

**Name of Policy**

**DATA PROTECTION POLICY**

**Purposes**

To ensure compliance with the law by ensuring that information is collected and used fairly, stored safely and not disclosed to any other person unlawfully.

**Author / Job Title**

Head of Technology and E-Learning

**Equality Assessment  
By Whom**

Head of Technology and E-Learning

**Date**

18 April 2016

**Version**

2

**Date of next review  
(month & year)**

04/2018

**Approved by**

	<b>Date</b>
Senior Manager ELT	04/05/16
SMT	
Corporation	

**Related policies or  
procedures or parent  
policy if applicable**

Data Protection Act 1998  
Freedom of Information Act 2000

**Groups/bodies  
consulted in the  
development of the  
policy**

**To be published on  
College website**

YES

## **DATA PROTECTION POLICY**

### **INTRODUCTION**

The College is required to hold certain information about its employees, students and other users to allow it to maintain its day to day operations eg monitoring performance, achievements, and health and safety. It is also necessary to process information so that staff can be recruited and paid, courses organised and legal obligations to funding bodies and government complied with. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, the College must comply with the Data Protection Principles which are set out in the Data Protection Act 1998 (the 1998 Act). In summary these state that personal data shall:

- be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose
- be adequate, relevant and not excessive for those purposes
- be accurate and kept up to date
- not be kept for longer than is necessary for that purpose
- be processed in accordance with the data subject's rights
- be kept safe from unauthorised access, accidental loss or destruction
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

The College and all staff or others who process or use any personal information must ensure that they follow these principles at all times. In order to ensure that this happens, the College has developed the Data Protection Policy.

### **STATUS OF THE POLICY**

This policy does not form part of the formal contract of employment, but it is a condition of employment that employees will abide by the rules and policies made by the College from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

Any member of staff, who considers that the policy has not been followed in respect of personal data about themselves, should raise the matter with the designated data controller initially. If the matter is not resolved it should be raised as a formal grievance.

### **NOTIFICATION OF DATA HELD AND PROCESSED**

All staff, students and other users are entitled to:

- know what information the College holds and processes about them and why
- know how to gain access to it
- know how to keep it up to date
- know what the College is doing to comply with its obligations under the 1998 Act.

The College will therefore provide all staff and students and other relevant users with a standard form of notification. This will state all types of data the College holds and processes about them, and the reasons for which it is processed. The College will try to do this at least once every three years.

## **RESPONSIBILITIES OF COLLEGE DATA CONTROLLER**

The College as a body corporate is the data controller under the Act, and the Corporation is therefore ultimately responsible for implementation. The College has three designated data controllers:

- for students: College Registrar
- for staff: Vice Principal: Finance and Resources
- for all others: The Head of Technology and E-Learning.

Any individual who requires further information or considers that the policy has not been followed in respect of their own personal data should raise the matter with the appropriate Designated Data Controller.

## **RESPONSIBILITIES OF THE COLLEGE DATA PROTECTION OFFICER**

The College Data Protection Officer is required to:

- work with the appropriate College Data Controller to ensure efficient subject access requests relating to personal data held by the College are completed
- advise the College Data Controller(s) and the Data Protection Co-ordinators on the interpretation of this policy and its associated Codes of Practice and to monitor compliance with the policy.
- audit annually the College's personal data processing activities to ensure that these are in accordance with the College's notification with the Information Commissioner
- organise regular training events and promote best practice to all staff.

## **RESPONSIBILITIES OF DATA PROTECTION CO-ORDINATORS**

Data Protection Co-ordinators will act in accordance with this policy and assist College Data Controllers and the College Data Protection Officer in keeping a log of data subject access requests. Data Protection Co-ordinators will also promote best practice in their respective areas.

Data Protection Co-ordinators will be present in (but not limited to) the following areas:

- Human Resources
- MIS
- Customer Services
- IT
- Finance
- Curriculum administrators.

## **RESPONSIBILITIES OF STAFF**

All staff are responsible for:

- checking that any information that they provide to the College in connection with their employment is accurate and up to date
- informing the College of any changes to information which they have provided, ie changes of address
- checking the information that the College will send out from time to time, giving details of information kept and processed about staff

- informing the College of any errors or changes. The College cannot be held responsible for any errors unless the staff member has formally informed the College in writing of them.

If and when, as part of their responsibilities, staff collect information about other people, (ie about students' course work, opinions about ability, references to other academic institutions, or details of personal circumstances), they must comply with the guidelines for staff, which are at [appendix 1](#).

## **DATA SECURITY**

All staff are responsible for ensuring that:

- any personal data which they hold is kept securely
- appropriate technical measures shall be taken to ensure that data stored on portable media is kept securely
- personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party.

Staff should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Personal information should be:

- kept in a locked filing cabinet; or
- in a locked drawer; or
- if it is computerised, be password protected or encrypted.

## **STUDENT OBLIGATIONS**

Students must ensure that all personal data provided to the College is accurate and up to date. They must ensure that changes of address, etc are notified to their class teacher.

