

DOCUMENT DETAILS

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Summary	The purpose of this document is to set out the policy for data retention and disposal

DOCUMENT CONTROL

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1. INTRODUCTION

The College recognises that the efficient management of its records is necessary, to support its core functions, to comply with legal and regulatory obligations and to contribute to the effective overall management of the institution. This policy provides the framework through which the effective management of information can be achieved and audited.

2. SCOPE

This policy applies to all records created, received or maintained by staff of the College in the course of carrying out their corporate functions. The definition of staff includes all staff, volunteers and Governors of Nottingham College, all other parties under contract.

3. DEFINITIONS

Records are defined as all documents (paper or electronic), which facilitate the business carried out by the College and which are thereafter retained for a set period to provide evidence of its transactions or activities. These documents may be created, received or maintained in hard copy or electronically.

This policy applies to all information recorded, regardless of medium, which is created, collated, processed, used and retained (for set periods) in the course of College activities. This includes, but is not limited to, paper, electronic, digital and audio visual records.

4. POLICY STATEMENT

The College will work within this policy framework to:

- Create and capture relevant information pertaining to its activities to enable processing , provide evidence and demonstrate accountability in all its functions
- Maintain securely, and preserve access to those records for as long as they are required to enable the College to deliver its services within the constraints of operational and legislative requirements
- Confidentially destroy records when they are no longer required, consistent with operational and legislative requirements

The policy will be realised through the following:

- A retention schedule covering all areas of the College business
- An documented archive policy supported by relevant operational procedures
- A disposal procedure for destroying records so they are disposed of in a consistent manner, by authorised confidential shredding supported by records of disposal

5. COLLEGE POLICIES AND LEGISLATIVE CONNECTIONS

The following Policies and guidance are relevant to personal information.

- Social Media Policy
- Freedom of Information Policy
- Information Security Policy
- Archiving Policy
- Data Privacy Impact Assessment guidance
- Disciplinary Policy
- Equality and Diversity Policy
- Safeguarding Policy
- Legionella Policy
- CPD Policy

The College will adhere to its obligations under the Regulation relevant to the use and monitoring of electronic communications, which are predominantly:

- the Regulation of Investigatory Powers Act 2000;
- the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000;
- the Communications Act 2003;
- Data Protection Act 2018; and General Data Protection Regulation
- the Human Rights Act 1998;
- the Defamation Act 1996,
- the Equality Act 2010
- the Safeguarding Vulnerable Groups Act 2006.
- The Privacy and Electronic Communications (E.C. Directive) Regulations 2003

6. APPENDICES

Appendix 1: Specific details surrounding the retention of documents in relation to European Regional Development Fund (ERDF) and the European Social Fund (ESF) projects

Appendix 2: Data Retention and Disposal Schedule

APPENDIX 1: SPECIFIC DETAILS SURROUNDING THE RETENTION OF DOCUMENTS IN RELATION TO EUROPEAN REGIONAL DEVELOPMENT FUND (ERDF) AND THE EUROPEAN SOCIAL FUND (ESF) PROJECTS.

The Contractor and its sub-contractors shall maintain original invoices; management information returns and all other documents necessary to verify the Services in relation to this Contract for 6 years from the end of the financial year in which the last payment is made. The Contractor will be required to retain all documents necessary to verify the Services provided by itself or by its sub-contractors. Documents to support claims must be retained for a minimum of three years after the European Commission has made its final payment. For the 2007-13 ESF Programme this is expected to be until at least 31 December 2022 and for the 2014-20 ESF Programme until at least 31 December 2030

APPENDIX 2 DATA RETENTION AND DISPOSAL SCHEDULE

Governance / Corporate Management	
Legal Framework	
Records documenting the establishment and development of the institution's legal framework.	Life of institution
Governance Structure	
Records documenting the establishment and development of the institution's governance structure.	Life of institution
Governing Body	
Records documenting the appointment of members of the institution's governing body.	Termination of appointment +6 yrs
Records documenting the provision of training and development for members of the institution's governing body.	Current yr +3 yrs
Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies.	Termination of appointment +6 yrs
Records documenting the organisation of meetings of the institution's governing body.	Current yr +1 yr
Records documenting the conduct and proceedings of meetings of the institution's governing body.	Current yr +50 yrs
Management of Executive Committees	
Records documenting the development and establishment of terms of reference for the institution's executive committees.	Life of committee
Records documenting the provision of training and development for members of the institution's executive committees.	Current yr +3 yrs
Records documenting the organisation of meetings of the institution's executive committees.	Current yr +1 yr
Records documenting the conduct and proceedings of meetings of the institution's executive committees.	Current yr +50 yrs
Appointment of Senior Officers	
Records documenting the appointment and designation of the institution's senior officers.	Appointment Termination + 5 yrs
Strategic Planning & Performance	
Records documenting the development of the institution's policies on strategic planning and performance management.	Superseded + 10 yrs
Records documenting the development of the institution's overall strategic plan.	Superseded + 10 yrs

