenting arrangements with external emergency service organisations.	Review of arrangements + 5 years	<u>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</u> <u>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</u>	NA
4.5 Environmental Management			-	
Environmental Management	Records documenting the development and establishment of the institution's environmental management strategy.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the conduct and results of audits and reviews of the environmental management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's environmental management policies and procedures.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the conduct and results of environmental	Completion of audit + 5 years	NA	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	audits, and action taken to address issues raised.			
	Records documenting identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments.	Elimination of risk + 5 years OR Updating of risk assessment + 5 years	NA	NA
	Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.	Termination of accreditation + 1 year	NA	Review for archival value.
	Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.	Current year + 5 years	NA	Review for archival value.
Environmental Incidents	Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.	Last action on incident + 40 years	NA	Potential long-term liability
	Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.	Closure of investigation + 40 years	NA	Potential long-term liability
	Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities.	Date of notification + 5 years	NA	NA
Energy Consumption	Records documenting routine monitoring of the institution's use and consumption of energy.	Current year + 5 years	NA	NA
	Records documenting the conduct and results of formal reviews of the institution's use and consumption of energy, and action taken to address issues raised.	Completion of review + 5 years	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Waste management	Records documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal.	Removal of waste consignment + 3 years	<u>The Hazardous Waste (England and Wales) Regulations (SI 2005/894) Regulation 49(1)</u>	NA
	Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment + 3 years	<u>The Hazardous Waste (England and Wales) Regulations (SI 2005/894) Regulation 49(1)</u>	NA
	Records documenting the classification, collection and storage of 'special waste' prior to removal from the premises for disposal.	Removal of waste consignment + 3 years	<u>S.I. 1996 / 972 * The Special Waste Regulations 1996</u> <u>The Hazardous Waste (England and Wales) Regulations (SI 2005/894) Regulation 49(1)</u>	NA
	Register of 'special waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment + 3 years *	<u>S.I. 1996 / 972 * The Special Waste Regulations 1996</u> <u>The Hazardous Waste (England and Wales) Regulations (SI 2005/894) Regulation 49(1)</u>	NA
4.6 Internal Services			-	
Internal Services	Records documenting the development and establishment of the institution's internal services strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the conduct and results of audits and reviews of the overall management of internal services, and the responses to the results.	Current year + 5 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's policies and procedures on the overall management and development of internal services.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the planning of the management and operation of an internal service.	Current year + 3 years	NA	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting the conduct and results of audits and reviews of an internal service, and the responses to the results.	Current year + 3 years	NA	Review for archival value.
5.0 Student Administration and Support				
5.1 Course Information				
Student Course Offer	Records detailing the Structure and Content of each programme.	Master copy kept permanently	NA	Archive
Tuition Fees	Records of Tuition and other course fees.	Length of course +6 years	<u>1980 c.58 Limitation Act 1980</u>	Treat as a contractual obligation
5.2 Student Administration Development and Planning				
Student Administration	Records documenting the development and establishment of the institution's student administration strategy.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's student administration policies and procedures.	Superseded + 10 years	NA	Review for archival value.
5.3 Student Recruitment				
Student Recruitment	Records documenting the design, operation and summary results of student recruitment schemes.	Current academic year + 5 years OR Termination of scheme + 5 years	NA	Review for archival value.
	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year	NA	NA
Student Enquiries	Records documenting the handling of enquiries from prospective students.	Current academic year + 1 year	NA	NA
	Records containing summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years	NA	Statistical Information recommended to be made available by the Cooke Report (2002)
5.4 Student Admission Policies and Procedures				

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Student Admission Policies and Procedures	Records documenting the development and establishment of the institution's admission criteria and policies.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Right to Work/Study	End of student relationship + 6 years		
	Student DBS	DBS Certificate to be destroyed within 6 months and the ID check evidence to be destroyed within 2 years		
	Student Risk Assessments	End of student relationship + 6 years	<u>1980 c.58 Limitation Act 1980</u>	
	Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year	NA	NA
	Records documenting the administration of the clearing process.	Current academic year + 1 year	NA	Appropriate for Colleges involved in degree level courses
Student Number Data	Records containing data on overall student numbers.	Current academic year + 1 year	NA	NA
	Records containing summaries and analyses of data on registration of students on programmes.	Current academic year + 5 years	NA	NA
5.5 Student Admission and Registration/Enrolment				
Student admission (successful)	Records documenting the registration of individual students on programmes.	Termination of student relationship + 6 years	<u>1980 c.58 Limitation Act 1980</u> ESF rules	Student data starting from 2014-2020 may have been match funded with ESF funds and so must follow the ESF retention requirements. This includes retaining original