Students who use the College computer facilities may, from time to time, process personal data. If they do, they must notify the data controller. Any student who requires further clarification about this should contact their personal tutor or class teacher.

## **RIGHTS TO ACCESS INFORMATION**

Staff, students and other users of the College have the right to access any personal data that is being kept about them either on computer or in certain files. Any person who wishes to exercise this right should complete the College '[Access to Information](#)' form and give it to the relevant data controller.

In order to gain access, an individual may wish to receive notification of the information currently being held. This request should be made in writing using the standard form attached.

The College will make a charge of £10 on each occasion that access is requested, although the College has discretion to waive this fee in exceptional circumstances.

The College aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 21 days unless there is good reason for

delay. In such cases, the reason for delay will be explained in writing to the data subject making the request.

## **PUBLICATION OF COLLEGE INFORMATION**

The College's internal telephone list will not be a public document.

Any individual who has good reason for wishing details in these lists or categories to remain confidential should contact the designated data controller.

The College has published a Freedom of Information Act 2000 Publication Scheme which provides full details of all documents available to the public. The Publication Scheme is freely available from the College website and the College Data Controller.

## **SUBJECT CONSENT**

In many cases, the College can only process personal data with the consent of the individual. In some cases, if the data is sensitive, express consent must be obtained. Agreement to the College processing some specified classes of personal data is a condition of acceptance of a student onto any course, and a condition of employment for staff. This includes information about previous criminal convictions.

Some jobs or courses will bring the applicants into contact with children, including young people under the age of 19 years. The College has a duty under the Children Act and other enactments to ensure that staff are suitable for the job, and students for the courses offered. The College also has a duty of care to all staff and students and must therefore make sure that employees and those who use the College facilities do not pose a threat or danger to other users. Prior to employment the College will seek Disclosure Barring Service checks for all staff in this category.

The College will also ask for information about particular health needs, such as allergies to particular forms of medication, or any conditions such as asthma or diabetes. The College will only use the information in the protection of the health and safety of the individual, but will need consent to process in the event of a medical emergency, for example.

All prospective staff and students will be asked to sign a Consent to Process statement, regarding particular types of information when an offer of employment or a course place is made. A refusal to sign such a form may result in the offer being withdrawn. The student consent to process statement is part of the College enrolment form and the staff consent to process statement forms part of the contract of employment.

## **PROCESSING SENSITIVE INFORMATION**

Sometimes it is necessary to process information about a person's health, criminal convictions, race and gender and family details. This may be to ensure the College is a safe place for everyone, or to operate other College policies, such as the Sick Pay Policy or Equality and Diversity Policy. Because this information is considered sensitive, and it is recognised that the processing of it may cause particular concern or distress to individuals, staff and students will be asked to give express consent for the College to do this. Offers of employment or course places may be withdrawn if an individual refuses to consent to this without good reason.

## **EXAMINATION MARKS**

Students will be entitled to information about their marks for both coursework and examinations. However, this may take longer than other information to provide.

### **TRANSFER OF DATA OUTSIDE THE EUROPEAN ECONOMIC AREA**

It is not the College policy to transfer data to countries outside of the European Economic Assessment Area (EEA). If any employee is planning to transfer sensitive personal data to areas outside the EEA they should first contact the College Data Controller.

### **RETENTION OF DATA**

The College will keep some forms of information for longer than others. Because of storage issues, documents containing data about students and staff cannot be held indefinitely, unless there are specific requests to do so.

A full list of information with retention times is available at [Appendix 3](#) to this Policy.

### **CONCLUSION**

Compliance with the 1998 Act is the responsibility of all members of the College. Any deliberate breach of the Data Protection Policy may lead to disciplinary action being taken, or access to College facilities being withdrawn, or even a criminal prosecution. Staff should be aware that they can be fined up to a maximum of £5,000 for a breach of the Act. Any questions or concerns about the interpretation or operation of this policy should be taken up with the Data Controller.

## APPENDIX 1 TO THE DATA PROTECTION POLICY

### STAFF GUIDELINES FOR DATA PROTECTION

- 1 All staff will process data about students on a regular basis, when marking registers, or College work, writing reports or references, or as part of a pastoral or academic supervisory role. The College will ensure through registration procedures, that all students give their consent to this sort of processing, and are notified of the categories of processing, as required by the 1998 Act. The information that staff deal with on a day-to-day basis will be 'standard' and will cover categories such as:
  - general personal details such as name and address
  - details about attendance, course work progress and marks and grades and associated comments
  - notes of personal supervision, including matters about behaviour and discipline.
  
- 2 Information about a student's physical or mental health, sexual life, political or religious views, trade union membership or ethnicity or race is sensitive and can only be collected or processed with the student's consent. If staff need to record this information, they should use the College standard form.

Eg: recording information about dietary needs, for religious or health reasons prior to taking students on a field trip, recording information that a student is pregnant, as part of pastoral duties.
  