Records containing reports on the institution's performance against its strategic plan.	Current academic yr +10 yrs
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 yr + 5 yrs
Organisational Strategy, Development and Performance	
Records documenting the development of the institution's organisational development strategy.	Superseded + 5 yrs
Records documenting the development of plans for the implementation of the institution's organisational development strategy.	Superseded + 5 yrs
Records documenting the conduct and results of audits and reviews of the organisational development function, and responses to the results.	Superseded + 5 yrs
Records documenting the development of the institution's organisational development procedures.	Superseded + 3 yrs
Records documenting the management of individual organisational restructuring processes.	Completion of process +5 yrs
Contingency /Risk Planning and Management	
Records documenting the development and testing of the institution's risk management strategy.	Current yr +10 yrs
Records documenting the development and establishment of the institution's risk management strategy.	Superseded + 5 yrs
Records documenting the development and establishment of the institution's risk management procedures.	Superseded + 3 yrs
Records documenting the conduct and results of audits and reviews of the risk management function, and responses to the results.	Current yr +5 yrs
Records documenting identified risks to the institution and assessments of those risks.	Superseded +1 yr
Quality Management	
Records documenting the development and establishment of the institution's overall quality management policies.	Superseded + 5 yrs
Records documenting the development of the institution's quality management procedures.	Superseded + 3 yrs
Records documenting the conduct and results of quality audits, and action taken to address issues raised.	Completion of audit +3 yrs
Records documenting the attainment and maintenance of the institution's accreditation	Termination of accreditation +1 yr

under established independent quality management schemes.	
Complaints System and Procedures.	6 years
Public Complaints.	6+ years
Competitor Monitoring	
Records of the strategies, activities, and performance of the Institution's competitors	current yr +2 yrs
Audit	
Records documenting the institution's audit strategy.	Superseded + 5 yrs
Records documenting the development and establishment of the institution's audit policies.	Superseded + 5 yrs
Records documenting the development of the institution's audit procedures.	Superseded + 3 yrs
Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit +5 yrs
Legal Matters	
Records documenting the development and establishment of the institution's policies on legal affairs and the acquisition/provision of legal services.	Superseded + 5 yrs
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 yrs
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 yrs
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 yrs OR Withdrawal of claim +6 yrs
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

Financial Resources	
Financial Planning, Policies and Procedures	
Records documenting the formulation of plans for the implementation of the institution's finance strategy.	Superseded + 6 yrs
Records containing data on, and analyses of, performance against the plans for the implementation of the institution's finance strategy.	Current financial yr +1 yr
Records containing reports of performance against the plans for the implementation of the institution's finance strategy.	Current financial yr +6 yrs
Records documenting the conduct and results of audits and reviews of the finance management function, and responses to the results.	Current financial yr +6 yrs
Records documenting the development and establishment of the institution's finance management policies.	Superseded + 6 yrs
Records documenting the development of the institution's finance management procedures.	Superseded + 6 yrs
Financial Audit	
Records documenting the conduct and results of financial audits, and action taken to address issues raised.	Last action on audit +6 yrs
Financial and Management Accounting	
Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial yr +6 yrs
Records documenting the receipt and payment of purchase invoices.	Current financial yr +6 yrs
Records documenting the payment and/or reimbursement of employees' expenses.	Current financial yr +6 yrs
Records documenting the payment of honoraria to third parties. * * Unless honoraria are administered through the payroll.	Current financial yr +6 yrs
Records documenting the payment of expenses to third parties (e.g. honorary appointees).	Current financial yr +6 yrs
Records documenting the handling of petty cash.	Current financial yr +6 yrs
Records documenting the receipt and processing of students' fees.	Current financial yr +6 yrs
Records documenting the preparation of annual accounts.	Current financial yr +6 yrs
Annual Accounts.	Current financial yr +6 yrs
Records documenting analyses of the internal deployment of the institution's financial resources.	Current financial yr +1 yr

Records documenting the preparation of the institution's statutory accounts.	Current financial yr +6 yrs
Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Current financial yr +1 yr
Records documenting the preparation and filing of the institution's tax returns.	Current tax yr +6 yrs
Funding	
Records documenting the administration of annual funding allocations from the appropriate statutory funding body.	Current financial yr +10 yrs
ESF Project Funding.	Funding Period +6 yrs
Budgeting	
Records documenting the preparation of annual operating budgets.	Current financial +1 yr
Payroll and Pensions	
Records documenting employees' authorisation for non-statutory payroll deductions.	Termination of employment + 7 years
Records documenting calculation and payment of payroll payments to employees.	Termination of employment + 7 years
Records documenting the operation of the Statutory Sick Pay scheme.	Termination of employment + 7 years
Records documenting the operation of the Statutory Maternity Pay scheme.	Termination of employment + 7 years
Records documenting payments of the institution's employers' contributions to pensions schemes for its employees.	Termination of employment + 75 yrs
Records documenting payments of the institution's employees' contributions to pension schemes.	Termination of employment + 75 yrs
Cash, Investments and Assets	
Records documenting the opening, closure and routine administration of bank accounts.	Closure of account +6 yrs
Records documenting standing orders, direct debits etc.	Life of instruction +6 yrs
Records documenting routine bank account deposits / withdrawals / transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial yr +6 yrs
Records documenting the purchase / sale of investments.	Current financial yr (of transaction) +6 yrs
Records documenting the overall management of the institution's financial investment portfolio.	Divestment +6 yrs
Records documenting the value of the institution's capital assets.	Current financial yr +6 yrs
Records documenting decisions (and authorisations) to dispose of capital assets.	Current financial yr (of disposal) +6 yrs