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
				invoices, delivery evidence, management information returns and all other documents necessary to verify the services in relation to this contact until at least 31 December 2034. See also 8.6.
Domestic student admission (unsuccessful)	The activities involved in admitting students to the institution, who were unsuccessful in their applications	End of academic year + 1 year	The Equality Act 2010	Minimum: Actions under discrimination legislation must usually be brought within 6 months.
Initial Assessment	Records documenting the initial assessment of Students.	Termination of student relationship + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Student Induction	Records documenting the design, conduct and review of induction programmes for new students.	Completion of induction programme + 5 years	NA	NA
	Records documenting the administration of induction programmes and events for new students.	Current academic year + 1 year	NA	NA
5.6 Student Record Administration				
Student Records Management	Records about the collection, maintenance, and use of personal information about students.	Superseded + 6 years minimum	<u>1980 c.58 Limitation Act 1980</u>	Archival value Policies to be kept permanently?
	Records containing full personal data on individual students.	Minimum required. Variable for different types of personal data. Recommended maximum retention: End of 'registered student' relationship with institution + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Financial Support	Records of administration of Student Financial and employment support.	Current + 6 Years	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Individual Student Record Analysis	Records containing standard analyses of data from individual students' records.	Current academic year + 5 years	NA	Review for archival value.
	Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request + 1 year	NA	NA
	Records documenting the handling of individual students'/ employers requests for statements of results/transcripts.	Last action on request + 1 year	NA	NA
Destinations	First Destination Surveys: individual responses.	Completion of analysis of responses	NA	NA
5.7 Student Progress and Assessment Administration				
Student Progress	Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.	Termination of relationship with student + 6 years	<u>1980 c.58 Limitation Act 1980</u>	May be included in Student record 5.6 above
Student Withdrawals	Records documenting the withdrawal of individual students from the institution.	Termination of relationship with student + 6 years	<u>1980 c.58 Limitation Act 1980</u>	May be included in Student record 5.6 above
	Records documenting the termination of individual students' programmes.	Termination of student relationship + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Assessment and Exams	Records documenting the development and establishment of the institution's assessment and examination rules and procedures.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the selection, appointment and training of external examiners.	Termination of appointment + 1 year	NA	NA
	Records documenting the control of examination papers and examination scripts.	Current academic year + 1 year	NA	NA
	Records documenting the timetabling of examinations.	Current academic year + 1 year	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
Special Exam Arrangements	Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Current academic year + 1 year	NA	NA
Assessed Work	Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	Current academic year + 1 year (Minimum)	NA	May have to be held longer as part of continuous assessment process or record retained if part of disciplinary/plagiarism case
	Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.	Completion of student's programme + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Arrangements for Assessments and examinations.	Current year + 6 years		Consider implications of 1998 c.29. (Data Protection Act)
	Pass/Qualification/Awards lists.	Completion of Programme + 6 years	NA	
	FE student assessed work	Current year + 3 years	-	
	HE student assessed work	5 years	<u>Office for Students Quality and Standards Conditions</u>	Where possible, a provider is expected to retain records of student assessments in an anonymised form by removing students' personal data from the records. However, in doing so, it should ensure that removal of students' personal data would not limit the OfS's ability to assess the provider's compliance with condition B4, including by ensuring that all of the work of an