- 3 All staff have a duty to make sure that they comply with the data protection principles, which are set out in the College Data Protection Policy. In particular, staff must ensure that the records are:
  - accurate
  - up to date
  - fair
  - kept and disposed of safely, and in accordance with the College Policy.
  
- 4 The College will designate staff in each area as 'authorised staff' (normally data protection co-ordinators). These staff are the only staff authorised, to hold or process data that is:
  - not standard data; or
  - sensitive data.

The only exception to this will be if a non-authorised staff member is satisfied that the processing of the data is necessary:

- in the best interests of the student or staff member, or a third person, or the College; and
- he or she has either informed the authorised person of this, or has been unable to do so and processing is urgent and necessary in all the circumstances.

This should only happen in very limited circumstances. Eg a student is injured and unconscious, but in need of medical attention, and a staff tutor tells the hospital that the student is pregnant or a Jehovah's Witness.

- 5 Authorised staff will be responsible for ensuring that all data is kept securely.
- 6 Staff must not disclose personal data to any student, unless for normal academic or pastoral purposes, without authorisation or agreement from the data controller, or in line with the College policy.
- 7 Staff shall not disclose personal data to any other staff member except with the authorisation or agreement of the designated data controller, or in line with College policy.
- 8 Before processing any personal data, all staff should consider the checklist.

#### **STAFF CHECKLIST FOR RECORDING DATA**

- Do you really need to record the information?
- Is the information 'standard' or is it 'sensitive'?
- If it is sensitive, do you have the data subject's express consent?
- Has the person been told that this type of data will be processed?
- Are you authorised to collect/store/process the data?
- If yes, have you checked with the data subject that the data is accurate?
- Are you sure that the data is secure?
- If you do not have the data subject's consent to process, are you satisfied that it is in the best interests of the student or the staff member to collect and retain the data?
- Have you reported the fact of data collection to the authorised person within the required time?



**MACCLESFIELD COLLEGE DATA PROTECTION POLICY**  
**SUBJECT ACCESS REQUEST FORM**



To:

The College Data Controller  
Macclesfield College  
Park Lane  
Macclesfield  
Cheshire SK11 8LF

I, .....(the data subject) wish to have access to either:

- 1      All the data that the College currently has about me, either as part of an automated system or part of a relevant filing system; or

OR

- 2      Data that the College has about me in the following categories:
- Academic marks or course work details
  - Academic or employment references
  - Disciplinary records
  - Health and medical matters
  - Political, religious or trade union information
  - Any statements of opinion about my abilities or performance
  - Personal details including name, address, date of birth etc.
  - Other information

(please tick as appropriate)

I enclose a cheque payable to Macclesfield College for £10 in payment of the subject access request fee. Alternatively I may pay by cash at College Reception when delivering this request form by hand.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Office Use Only:**

Receipt number: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 3 – Retention Schedule

Group Of Classes	Class No.	Description	Retention	Legal Reference (UK)	Examples	Notes/Comments
Governance/Corporate Management	1.1 Legal Framework	Records documenting the establishment and development of the institution's legal framework.	Life of institution	<a href="#">1992 c.37 Further and Higher Education (Scotland) Act 1992 c.37</a>	Articles of Government Charter, Act of Parliament	Archival
Governance/Corporate Management	1.2 Governance Structure	Records documenting the establishment and development of the institution's governance structure.	Life of institution	NA	NA	NA
Governance/Corporate Management	1.3 Governing Body	Records documenting the appointment of members of the institution's governing body.	Termination of appointment + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	Standing Orders for Appointments	Review for archival value.
Governance/Corporate Management	1.3 Governing Body	Records documenting the provision of training and development for members of the institution's governing body.	Current year + 3 years	NA	NA	NA
Governance/Corporate Management	1.3 Governing Body	Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies.	Termination of appointment + 6 years	NA	Codes of Conduct governing conflict of interest.	NA
Governance/Corporate Management	1.3 Governing Body	Records documenting the organisation of meetings of the institution's governing body.	Current year + 1 year	NA	NA	NA
Governance/Corporate Management	1.3 Governing Body	Records documenting the conduct and proceedings of meetings of the institution's governing body.	Current year + 50 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.4 Management of Executive Committees	Records documenting the development and establishment of terms of reference for the institution's executive committees.	Life of committee	NA	NA	Review for archival value.
Governance/Corporate Management	1.4 Management of Executive Committees	Records documenting the provision of training and development for members of the institution's executive committees.	Current year + 3 years	NA	NA	NA
Governance/Corporate Management	1.4 Management of Executive Committees	Records documenting the organisation of meetings of the institution's executive committees.	Current year + 1 year	NA	Notices of Meetings	NA