Procurement	
Records documenting the formulation of plans for the implementation of the institution's procurement strategy.	Superseded +5 yrs
Records documenting the development and establishment of the institution's procurement policies.	Superseded +5 yrs
Records documenting the development of the institution's procurement procedures.	Superseded +3 yrs
Records documenting supplier evaluation criteria.	Superseded +5 yrs
Records documenting invitations to prospective suppliers to apply for approval.	Expiry of invitation OR Rejection of application + 6 months OR Completion of approval
Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers.	Termination of approval
Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers.	Rejection + 1 yr
Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers.	Award of supply contract + 1 yr
Records documenting Invitations to Tender and tender evaluation criteria.	Termination of supply contract awarded +6 yrs
Records documenting the issue of Invitations to Tender and handling of incoming tenders.	Award of supply contract +1 yr
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 +1 yr
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 yrs
Contract award report (as required by the Regulations cited).	Termination of supply contract awarded +6 yrs
Statistical reports to HM Treasury on contracts awarded (as required by the regulations cited).	Current yr +3 yrs
Records documenting variations to contracts (e.g. revisions, extensions).	Termination of contract +6 yrs
Records documenting the monitoring of supplier performance and action taken regarding under-performance.	Termination of contract +6 yrs
Records documenting purchasing authorisation limits.	Superseded +1 yr

Records documenting internal authorisation for procurement.	Current financial yr +1 yr
Purchase Orders.	Current financial yr +6 yrs
Goods Received Notes / Goods Inwards Notes.	Current financial yr +6 yrs
Insurance	
Records documenting the development and establishment of the institution's insurance management policies.	Superseded +5 yrs
Records documenting the development of the institution's insurance management procedures.	Superseded +3 yrs
Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance.	Commencement of policy +40 yrs OR Renewal of policy +40 yrs
Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance.	Expiry of policy +6 yrs
Records documenting claims made under insurance policies.	Settlement of claim +6 yrs OR Withdrawal of claim +6 yrs

Human Resource	
Human Resources Strategy and Planning	
Records documenting the development of the institution's Human Resources strategy.	Superseded +10 yrs
Records documenting the formulation of plans for the implementation of the institution's Human Resources strategy.	Superseded +10 yrs
Records containing data on, and analyses of, performance against the plans for the implementation of the institution's Human Resources strategy.	Current yr +1 yr
Records containing reports of performance against the plans for the implementation of the institution's Human Resources strategy.	Current yr +10 yrs
Records documenting the conduct and results of audits and reviews of the Human Resources management function, and responses to the results.	Current yr +10 yrs
Records documenting the development and establishment of the institution's Human Resources management policies.	Superseded +10 yrs
Records documenting the development of the institution's Human Resources management procedures.	Superseded +10 yrs
Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.	Current yr +3 yrs
Records documenting management succession plans.	Superseded +5 yrs
Records documenting the development and evaluation of job specifications.	Superseded +5 yrs
Recruitment	
Records documenting internal authorisation for recruitment.	Current yr +1 yr
Records documenting the advertising of vacancies.	Appointment Completion +6 months
Records documenting enquiries about vacancies and requests for application forms.	Completion of appointment
Records documenting the handling of applications for vacancies: unsuccessful applications.	Appointment Completion +6 months
Records documenting the handling of applications for vacancies: successful applications.	Termination of employment +7 yrs

Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses.	Current yr +5 yrs
Records containing management analyses of recruitment effectiveness e.g. use of advertising media.	Current yr +5 yr
Records documenting the handling of unsolicited applications for employment.	Last action on application +1 yr
Induction, Training and Development	
Records documenting the development, overall delivery and assessment of induction programmes for new employees. For records documenting individual employees' induction programmes, see Employee Contract Management.	Termination +7 yrs
Records documenting the administration of induction programmes.	Completion or termination of programme +1 yr
Records containing summary information on workforce training and development needs. For records documenting individual employees' training and development needs, see Employee Contract Management.	Current yr +5 yrs
Records documenting the development of training and development programmes to meet defined needs.	Completion of programme +5 yrs
Records containing individual feedback on training and development programmes.	Current yr + 1 yr for reporting purposes
Records documenting (anonymised) workforce feedback on training and development programmes.	Current yr +5 yrs
Records documenting management analyses of the impact of training and development programmes.	Current yr +5 yrs
Performance and Reward	
Records documenting the development of workforce performance assessment systems.	Life of system +5 yrs
Records containing summary (anonymised) results of employees' performance assessments.	Current yr +3 yrs
Records documenting management analyses of the impact of workforce performance assessment systems.	Current yr +5 yrs
Records documenting the development of the institution's remuneration structure.	Lifetime of structure + 10yrs
Records documenting pay reviews.	Current yr +6 yrs
Records documenting special reward schemes e.g. Merit Reviews.	Termination of scheme +6 yrs
Workforce Welfare	

Records documenting the development of workforce welfare schemes and services e.g. counselling services.	Current yr +5 yrs
Records documenting the monitoring of hours worked by employees, as required by the Regulations cited.	Length of employment +7yrs
Workforce Relations	
Records documenting the design of workforce surveys and consultations.	Completion of survey +5 yrs
Records containing (identifiable) individual responses to workforce surveys and consultations.	Completion of analysis
Records containing summary (anonymised) results of workforce surveys and consultations.	Completion of survey +5 yrs
Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome.	Termination of employment +7 yrs
Contracts/Conditions of Employment	
Records documenting an employee's initial application for employment with the institution.	Termination of employment +7 yrs
Supporting documentation (e.g. references) for an employee's initial application for employment with the institution. For records documenting pre-employment health screening, see Health & Safety Management, Employee Health Surveillance.	Termination of employment +7 yrs
Records documenting an employee's subsequent applications for other jobs within the institution.	Termination of relationship +7 yrs
Records documenting an employee's contract(s) of employment with the institution.	Termination of employment +7 yrs
Records documenting changes to an employee's terms and conditions of employment.	Termination of employment +7 yrs
Records documenting the job descriptions of positions held by an employee within the institution.	Termination of employment +7 yrs
Records documenting induction programmes attended by an employee.	Termination of employment +7 yrs
Records documenting an employee's identified training and development needs, and the action taken to meet these needs.	Completion of actions +7 yrs
Records documenting job-specific statutory/regulatory training requirements for an employee, and the training provided to meet these requirements.	Expiry of certification +6 yrs OR Superseded +6 yrs
Records documenting routine assessments of an employee's performance, and any consequent action taken.	Termination of employment +7 yrs