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
				individual student can be identified from the records.
5.8 Student Discipline				
Student Conduct Management	Policies and Procedures for disciplinary proceedings against students.	Superseded +6 Years	<u>1980 c.58 Limitation Act 1980</u>	Should be considered for permanent retention
	Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
5.9 Student Support and Welfare Management				
Student Support Strategy	Records documenting the development and establishment of the institution's student support services strategy.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's student support services management policies.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the development of the institution's student support services management procedures.	Superseded + 5 years	NA	Review for archival value. Detail may be included in the Student Handbook
	Records documenting the development of procedures for the operation, management and development of a student support service.	Superseded + 3 years	NA	NA
	Records documenting the development and establishment of service standards for a student support service.	Superseded + 1 year	NA	NA
	Records documenting the conduct and results of independent reviews of service quality, and the responses to the results.	Current year + 5 years	NA	Review for archival value.
Student Welfare	Records documenting the provision of Welfare/Advice Services to individual students.	Current year +6 years	<u>1980 c.58 Limitation Act 1980</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Student Counselling Services.	Current year +2	NA	Confidential
	Student Health Services.	Medical Records permanent	NA	Confidential
	Records relating to the provision of Sports and Recreational facilities.	Current Year +3	NA	NA
Careers and IAG	Records Relating to Careers Advice.	Duration of enrolment +3 years	<u>1975 c.65 Sex Discrimination Act 1975</u> <u>1995 c.50 Disability Discrimination Act 1995</u>	NA
Student Accommodation Management	Records relating to the provision of Student Accommodation.	Current + 6 Years	<u>1980 c.58 Limitation Act 1980</u>	Policies and development of properties will be found in 4.1 above
	Records relating to Learning Support for Students with specific needs.	Current + 7 Years	<u>1995 c.50 Disability Discrimination Act 1995</u>	NA
	Records documenting the handling of user/customer complaints about a student support service.	Last action on complaint + 6 years	1908c.58	NA
	Chaplaincy Services.	Permanent	NA	NA
Safeguarding	Student Safeguarding records.	Until student's 75th birthday	NA	The Independent Inquiry into Child Sexual Abuse (IICSA) recommends retaining records related to child sexual abuse for a minimum of 75 years.
Student Support Funds	The activities involved in managing and administering the allocation of financial aid funds available to the institution's students.	End of financial year + 6 years	Limitation Act 1980 c. 58 s 5	Destroy
	The activities involved in managing and administering the	End of financial year + 6 years	Limitation Act 1980 c. 58 s 5	Destroy

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	award of bursaries available to the institution's students.			
5.10 Student Liaison				
Student Liaison	Records relating to Meetings of Staff /Student Bodies.	Permanent	NA	Publish under FOI?
Student Surveys	Records documenting the design and conduct of surveys of Student satisfaction.	Completion of survey + 3 years	NA	NA
	Results of user/customer surveys: individual responses.	Completion of analysis of survey responses	NA	NA
	Results of student surveys: summaries and analyses of responses.	Completion of survey + 3 years	NA	Publish under FOI?
5.11 Student Complaint Handling				
Complaints	Records documenting policies and procedures for handling student complaints.	permanent	NA	Archival
	Records documenting the handling of formal complaints made by individual students against the institution.	Last action on case + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	NA	May include informal complaints about harassment, bullying or discrimination, dealt with as a matter if internal discipline in the first instance
5.12 Student Associations and Unions				
Student Union	Records relating to the operation and activities of the Students Union, and other clubs, associations and non-academic activities organised by students.	Permanent	Education Act 1994 (1994 c. 30), s. 22(2)	
	The activities involved in providing funding for the institution's students' union.	End of the financial year + 1 year	NA	Review for archival purposes