Governance/Corporate Management	1.4 Management of Executive Committees	Records documenting the conduct and proceedings of meetings of the institution's executive committees.	Current year + 50 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.5 Appointment of Senior Officers	Records documenting the appointment and designation of the institution's senior officers.	Termination of appointment + 5 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.6 Strategic Planning and Performance	Records documenting the development of the institution's policies on strategic planning and performance management.	Superseded + 10 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.6 Strategic Planning and Performance	Records documenting the development of the institution's overall strategic plan.	Superseded + 10 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.6 Strategic Planning and Performance	Records containing reports on the institution's performance against its strategic plan.	Current academic year + 10 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.6 Strategic Planning and Performance	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	Planning and implementation of measures to improve performance.	Review for archival value.
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	Records documenting the development of the institution's organisational development strategy.	Superseded + 5 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	Records documenting the development of plans for the implementation of the institution's organisational development strategy.	Superseded + 5 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	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	NA	Review for archival value.
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	Records documenting the development of the institution's organisational development procedures.	Superseded + 3 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	Records documenting the management of individual organisational restructuring	Completion of process + 5 years	NA	NA	Review for archival value.

		processes.				
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting the development and testing of the institution's risk management strategy.	Current Year+10	NA	NA	Review for archival value.
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting the development and establishment of the institution's risk management strategy.	Superseded + 5 years	NA	Contingency Plans/ Business Recovery Plans/ Disaster Plans	Review for archival value.
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting the development and establishment of the institution's risk management procedures.	Superseded + 3 years	NA	NA	NA
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting the conduct and results of audits and reviews of the risk management function, and responses to the results.	Current Year+5	NA	NA	Review for archival value.
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting identified risks to the institution and assessments of those risks.	Superseded + 1 year	NA	NA	NA
Governance/Corporate Management	1.9 Quality Management	Records documenting the development and establishment of the institution's overall quality management policies.	Superseded + 5 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.9 Quality Management	Records documenting the development of the institution's quality management procedures.	Superseded + 3 years	NA	NA	NA
Governance/Corporate Management	1.9 Quality Management	Records documenting the conduct and results of quality audits, and action taken to address issues raised.	Completion of audit + 3 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.9 Quality Management	Records documenting the attainment and maintenance of the institution's accreditation under established independent quality management schemes.	Termination of accreditation + 1 year	NA	NA	Review for archival value.
Governance/Corporate Management	1.9 Quality Management	Complaints System and Procedures.	5 years	NA	NA	NA

Governance/Corporate Management	1.9 Quality Management	Public Complaints.	3 years	NA	NA	Part of FOI/DP Monitoring
Governance/Corporate Management	1.10 Competitor Monitoring	Records of the strategies, activities, and performance of the Institution's competitors.	current year +2	NA	NA	A suggestion not a recommendation
Governance/Corporate Management	1.11 Audit	Records documenting the institution's audit strategy.	Superseded + 5 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.11 Audit	Records documenting the development and establishment of the institution's audit policies.	Superseded + 5 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.11 Audit	Records documenting the development of the institution's audit procedures.	Superseded + 3 years	NA	NA	NA
Governance/Corporate Management	1.11 Audit	Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit + 5 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.12 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 years	NA	NA	Review for archival value.
Governance/Corporate Management	1.12 Legal Matters	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	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	Review for archival value.
Governance/Corporate Management	1.12 Legal Matters	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	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	Review for archival value.
Governance/Corporate Management	1.12 Legal Matters	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	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	Review for archival value.

Governance/Corporate Management	1.12 Legal Matters	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	NA	Review for archival value.
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records documenting the formulation of plans for the implementation of the institution's finance strategy.	Superseded + 10 years	NA	NA	Review for archival value.
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records containing data on, and analyses of, performance against the plans for the implementation of the institution's finance strategy.	Current financial year + 1 year	NA	NA	NA
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records containing reports of performance against the plans for the implementation of the institution's finance strategy.	Current financial year + 10 years	NA	NA	NA
Financial Resources	2.1 Financial Planning, Policies and Procedures	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	NA	Review for archival value.
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records documenting the development and establishment of the institution's finance management policies.	Superseded + 10 years	NA	NA	Review for archival value.
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records documenting the development of the institution's finance management procedures.	Superseded + 10 years	NA	NA	NA
Financial Resources	2.2 Financial Audit	Records documenting the conduct and results of financial audits, and action taken to	Last action on audit + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA

		address issues raised.				
Financial Resources	2.3 Financial and Management Accounting	Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a> <a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">1994 c.23 Value Added Tax Act 1994</a> <a href="#">HMCE 700/21 * HM Customs &amp; Excise Notice 700/21: Keeping [VAT] records and accounts</a>	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the receipt and payment of purchase invoices.	Current financial year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a> <a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">1994 c.23 Value Added Tax Act 1994</a> <a href="#">HMCE 700/21</a>	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the payment and/or reimbursement of employees' expenses.	Current financial year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a> <a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the payment of expenses to third parties (e.g. honorary appointees).	Current financial year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a> <a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the handling of petty cash.	Current financial year + 6 years *	<a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">1994 c.23 Value Added Tax Act 1994</a>	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the receipt and processing of students' fees.	Current financial year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a> <a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the preparation of annual accounts.	Current financial year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a>	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Annual Accounts.	Current financial year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a>	NA	Review for archival value.