Records documenting disciplinary proceedings against an employee, where employment continues.	Termination of employment +7 yrs
Records documenting disciplinary proceedings against an employee, where employment does not continue.	Termination of employment +7 yrs
Records documenting an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	Termination of employment +7 yrs
Records relating to the administration of an employee's contractual holiday entitlement.	Termination of employment +7 yrs
Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.	Termination of employment +7 yrs
Records documenting an employee's absence due to sickness.	Termination of employment +40 yrs
Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Completion of entitlement +7 yrs
Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Current tax yr +7 yrs
Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts).	Termination of employment +6 months
Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment.	Termination of employment +40 yrs
Records documenting major injuries to an employee arising from accidents in the workplace.	Termination of employment +40 yrs
Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Termination of employment +7 yrs
Records documenting references provided in confidence in support of an employee's application(s) for employment by another organisation.	Termination of employment = 7 yrs for existing staff Provision of reference +1 year for leavers
Pensions	
Records documenting the institution's relationships with pension schemes to which all or part of its workforce belong.	Termination of relationship +7 yrs
Records documenting routine communications with the pension schemes. For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	Current yr +7 yrs
Trades Unions/Industrial Relations	

Records documenting institutional recognition/derecognition of trades unions.	Derecognition +6 yrs
Records documenting agreements with trades unions.	Termination of agreement +10 yrs
Records documenting routine communications with trade union representatives, including minutes of meetings.	Current yr +20 yrs
Records documenting consultations/negotiations with trades unions on specific issues.	Last action on issue +20 yrs

Physical Resources	
Estates Management	
Records documenting the development and establishment of the institution's estate strategy.	Superseded +10 yrs
Records documenting the conduct and results of audits and reviews of the estate management function, and responses to the results.	Current yr +10 yrs
Records documenting the development and establishment of the institution's estate management policies.	Superseded +10 yrs
Records documenting the acquisition of ownership of properties.	Ownership of property
Deeds and certificates of title for properties owned by the institution.	Ownership of property
Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations +6 yrs
Records documenting the acquisition of use of properties by lease or rental. Note: For retention of formal legal agreements, see Legal Affairs Management - Contracts & Agreements Management.	Disposal of property +6 yrs
Records documenting the development of properties.	Ownership of property
Records documenting the restoration of contaminated land.	Ownership of land
Records documenting inspection, maintenance and repair of properties.	Completion of work +2 yrs
Records documenting the history of major maintenance works on properties.	Ownership of property
Records documenting inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land.	Review of assessment
Records documenting the removal of hazardous materials from properties.	Removal of material +5 yrs
Records documenting the disposal of properties.	Disposal of property +6 yrs
Fire Risk Assessments	To be confirmed
Records documenting the conduct and results of security inspections of properties, and action taken to address issues raised.	Completion of subsequent inspections
Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Creation +2 yrs
CCTV Recordings.	Creation +1 Month
Records of security passes issued to visitors.	Expiry of pass +1 yr

Records of security passes issued to employees, other staff and students.	Expiry of pass +1 yr
Records documenting the conduct of routine security surveillance of properties.	Creation +1 Month
Records documenting security breaches or incidents, and action taken.	Last action on incident +1 yr
Records documenting leasing-out arrangements for properties.	Termination of lease +6 yrs
Records documenting the specification of requirements for facilities.	Next fit-out +1 yr
Records documenting the carrying out of interior decoration and fitting-out works.	Next fit-out +1 yr
Records documenting the conduct and results of inspections of facilities, and action taken to address issues raised.	Completion of subsequent inspection
Records documenting the carrying out of repairs to interior decoration, fixtures and fittings.	Current yr +1 yr
Records documenting the conduct and results of inspections of facilities by enforcing authorities, and action taken to address issues raised.	Completion of subsequent inspection
Records documenting plans for the relocation of facilities within buildings or to other buildings.	Completion of relocation +10 yrs
Records documenting the physical relocation of facilities.	Completion of relocation +2 yrs
Equipment and Consumables Management	
Records documenting the formulation of plans for the implementation of the institution's equipment and consumables management strategy.	Superseded +5 yrs
Records documenting the development and establishment of the institution's equipment and consumables management policies.	Superseded +5 yrs
Records documenting the development of the institution's equipment and consumables management procedures.	Superseded +3 yrs
Records documenting the development of specifications for, and the selection of, equipment/consumables: major items.	Life of item +6 yrs
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 yrs
Records documenting the development of specifications for, and the selection of, equipment/consumables: other items.	Life of item
Records documenting routine stocktaking and stock checking.	Current yr +1 yr