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
6.0 Information Services				
6.1 Information Resources Management				
Information Management and Data Protection	Records documenting the development and establishment of the institution's information resources management strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's information resources management policies and procedures.	Superseded + 5 years	NA	Review for archival value.
ICO Notification	Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	Expiry of notification + 6 years	<u>1980 c.58 Limitation Act 1980</u> <u>2018 c.12 Data Protection Act 2018</u>	NA
DSARs	Records documenting the handling of requests for access to personal information held by the institution under the Data Protection Act 2018.	Last action on request + 6 years	<u>1980 c.58 Limitation Act 1980</u> <u>2018 c.12 Data Protection Act 2018</u>	NA
	Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under the Data Protection Act 2018.	Current year + 10 years	NA	NA
Freedom of Information (FOI)	Records documenting the development and maintenance of the institution's Publication Scheme, as required by the Freedom of Information Acts.	Completion of revision of Publication Scheme + 5 years	<u>2000 Freedom of Information Act 2000</u>	Subject to revision and direction from the Information Commissioners
	Records documenting the handling of requests for access to information held by the institution under the Freedom of Information Acts.	Last action on request + 6 years	<u>1980 c.58 Limitation Act 1980</u>	Subject to revision and direction from the Information Commissioners
	Records containing (anonymised) management statistics, analyses and reports of requests for access	Current year + 10 years	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	to information held by the institution under the Freedom of Information Acts.			
	Records documenting applications for permission to copy material outside the scope of the Higher Education Licence Agreement, and the results.	Last action on application + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
Copyright Compliance	Records documenting routine monitoring of copying.	End of academic year + 6 years	<u>1988 c.48 Copyright Designs and Patents Act</u>	NA
	Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal and contractual provisions.	End of academic year + 6 years	<u>1988 c.48 Copyright Designs and Patents Act</u>	NA
	Records documenting the handling of requests from third parties to use material in which the institution owns the copyright.	Last action on request + 5 years	<u>1988 c.48 Copyright Designs and Patents Act</u>	NA
	Records documenting classification and indexing schemes for business and other records.	Superseded + 5 years	NA	NA
Control and Storage of Records/Records Retention	Records documenting the monitoring and control of the storage of records.	Current year + 1 year	NA	NA
	Final versions of Records Retention Schedules.	Life of institution	NA	NA
	Records documenting authorisation for the disposal of redundant business records.	Life of records + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the transfer of records to the institution's archives, where this is required by established Records Retention Schedules.	Completion of transfer + 1 year	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records documenting the development and establishment of the selection criteria for records to be preserved as archives.	Life of archives	NA	NA
	Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.	Life of records	NA	NA
6.2 Intellectual Property Management				
Intellectual Property	Records documenting the development and establishment of the institution's intellectual property management strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's intellectual property management policies and procedures.	Superseded + 5 years	NA	Review for archival value.
Patents and Trademarks	Original patent documents.	Life of patent	NA	Review for archival value.
	Records documenting the assignment of institutional patents to third parties.	Termination of assignment + 6 years OR Life of patent + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting the licensing of institutional patents to third parties.	Termination of license + 6 years OR Life of patent + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Records documenting administration of patent licensing agreements and collection of fees.	Termination of licence + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA
	Original trademark documents.	Life of Trademark	NA	Review for archival value.
6.3 Information and Communications Systems Management See also 3.11, 4.3				
Data Storage	Records documenting the management of system data storage, including the operation of	Current year + 1 year	NA	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	routine data backup, archiving and deletion routines.			
	Records documenting user requests to recover data from backup or archive stores, and action taken.	Last action on request + 3 months	NA	NA
	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence	NA	NA
	Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years	NA	See also 4.3
	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	NA	NA
	Records governing the policies for availability and conditions of use of computing facilities.	Life of Policy+6 years	NA	Review all policies for archive
7.0 Teaching and Learning				
7.1 Course Information				
Course Information	Records detailing information available about current courses, programmes, facilities for students	Superseded +2 years	NA	Master copy of material to retained for Archive
7.2 Institutional Teaching Policies and Procedures				
Teaching and Learning Strategy	Records documenting the development and establishment of the institution's teaching and learning strategy.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's teaching and learning policies.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's teaching and learning procedures.	Superseded + 5 years	NA	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
7.3 Teaching Quality Assurance and Monitoring				
Quality Assurance	Records documenting the development of the institution's internal quality assurance processes.	While current	NA	Review for archival value.
	Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results.	Current academic year + 5 years	NA	Review for archival value.
	Records documenting the conduct and results of external reviews and audits of teaching quality and standards.	Next Review completed + 5 years	NA	Review for archival value.
7.4 Development and Execution of Programmes and Courses				
Programmes of Study/Course Information	Records documenting the development of the institution's programmes.	Superseded + 10 years	NA	Review for archival value.
	Records documenting the conduct and results of formal reviews of the institution's programmes and courses and responses to the results.	Current academic year + 10 years	NA	Review for archival value.
	Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	Life of programme	NA	NA
Student Numbers	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 5 years	NA	NA
	Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	NA	NA
	Records documenting the development of the institution's courses.	Life of course + 10 years	NA	Review for archival value.