Financial Resources	2.3 Financial and Management Accounting	Records documenting analyses of the internal deployment of the institution's financial resources.	Current financial year + 1 year	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the preparation of the institution's statutory accounts.	Current financial year + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Current financial year + 1 year	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the preparation and filing of the institution's tax returns.	Current tax year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a>	NA	NA
Financial Resources	2.4 Funding	Records documenting the administration of annual funding allocations from the appropriate statutory funding body.	Current financial year + 10 years	NA	NA	NA
Financial Resources	2.4 Funding	ESF Project Funding.	Funding Period+ 6 years	ESF Rules	NA	NA
Financial Resources	2.5 Budgeting	Records documenting the preparation of annual operating budgets.	Current financial year + 1 year	NA	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting employees' authorisation for non-statutory payroll deductions.	Current tax year + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting calculation and payment of payroll payments to employees.	Current tax year + 3 years *  Recommended: Current tax year + 6 years	<a href="#">1970 c.9 Taxes Management Act 1970</a> <a href="#">1980 c.58 Limitation Act 1980</a>  <a href="#">S.I. 1993 / 744 * The Income Tax (Employments) Regulations 1993</a> <a href="#">S.I. 1999 / 584 * The National Minimum Wage Regulations 1998</a>	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting the operation of the Statutory Sick Pay scheme.	Current tax year + 3 years *	<a href="#">S.I. 1982 / 894 * The Statutory Sick Pay (General) Regulations 1982 (Amended by SI 989</a>	NA	NA



				<a href="#">2005)</a>		
Financial Resources	2.6 Payroll and Pensions	Records documenting the operation of the Statutory Maternity Pay scheme.	Current tax year + 3 years *	<a href="#">S.I. 1986 / 1960 * The Statutory Maternity Pay (General) Regulations 1986 (Amended by SI 729 2005)</a>	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting payments of the institution's employers' contributions to pensions schemes for its employees.	Termination of employment + 75 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting payments of the institution's employees' contributions to pension schemes.	Termination of employment + 75 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting the opening, closure and routine administration of bank accounts.	Closure of account + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting standing orders, direct debits etc.	Life of instruction + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting routine bank account deposits / withdrawals / transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting the purchase / sale of investments.	Current financial year (of transaction) + 6 years*	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a>	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting the overall management of the institution's financial investment portfolio.	Divestment + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting the value of the institution's capital assets.	Current financial year + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970</a>	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting decisions (and authorisations) to dispose of capital assets.	Current financial year (of disposal) + 6 years *	<a href="#">1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980</a>	NA	NA

Financial Resources	2.8 Procurement	Records documenting the formulation of plans for the implementation of the institution's procurement strategy.	Superseded + 5 years	NA	NA	Review for archival value.
Financial Resources	2.8 Procurement	Records documenting the development and establishment of the institution's procurement policies.	Superseded + 5 years	NA	NA	Review for archival value.
Financial Resources	2.8 Procurement	Records documenting the development of the institution's procurement procedures.	Superseded + 3 years	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting supplier evaluation criteria.	Superseded + 5 years	NA	NA	NA
Financial Resources	2.8 Procurement	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	NA
Financial Resources	2.8 Procurement	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers.	Termination of approval	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers.	Rejection + 1 year	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers.	Award of supply contract + 1 year	<a href="#">S.I. 1991 / 2680 The Public Works Contracts Regulations 1991</a> <a href="#">S.I. 1993 / 3228 The Public Services Contracts Regulations 1993</a> <a href="#">S.I. 1995 / 201 The Public Supply Contracts Regulations 1995</a>	NA	NA
Financial Resources	2.8 Procurement	Records documenting Invitations to Tender and	Termination of supply contract	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA

		tender evaluation criteria.	awarded + 6 years	<a href="#">S.I. 1991 / 2680 The Public Works Contracts Regulations 1991</a> <a href="#">S.I. 1993 / 3228 The Public Services Contracts Regulations 1993</a> <a href="#">S.I. 1995 / 201 The Public Supply Contracts Regulations 1995</a>		
Financial Resources	2.8 Procurement	Records documenting the issue of Invitations to Tender and handling of incoming tenders.	Award of supply contract + 1 year	<a href="#">S.I. 1991 / 2680 The Public Works Contracts Regulations 1991</a> <a href="#">S.I. 1993 / 3228 The Public Services Contracts Regulations 1993</a> <a href="#">S.I. 1995 / 201 The Public Supply Contracts Regulations 1995</a>	NA	NA
Financial Resources	2.8 Procurement	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 year	<a href="#">S.I. 1991 / 2680 The Public Works Contracts Regulations 1991</a> <a href="#">S.I. 1993 / 3228 The Public Services Contracts Regulations 1993</a> <a href="#">S.I. 1995 / 201 The Public Supply Contracts Regulations 1995</a>	NA	NA
Financial Resources	2.8 Procurement	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	<a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">S.I. 1991 / 2680 The Public Works Contracts Regulations 1991</a> <a href="#">S.I. 1993 / 3228 The Public Services Contracts Regulations 1993</a> <a href="#">S.I. 1995 / 201 The Public Supply</a>	NA	NA