Records documenting the movement of stock into and from storage.	Current yr +1 yr
Records documenting the installation of equipment/consumables: major items.	Decommissioning removal +6 yrs
Records documenting the installation of equipment/consumables: items which are safety critical or associated with hazardous operations.	Decommissioning removal +40 yrs
Records documenting the installation of equipment/consumables: other items.	Decommissioning removal +1 yr
Reports of pre-commissioning examinations of lifting equipment, as required by the Regulations cited.	Decommissioning
Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited.	Issue of report +2 yrs
Reports of post-installation examinations of lifting equipment, as required by the Regulations cited.	Decommissioning
Records documenting the inspection and testing of equipment/consumables.	Completion of subsequent inspection record OR Disposal of item +1 yr
Records documenting the inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations.	Disposal of item +5 yrs
Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.	Date of action +5 yrs
Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos.	Creation +5 yrs
Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited.	Completion of subsequent inspection record
Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited.	Completion of subsequent report OR Issue of report +2 yrs, whichever is the longer
Records documenting the maintenance of equipment / consumables: major items.	Decommissioning removal +6 yrs
Records documenting the maintenance of equipment / consumables: items which are safety critical or are associated with hazardous operations.	Decommissioning removal +40 yrs
Records documenting the maintenance of equipment / consumables provided to control exposure to asbestos.	Creation +5 yrs
Records documenting the maintenance of equipment provided to meet the requirements of the Control of Asbestos at Work Regulations 2002.	Creation +5 yrs

Records documenting authorisation for the disposal of equipment / consumables, and the evaluation of alternative methods of disposal.	Disposal of item +1 yr
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 yrs
Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: other items.	Disposal of item +1 yr
Records documenting the transfer of ownership of equipment / consumables.	Disposal of item +1 yr
ICT Systems Management	
Records documenting the development and establishment of the institution's ICT systems strategy.	Superseded +5 yrs
Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic yr +5 yrs
Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results.	Current academic yr +5 yrs
Records documenting the development and establishment of the institution's ICT systems management policies.	Superseded +5 yrs
Records documenting the development of the institution's ICT systems management procedures.	Superseded +3 yrs
Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system +5 yrs
Records documenting the initial development of ICT systems which are not implemented.	Last action on development +5 yrs
Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project +5 yrs
Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Current yr +1 yr
Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault +1 yr
Records documenting user requests to recover data from backup or archive stores, and action taken.	Last action on request +3months

Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current yr +1 yr
Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence
Records documenting the security arrangements for ICT systems.	Decommissioning of system +5 yrs
Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account +1 yr
Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current yr +1 yr
Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident +1 yr
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 yr
Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	Return of equipment +3 months
Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment +1 yr
Records documenting the development of technical and application training for ICT system users.	Superseded +1 yr
Records documenting user requests for technical and application support, and assistance provided.	Last action on request +1 yr
Records governing the policies for availability and conditions of use of computing facilities	Life of policy +6yrs
Email	
Emails between current staff members that do not need to be maintained as part of an audit trail.	1 yr since last relevant communication
Emails forming a record relevant to any other process listed in this schedule.	A maximum of 5 years – if a message is required for longer than this a copy should be saved elsewhere
Student leavers' email accounts	Students' accounts should be archived on leaving and deleted from the system 6 months later
Health and Safety	
Records documenting the development and establishment of the institution's health and safety management strategy.	Superseded +50 yrs
Records documenting the conduct and results of audits and reviews of the health and safety	Current yr +10 yrs

management function, and responses to the results.	
Records documenting the development and establishment of the institution's health and safety management policies.	Superseded +50 yrs
Records documenting the development of the institution's health and safety management procedures.	Superseded +50 yrs
Records documenting the conduct and results of health and safety audits, and action taken to address issued raised.	Completion of audit +5 yrs
Records documenting notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations 1977.	Termination of appointment +1 yr
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 yr +5 yrs
Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	Current yr +50 yrs
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 yrs
Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	Termination of membership +1 yr
Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	Current yr +50 yrs
Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996.	Termination of appointment +1 yr
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 yr +50 yrs

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.	To be confirmed
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 yr +5 yrs
Records documenting the provision of information, instruction and training for employees, students and others on health and safety in the institution's premises. For role-specific training for fire wardens and first-aiders, see Health & Safety Emergency Planning.	Current yr +5 yrs
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 yrs
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 yrs OR Updating of risk assessment +5 yrs
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 yrs
Records documenting hazardous substances present / in use.	Updated +40 yrs
List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations).	Last entry + 40 yrs
Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording +40 yrs
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 yrs OR Review of assessment +5 yrs
Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health.	Date of examination

Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure.	Date of action +5 yrs
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 yrs
Records documenting the conduct and results of risk assessments of work which exposes employees to lead.	Elimination of asbestos +5 yrs OR Review of assessment +5 yrs
Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead.	Date of examination / test / repair +5 yrs
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 yrs
Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring +5 yrs
Health surveillance records of identifiable individual employees who are exposed to lead.	Date of last entry on record +40 yrs
Records documenting assessments to determine the presence of asbestos.	Elimination of asbestos +5 yrs OR Review of assessment +5 yrs
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 yrs
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 yrs
Records documenting written plans of work (as defined in the Regulations) for undertaking work with asbestos.	Duration of work to which assessment relates Recommended: Completion of all work to which the plan relates +5 yrs
Records documenting notifications of work with asbestos to the enforcing authorities.	Duration of work
Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires health records to be kept for individual employees under Regulation 21.	Date of monitoring +40 yrs
Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring +5 yrs