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
7.5 Course Administration				
Timetabling	Timetabling of Courses	Current year + 1 year	NA	NA
Class groups	Assignment of students to classes/groups	Current year + 1 year	NA	NA
Assignments	Course Assignment Registers	Current year + 1 year	NA	NA
8.0 External Relations				
8.1 Government and Regulator Relations				
Information to Regulators	Records containing information that institutions are legally obliged to provide to the funding Bodies	Permanent	Department for Education, Office for Students (England)	Should be reviewed for archive
	Reports/returns made to standards bodies, professional bodies, other government departments.	Permanent	NA	Should be reviewed for archive
	Records dealing with the management of relationships with regulatory bodies	Current Year +6	1908c.58	NA
Inspection Reports	Inspection Reports	Permanent	OFSTED	Should be reviewed for archive
8.2 Institutional Relations				
Stakeholder Relations	Records documenting the development and establishment of the institution's stakeholder relations strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's stakeholder relations management policies.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the institution's general communications with other institutions, other educational institutions, professional associations and bodies.	Current year + 5 years	NA	Review for archival value.
Partnerships	Records relating to cooperative partnerships	End of partnership + 6 years	<u>1980 c.58 Limitation Act 1980</u>	NA

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
8.3 Community Relations				
Community Relations	Records documenting the development and establishment of the institution's community relations strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the development and establishment of the institution's community relations management policies.	Superseded + 5 years	NA	Review for archival value.
	Records documenting enquiries from members of the community and the responses provided.	Last action of enquiry + 2 years	<u>2000 Freedom of Information Act 2000</u>	To be treated as an FOI request
Events management (one-off events)	Records documenting the organisation and administration of local community events.	Completion of event + 6 years	Limitation Act 1980 c. 58 s 5	The activities involved in organising events for specific stakeholder groups.
8.4 Marketing and Recruitment				
Marketing	Records documenting the development and establishment of the institution's marketing policy.	Superseded + 5 years	NA	Review for archival value.
Corporate Identity and Brand Management	Design and control of the institution's corporate identity	Superseded	NA	Review for archival value.
	Identification and exploitation of promotional opportunities	Superseded + 5 years	NA	NA
	Student Recruitment information and materials	Current+5 years	NA	Review for archival value.
Market research	The activities involved in carrying out market research.	Date created + 3 years	NA	Destroy / Anonymise and compile for trend reporting over time
Marketing campaign management	Planning and execution of Marketing Campaigns and impact assessment	Date last modified + 6 years	NA	Review for archival value.
Advertising management	The activities involved in advertising the institution's	End of academic year + 6 years	NA	

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	programmes, facilities and services.			
8.5 Public Relations				
Public Relations and Media	Records documenting the development and establishment of the institution's public relations policies.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the institution's media contacts.	Superseded	NA	NA
Media monitoring	The activities involved in monitoring media coverage of the institution.	End of academic year + 6 years	NA	Review for archival value.
Communications Management (external)	Records documenting the planning and organisation of media briefings.	Last action on briefing + 1 year	NA	NA
	Transcripts of media briefings and Interviews	Last action on briefing + 5 years	NA	NA
	Press Releases	Issue + 5 years	NA	Review for archival value.
	Records documenting the monitoring and analysis of media coverage of the institution.	Creation + 5 years	NA	Review for archival value.
Website development and content management	Design and Management of WWW sites	Creation + 6 years	NA	Review for archival value.
8.6 Fundraising/Grants				
Fundraising	Records documenting the formulation of plans for the implementation of the institution's fundraising strategy.	Superseded + 5 years	NA	Review for archival value.
	Records documenting the design, conduct and summary results of fundraising campaigns.	Last action on campaign + 6 years	NA	Destroy

Summary Description	Description	Retention	Legal Reference (UK)	Notes/Comments
	Records containing details of individual responses to fundraising campaigns.	End of financial year + 6 years	Retention must comply with the provisions of 1998 c.29	The activities involved in receiving donations[i] to the institution, and in managing the institution's formal relationships with donors.
ESF	Records relating to funds administered under the European Social Fund	31 December 2034 at the earliest	<u>1980 c.58 Limitation Act 1980</u> ESF Rules	See also 5.5
8.7 Alumni Relations				
Alumni Relations	Records documenting the development and establishment of the institution's alumni relations management policies.	Superseded + 5 years	NA	Review for archival value.
	Records containing personal data on individual alumni.	While current (or likely to be current)	NA	Retention must comply with the provisions of 1998 c.29
	Summary (anonymised) statistical records of alumni.	Current year + 10 years	NA	Review for archival value.
	Records documenting the design, planning and production of official alumni communications.	Issue of communication + 1 year	NA	NA
	Results of alumni surveys: summaries and analyses of responses	Completion of survey + 3 years	NA	Review for archival value.
	Records documenting the organisation and administration of institutional events for alumni.	Completion of event + 1 year	NA	NA