				<a href="#">Contracts Regulations 1995</a>		
Financial Resources	2.8 Procurement	Contract award report (as required by the Regulations cited).	Termination of supply contract awarded + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">S.I. 1991 / 2680 The Public Works Contracts Regulations 1991</a> <a href="#">S.I. 1993 / 3228 The Public Services Contracts Regulations 1993</a> <a href="#">S.I. 1995 / 201 The Public Supply Contracts Regulations 1995</a>	NA	NA
Financial Resources	2.8 Procurement	Statistical reports to HM Treasury on contracts awarded (as required by the regulations cited).	Current year + 3 years	<a href="#">S.I. 1991 / 2680 The Public Works Contracts Regulations 1991</a> <a href="#">S.I. 1993 / 3228 The Public Services Contracts Regulations 1993</a> <a href="#">S.I. 1995 / 201 The Public Supply Contracts Regulations 1995</a>	NA	NA
Financial Resources	2.8 Procurement	Records documenting variations to contracts (e.g. revisions, extensions).	Termination of contract + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.8 Procurement	Records documenting the monitoring of supplier performance and action taken regarding under-performance.	Termination of contract + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.8 Procurement	Records documenting purchasing authorisation limits.	Superseded + 1 year	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting internal authorisation for procurement.	Current financial year + 1 year	NA	NA	NA
Financial Resources	2.8 Procurement	Purchase Orders.	Current financial year + 6 year *	<a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">HMCE 700/21 * HM Customs &amp; Excise Notice 700/21: Keeping [VAT] records and accounts</a>	NA	NA
Financial Resources	2.8 Procurement	Goods Received Notes / Goods	Current financial	<a href="#">1980 c.58 Limitation</a>	NA	NA

		Inwards Notes.	year + 6 year *	<a href="#">Act 1980 HMCE 700/21 * HM Customs &amp; Excise Notice 700/21: Keeping [VAT] records and accounts</a>		
Financial Resources	2.9 Insurance	Records documenting the development and establishment of the institution's insurance management policies.	Superseded + 5 years	NA	NA	Review for archival value.
Financial Resources	2.9 Insurance	Records documenting the development of the institution's insurance management procedures.	Superseded + 3 years	NA	NA	NA
Financial Resources	2.9 Insurance	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 *	<a href="#">1969 c.57 S.I. 1998 / 2573 * The Employers' Liability (Compulsory Insurance) Regulations 1998</a>	NA	NA
Financial Resources	2.9 Insurance	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance.	Expiry of policy + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Financial Resources	2.9 Insurance	Records documenting claims made under insurance policies.	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the development of the institution's personnel strategy.	Superseded + 10 years	NA	NA	Review for archival value.
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the formulation of plans for the implementation of the institution's personnel strategy.	Superseded + 10 years	NA	NA	Review for archival value.
Human Resources	3.1 Human Resources Strategy and Planning	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	NA

Human Resources	3.1 Human Resources Strategy and Planning	Records containing reports of performance against the plans for the implementation of the institution's personnel strategy.	Current year + 10 years	NA	NA	Review for archival value.
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the conduct and results of audits and reviews of the personnel management function, and responses to the results.	Current year + 10 years	NA	NA	Review for archival value.
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the development and establishment of the institution's personnel management policies.	Superseded + 10 years	NA	NA	Review for archival value.
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the development of the institution's personnel management procedures.	Superseded + 10 years	NA	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.	Current year + 3 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	Review for archival value.
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting management succession plans.	Superseded + 5 years	NA	NA	Review for archival value.
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the development and evaluation of job specifications.	Superseded + 5 years	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting internal authorisation for recruitment.	Current year + 1 year	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting the advertising of vacancies.	Completion of appointment + 6 months	<a href="#">1975 c.65 Sex Discrimination Act 1975</a> <a href="#">1976 c.74 Race Relations Act 1976</a> <a href="#">1995 c.50 Disability Discrimination Act 1995</a>	NA	NA
Human Resources	3.2 Recruitment	Records documenting enquiries about vacancies and requests for application forms.	Completion of appointment	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting the handling of applications for vacancies: unsuccessful applications.	Completion of appointment + 6 months	<a href="#">1975 c.65 Sex Discrimination Act 1975</a> <a href="#">1976 c.74 Race Relations Act 1976</a>	NA	NA