Health surveillance records of identifiable individual employees who are exposed to asbestos.	Date of last entry on record +40 yrs
Certificates of medical examination of identifiable individual employees who are exposed to asbestos.	Date of certificate +40 yrs
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 yr +5 yrs
Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Date of recording +3 yrs
Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation +40 yrs
Reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	Date of notification +3 yrs
Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording +40 yrs
Records documenting pre-employment health screening of an employee.	Termination of employment +40 yrs
Health (surveillance) records of identifiable individual employees, other than those specified below.	Date of last surveillance action +40 yrs
Health (surveillance) records of identifiable individual employees who are exposed to substances hazardous to health, as defined by the Regulations cited.	Date of last entry on record +40 yrs
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 yrs
Health (surveillance) records of individual employees who are exposed to asbestos, as required by the Regulations cited.	Date of last entry on record +40 yrs
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 yrs
Records documenting the nomination/appointment of fire wardens.	Termination of appointment
Records documenting the provision of role-specific training for fire wardens.	Termination of appointment +5 yrs

Records documenting assessment of requirements for fire-fighting systems and equipment.	Review of assessment +5 yrs
Records documenting the appointment of official first aiders.	Termination of appointment
Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders.	Termination of appointment +5 yrs
Records documenting assessment of requirements for first aid facilities and equipment.	Re-assessment +5 yrs
Records documenting specifications for first aid facilities and equipment.	Superseded +5 yrs
Records documenting arrangements with external emergency service organisations.	Review of arrangements +5 yrs
Environmental Management	
Records documenting the development and establishment of the institution's environmental management strategy.	Superseded +10 yrs
Records documenting the conduct and results of audits and reviews of the environmental management function, and responses to the results.	Current academic yr +5 yrs
Records documenting the development and establishment of the institution's environmental management policies.	Superseded +10 yrs
Records documenting the development of the institution's environmental management procedures.	Superseded +10 yrs
Records documenting the conduct and results of environmental audits, and action taken to address issues raised.	Completion of audit +5 yrs
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 yrs OR Updating of risk assessment +5 yrs
Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.	Termination of accreditation +1 yr
Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.	Current yr +5 yrs
Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.	Last action on incident +40 yrs

Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.	Closure of investigation +40 yrs
Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities.	Date of notification +5 yrs
Records documenting routine monitoring of the institution's use and consumption of energy.	Current yr +5 yrs
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 yrs
Records documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal.	Removal of waste consignment +2 yrs
Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment +2 yrs
Records documenting the classification, collection and storage of 'special waste' prior to removal from the premises for disposal.	Removal of waste consignment +3 yrs
Register of 'special waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment +3 yrs
Internal Services	
Records documenting the development and establishment of the institution's internal services strategy.	Superseded +5 yrs
Records documenting the conduct and results of audits and reviews of the overall management of internal services, and the responses to the results.	Current yr +5 yrs
Records documenting the development and establishment of the institution's policies on the overall management and development of internal services.	Superseded +5 yrs
Records documenting the development of the institution's procedures for the overall management and development of internal services.	Superseded +3 yrs
Records documenting the planning of the management and operation of an internal service.	Current yr +3 yrs
Records documenting the conduct and results of audits and reviews of an internal service, and the responses to the results.	Current yr +3 yrs
Records documenting the development and establishment of policies on the operation,	Superseded +5 yrs

management and development of an internal service.	
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Student Administration and Support	
Course Information	
Records detailing the Structure and Content of each programme.	Master copy kept permanently
Records of Tuition and other course fees.	Length of course +6 yrs
Student Administration Development and Planning	
Records documenting the development and establishment of the institution's student administration strategy.	Superseded + 10 yrs
Records documenting the development and establishment of the institution's student administration policies.	Superseded + 10 yrs
Records documenting the development and establishment of the institution's student administration procedures.	Superseded + 10 yrs
Student Recruitment	
Records documenting the design, operation and summary results of student recruitment schemes.	Current academic yr +5 yrs OR Termination of scheme +5 yrs
Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year
Records documenting the handling of enquiries from prospective students.	Current academic yr +5 yrs
Records containing summaries and analyses of enquiry, recruitment and retention data.	Current academic yr +5 yrs
Student Admission Policies and Procedures	
Records documenting the development and establishment of the institution's admission criteria and policies.	Superseded + 10 yrs
Records documenting the handling of applications for admission: successful applications.	Student Relationship Termination +6 yrs
Records documenting the handling of applications for admission: unsuccessful applications.	Current academic yr +1 yr
Records documenting the administration of the clearing process.	Current academic yr +1 yr
Records containing data on overall student numbers.	Current academic yr +1 yr
Student Admission and Registration/Enrolment	
Records documenting the registration of individual students on programmes.	Student Relationship Termination +6 yrs
Records documenting the initial assessment of Students.	Student Relationship Termination +6 yrs
Records containing summaries and analyses of data on registration of students on programmes.	Current academic yr +5 yrs

Records documenting the design, conduct and review of induction programmes for new students.	Completion of induction +5 yrs
Records documenting the administration of induction programmes and events for new students.	Current academic yr +1 yr
Student Record Administration	
Records about the collection, maintenance, and use of personal information about students.	Superseded + 6 yrs minimum
Records containing full personal data on individual students.	End of 'registered' student relationship +6 yrs
Core student data.	Minimal record kept to provide references required for at least 10 yrs
Records of administration of Student Financial and employment support.	Current academic yr +6 yrs
Records containing standard analyses of data from individual students' records.	Current academic yr +5 yrs
Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request +1 yr
Records documenting the handling of individual students'/ employers requests for statements of results/transcripts.	Last action on request +1 yr
First Destination Surveys: individual responses.	Completion of analysis
Student Progress and Assessment Administration	
Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.	Student relationship termination +6 yrs
Records documenting the withdrawal of individual students from the institution.	Student relationship termination +6 yrs
Records documenting the termination of individual students' programmes.	Student relationship termination +6 yrs
Records documenting the development and establishment of the institution's assessment and examination rules and procedures.	Superseded +10 yrs
Records documenting the selection, appointment and training of external examiners.	Termination of appointment +1 yr
Records documenting the control of examination papers and examination scripts.	Current academic yr +1 yr
Records documenting the timetabling of examinations.	Current academic yr +1 yr
Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Current academic yr +1 yr
Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	Current academic yr +1 yr (minimum)

Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.	Completion of programme +6 yrs
Arrangements for Assessments and examinations.	Current yr +6 yrs
Pass/Qualification/Awards lists.	Completion of Programme +10 yrs
Student Discipline	
Policies and Procedures for disciplinary proceedings against students.	Superseded +6 yrs
Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case +6 yrs
Student Support and Welfare Management	
Records documenting the development and establishment of the institution's student support services strategy.	Superseded +10 yrs
Records documenting the development and establishment of the institution's student support services management policies.	Superseded +10 yrs
Records documenting the development of the institution's student support services management procedures.	Superseded +5 yrs
Records documenting the development of procedures for the operation, management and development of a student support service.	Superseded +3 yrs
Records documenting the development and establishment of service standards for a student support service.	Superseded +1 yr
Records documenting the conduct and results of independent reviews of service quality, and the responses to the results.	Current yr +5 yrs
Records documenting the provision of Welfare/Advice Services to individual students.	Current yr +6 yrs
Student Counselling Services.	Current yr +2 yrs
Student Health Services.	Medical Records permanent
Records relating to the provision of Sports and Recreational facilities.	Current yr +3 yrs
Records Relating to Careers Advice.	Duration of enrolment +3 yrs
Records relating to the provision of Student Accommodation.	Current yr +6 yrs
Records relating to Learning Support for Students with specific needs.	Current yr +7 yrs
Records documenting the handling of user/customer complaints about a student support service.	Last action on complaint +6 yrs
Chaplaincy Services.	permanent
Student Liaison	

Records relating to Meetings of Staff /Student Bodies.	permanent
Records documenting the design and conduct of surveys of Student satisfaction.	Survey completion +3 yrs
Results of user/customer surveys: individual responses.	Completion of analysis
Results of student surveys: summaries and analyses of responses.	Survey completion +3 yrs
Student Complaint Handling	
Records documenting policies and procedures for handling student complaints.	permanent
Records documenting the handling of formal complaints made by individual students against the institution.	Last action on case +6 yrs
Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint +3 yrs
Student Associations and Unions	
Records relating to the operation and activities of the Students Union, and other clubs, associations and non-academic activities organised by students.	permanent
Student Publications.	permanent

Information Services	
Information Resources Management	
Records documenting the development and establishment of the institution's information resources management strategy.	Superseded +5 yrs
Records documenting the development and establishment of the institution's information resources management policies.	Superseded +5 yrs
Records documenting the development of the institution's information resources management procedures.	Superseded +3 yrs
Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	Expiry of notification +6 yrs
Records documenting the handling of requests for access to personal information held by the institution under Data Protection Legislation.	Last action on request +6 yrs
Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under Data Protection Legislation.	Current yr +10 yrs
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 yrs
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 yrs
Records containing (anonymised) management statistics, analyses and reports of requests for access to information held by the institution under the Freedom of Information Acts.	Current yr +10 yrs
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 yrs
Records documenting routine monitoring of copying.	Current yr +1 yr
Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal and contractual provisions.	Last action on inspection +1 yr
Records documenting the handling of requests from third parties to use material in which the institution owns the copyright.	Last action on request +5 yrs

Records documenting classification and indexing schemes for business and other records.	Superseded +5 yrs
Records documenting the monitoring and control of the storage of records.	Current yr +1 yr
Final versions of Records Retention Schedules.	Life of institution
Records documenting authorisation for the disposal of redundant business records.	Life of records +6 yrs
Records documenting the transfer of records to the institution's archives, where this is required by established Records Retention Schedules.	Completion of transfer +1 yr
Records documenting the development and establishment of the selection criteria for records to be preserved as archives.	Life of archives
Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.	Life of records
Records of the administration of Archive Material.	
Records documenting authorisation for the disposal of de-accessioned records.	Life of archives
Records documenting the development and establishment of the institution's selection/acceptance criteria for collections and publications.	
Records documenting policies governing availability and access to Library Facilities.	Life of Policy+6 yrs
Intellectual Property Management	
Records documenting the development and establishment of the institution's intellectual property management strategy.	Superseded +5 yrs
Records documenting the development and establishment of the institution's intellectual property management policies.	Superseded +5 yrs
Records documenting the development and establishment of the institution's intellectual property management procedures.	Superseded +3 yrs
Original patent documents.	Life of patent
Records documenting the assignment of institutional patents to third parties.	Termination of assignment +6 yrs OR Life of patent +6 yrs
Records documenting the licensing of institutional patents to third parties.	Termination of license +6 yrs OR Life of patent +6 yrs
Records documenting administration of patent licensing agreements and collection of fees.	Termination of licence +6 yrs