				<a href="#">1995 c.50 Disability Discrimination Act 1995</a>		
Human Resources	3.2 Recruitment	Records documenting the handling of applications for vacancies: successful applications.	Termination of employment + 6 years	<a href="#">1975 c.65 Sex Discrimination Act 1975</a> <a href="#">1976 c.74 Race Relations Act 1976</a> <a href="#">1995 c.50 Disability Discrimination Act 1995</a>	NA	see employee contracts
Human Resources	3.2 Recruitment	Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses.	Current year + 5 years	NA	NA	NA
Human Resources	3.2 Recruitment	Records containing management analyses of recruitment effectiveness e.g. use of advertising media.	Current year + 1 year	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting the handling of unsolicited applications for employment.	Last action on application + 1 year	NA	NA	NA
Human Resources	3.3 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.	Current year + 5 years	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records documenting the administration of induction programmes.	Completion of programme + 1 year OR Termination of programme + 1 year	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records containing summary information on workforce training and development needs. For records documenting individual employees' training and development needs, see Employee Contract Management.	Current year + 5 years	NA	NA	NA

Human Resources	3.3 Induction, Training and Development	Records documenting the development of training and development programmes to meet defined needs.	Completion of programme + 5 years	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records containing individual feedback on training and development programmes.	Completion of analysis of feedback	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records documenting (anonymised) workforce feedback on training and development programmes.	Current year + 5 years	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records documenting management analyses of the impact of training and development programmes.	Current year + 5 years	NA	NA	NA
Human Resources	3.4 Performance and Reward	Records documenting the development of workforce performance assessment systems.	Life of system + 5 years	NA	NA	Review for archival value.
Human Resources	3.4 Performance and Reward	Records containing summary (anonymised) results of employees' performance assessments.	Current year + 3 years	NA	NA	NA
Human Resources	3.4 Performance and Reward	Records documenting management analyses of the impact of workforce performance assessment systems.	Current year + 5 years	NA	NA	NA
Human Resources	3.4 Performance and Reward	Records documenting the development of the institution's remuneration structure.	Current year + 10 years	NA	NA	Review for archival value.
Human Resources	3.4 Performance and Reward	Records documenting pay reviews.	Current year + 5 years	NA	NA	Review for archival value.
Human Resources	3.4 Performance and Reward	Records documenting special reward schemes e.g. Merit Reviews.	Termination of scheme + 5 years	NA	NA	Review for archival value.
Human Resources	3.5 Workforce Welfare	Records documenting the development of workforce welfare schemes and services e.g. counselling services.	Current year + 5 years	NA	NA	Review for archival value.
Human Resources	3.5 Workforce Welfare	Records documenting the monitoring of hours worked by employees, as required by the Regulations cited.	Date of record + 2 years *	<a href="#">S.I. 1998 / 1833 *</a> <a href="#">The Working Time Regulations 1998</a>	NA	NA
Human Resources	3.6 Workforce Relations	Records documenting the design of workforce surveys and consultations.	Completion of survey + 5 years	NA	NA	Review for archival value.



Human Resources	3.6 Workforce Relations	Records containing (identifiable) individual responses to workforce surveys and consultations.	Completion of analysis of responses	NA	NA	NA
Human Resources	3.6 Workforce Relations	Records containing summary (anonymised) results of workforce surveys and consultations.	Completion of survey + 5 years	NA	NA	Review for archival value.
Human Resources	3.6 Workforce Relations	Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome.	Last action on case + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's initial application for employment with the institution.	Termination of employment + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	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.	Completion of appointment	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's subsequent applications for other jobs within the institution.	Termination of relationship with student + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	May be included in Student record 5.6 above
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's contract(s) of employment with the institution.	Termination of employment + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting changes to an employee's terms and conditions of employment.	Termination of employment + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting the job descriptions of positions held by an employee within the institution.	Duration of job + 1 year	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting induction programmes attended by an employee.	Completion of induction + 1 year	NA	NA	NA

Human Resources	3.7 Contracts/Conditions of Employment	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	NA
Human Resources	3.7 Contracts/Conditions of Employment	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	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting routine assessments of an employee's performance, and any consequent action taken.	Superseded + 3 years	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting disciplinary proceedings against an employee, where employment continues.	Closure of case + 6 years	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting disciplinary proceedings against an employee, where employment does not continue.	Closure of case + 6 years	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	Current year + 3 years current year +6 years	<a href="#">1970 c.41 Equal Pay Act 1970</a> <a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">S.I. 1999 / 584 *</a> <a href="#">The National Minimum Wage Regulations 1998</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records relating to the administration of an employee's contractual holiday entitlement.	Current Year+ 1	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.	Current year + 1 year	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's absence due to sickness.	Termination of employment + 40 years	<a href="#">1994 c.23 Value Added Tax Act 1994</a> <a href="#">IR CA30 Statutory Sick Pay Manual for employers CA30</a>	NA	NA