Teaching and Learning	
Course Information	
Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students	Superseded +2 yrs
Institutional Teaching Policies and Procedures	
Records documenting the development and establishment of the institution's teaching strategy.	Superseded +10 yrs
Records documenting the development and establishment of the institution's teaching policies.	Superseded +10 yrs
Records documenting the development and establishment of the institution's teaching procedures.	Superseded +5 yrs
Records documenting the development of taught course assessment procedures.	Life of course
Final versions of taught course assessment procedures.	Life of course
Teaching Quality Assurance and Monitoring	
Records documenting the development of the institution's internal quality assurance processes.	While current
Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results.	Current academic yr +5 yrs
Records documenting the conduct and results of external reviews and audits of teaching quality and standards.	Next Review completed +5 yrs
Development and Execution of Programmes and Courses	
Records documenting the development of the institution's programmes.	Superseded +10 yrs
Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.	Current academic yr +5 yrs
Records documenting the conduct and results of formal reviews of the institution's programmes and courses and responses to the results.	Current academic yr +10 yrs
Records documenting the monitoring of programme developments in other FE institutions.	Current academic yr +1 yr
Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	Life of programme

Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic yr +5 yrs
Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Current academic yr +5 years OR Life of course +1 yr
Records documenting the development of the institution's courses.	Life of course +10 yrs
Final versions of taught course materials.	Life of course
Working papers documenting the planning and conduct of teaching events.	Current academic yr +1 yr
Internal and External Review of Courses	
Records containing data on, and analyses of, student numbers and other taught course statistics.	Current academic yr +5 yrs
Records documenting routine solicited feedback on taught courses from staff and examiners: individual feedback.	Current academic yr +5 years OR Life of course +1 yr
Records documenting routine solicited feedback on taught courses from students: individual feedback.	Completion of analysis
Records containing (anonymised) summaries and analyses of routine solicited feedback on taught courses from staff, examiners and students.	Current academic yr +5 years OR Life of course +1 yr
Records containing reports of routine internal reviews of taught courses.	Current academic yr +5 yrs
Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.	Current academic yr +5 yrs
Course Administration	
Timetabling of Courses	Current yr +1 yr
Assignment of students to classes/groups	Current yr +1 yr
Course Assignment Registers	Current yr +1 yr

External Relations	
Government and Regulator Relations	
Records containing information that institutions are legally obliged to provide to the funding Bodies	permanent
Inspection Reports	permanent
Reports>Returns made to standards bodies, professional bodies, other government departments.	permanent
Records dealing with the management of relationships with regulatory bodies	Current Yr +6 yrs
Monitoring of and participation in the development of policies which will affect the institution	permanent
Institutional Relations	
Records documenting the development and establishment of the institution's sector relations strategy.	Superseded +5 yrs
Records documenting the development and establishment of the institution's sector relations management policies.	Superseded +5 yrs
Records documenting the institution's general communications with other institutions, other educational institutions, professional associations and bodies.	Current Yr +5 yrs
Records documenting general enquiries from institutions and other bodies in the sector, the internal handling of these enquiries and the responses given.	Last action of enquiry +1 yr
Records relating to cooperative partnerships	end of partnership+6 yrs
Records documenting the establishment and maintenance of corporate or individual (institutionally-funded) membership of professional associations and other organisations in the sector.	Renewal & Termination of membership +1 yr
Records documenting the institution's official representation on committees of professional and other organisations in the sector.	Termination of membership of organisation
Community Relations	
Records documenting the development and establishment of the institution's community relations strategy.	Superseded +5 yrs
Records documenting the development and establishment of the institution's community relations management policies.	Superseded +5 yrs

Records documenting enquiries from members of the community and the responses provided.	Last action of enquiry +2 yrs
Records documenting complaints from members of the local community, the internal handling of these complaints and the responses provided.	Last action on complaint +6 yrs
Records documenting the organisation and administration of local community events.	Completion of event +1 yr
Marketing and Recruitment	
Records documenting the development and establishment of the institution's marketing policy.	Superseded +5 yrs
Design and control of the institution's corporate identity	permanent
Identification and exploitation of promotional opportunities	Superseded +5 yrs
Student Recruitment information and materials	Current +5 yrs
Planning and execution of Marketing Campaigns and impact assessment	permanent
Public Relations	
Records documenting the development and establishment of the institution's public relations policies.	Superseded +5 yrs
Records documenting the institution's media contacts.	Superseded
Records documenting the planning and organisation of media briefings.	Last action on briefing +1 yr
Transcripts of media briefings and Interviews	Last action on briefing +5 yrs
Press Releases	Issue +5 yrs
Records documenting the monitoring and analysis of media coverage of the institution.	Creation +5 yrs
Design and Management of WWW sites	permanent
Fundraising/Grants	
Records documenting the formulation of plans for the implementation of the institution's fundraising strategy.	Superseded +5 yrs
Records documenting the design, conduct and summary results of fundraising campaigns.	Last action on campaign +5 yrs
Records containing details of individual responses to fundraising campaigns.	Completion of analysis
Records relating to funds administered under the Knowledge Expansion Fund	Current Yr +6 yrs
Records relating to funds administered under the European Social Fund	Current Yr +6 yrs
Alumni Relations	

Records documenting the development and establishment of the institution's alumni relations management policies.	Superseded +5 yrs
Records containing personal data on individual alumni.	While current (or likely to be current)
Summary (anonymised) statistical records of alumni.	Current yr +10 yrs
Records documenting the design, planning and production of official alumni communications.	Issue of communication +1 yr
Results of alumni surveys: summaries and analyses of responses	Survey Completion +3 yrs
Records documenting the organisation and administration of institutional events for alumni.	Completion of event +1 yr
Nurseries	
Registration information	Date child leaves +1yr
Finance and audit information	7 yrs
Child accident and medication records	Date child leaves +3yrs
Child attendance records	Date child leaves +6yrs
Early years funding	Date child leaves +6yrs