Human Resources	3.7 Contracts/Conditions of Employment	Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Completion of entitlement + 6 years	<a href="#">S.I. 1999 / 3312 The Maternity &amp; Parental Leave etc. Regulations 1999</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Current tax year + 3 years *	<a href="#">1992 c.4 Social Security Contributions &amp; Benefits Act 1992</a> <a href="#">S.I. 1986 / 1960 * The Statutory Maternity Pay (General) Regulations 1986 (Amended by SI 729 2005)</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts).	While current	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment.	Termination of employment + 40 years	<a href="#">S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002</a> <a href="#">S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</a> <a href="#">S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting major injuries to an employee arising from accidents in the workplace.	Termination of employment + 40 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Termination of employment + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting references provided in confidence in support of an employee's application(s) for employment by another	Provision of reference + 1 year	NA	NA	NA

		organisation.				
Human Resources	3.8 Pensions	Records documenting the institution's relationships with pension schemes to which all or part of its workforce belong.	Termination of relationship + 5 years	NA	NA	NA
Human Resources	3.8 Pensions	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	NA
Human Resources	3.8 Pensions	For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	NA	NA	NA	NA
Human Resources	3.9 Trades Unions/Industrial Relations	Records documenting institutional recognition/derecognition of trades unions.	Derecognition + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.9 Trades Unions/Industrial Relations	Records documenting agreements with trades unions.	Termination of agreement + 10 years	(Note: CIPD = Chartered Institute of Personnel & Development) <a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Human Resources	3.9 Trades Unions/Industrial Relations	Records documenting routine communications with trade union representatives, including minutes of meetings.	Current year + 20 years	NA	NA	Review for archival value.
Human Resources	3.9 Trades Unions/Industrial Relations	Records documenting consultations/negotiations with trades unions on specific issues.	Last action on issue + 20 years	NA	NA	Review for archival value.
Human Resources	3.10 Health and Safety (see 4.4)	(hyperlink to 4.4)	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the development and establishment of the institution's estate strategy.	Superseded + 10 years	NA	NA	Review for archival value.
Physical Resources	4.1 Estate Management	Records documenting the conduct and results of audits and reviews of the estate management function, and	Current year + 10 years	NA	NA	Review for archival value.

		responses to the results.				
Physical Resources	4.1 Estate Management	Records documenting the development and establishment of the institution's estate management policies.	Superseded + 10 years	NA	NA	Review for archival value.
Physical Resources	4.1 Estate Management	Records documenting the acquisition of ownership of properties.	Ownership of property	NA	NA	NA
Physical Resources	4.1 Estate Management	Deeds and certificates of title for properties owned by the institution.	Ownership of property	NA	NA	Transfer to new owner when property is disposed of
Physical Resources	4.1 Estate Management	Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Physical Resources	4.1 Estate Management	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 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the development of properties.	Ownership of property	NA	NA	Transfer to new owner when property is disposed of
Physical Resources	4.1 Estate Management	Records documenting the restoration of contaminated land.	Ownership of land	NA	NA	Transfer to new owner when property is disposed of
Physical Resources	4.1 Estate Management	Records documenting inspection, maintenance and repair of properties.	Completion of work + 2 years	<a href="#">S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</a>	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the history of major maintenance works on properties.	Ownership of property	NA	NA	Transfer to new owner when property is disposed of
Physical Resources	4.1 Estate Management	Records documenting inspections undertaken to assess whether asbestos is (or	Review of assessment *	<a href="#">S.I. 2002 / 2675 The Control of Asbestos at Work Regulations</a>	NA	NA

		is liable to be) present in a building or on land.		<a href="#">2002</a>		
Physical Resources	4.1 Estate Management	Records documenting the removal of hazardous materials from properties.	Removal of material + 5 years	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the disposal of properties.	Disposal of property + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Physical Resources	4.1 Estate Management	Fire Certificates.	Issue of new certificate	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised.	Completion of subsequent inspections	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Creation + 2 years	NA	NA	NA
Physical Resources	4.1 Estate Management	CCTV Recordings.	Creation +1 Month	NA	NA	Result of Risk Assessment and local advice
Physical Resources	4.1 Estate Management	Records of security passes issued to visitors.	Expiry of pass + 1 year	NA	NA	NA
Physical Resources	4.1 Estate Management	Records of security passes issued to employees, other staff and students.	Expiry of pass + 1 year	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the conduct of routine security surveillance of properties.	Creation +1 Month	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting security breaches or incidents, and action taken.	Last action on incident + 1 year	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting leasing-out arrangements for properties.	Termination of lease + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the specification of requirements for facilities.	Next fit-out + 1 year	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the carrying out of interior decoration and fitting-out works.	Next fit-out + 1 year	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the conduct and results of inspections of facilities, and action taken to address issues	Completion of subsequent inspection	NA	NA	NA

		raised.				
Physical Resources	4.1 Estate Management	Records documenting the carrying out of repairs to interior decoration, fixtures and fittings.	Current year + 1 year	NA	NA	NA
Physical Resources	4.1 Estate Management	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	NA	Longer retention periods may be required by enforcing authorities concerned with particular types of facilities
Physical Resources	4.1 Estate Management	Records documenting plans for the relocation of facilities within buildings or to other buildings.	Completion of relocation + 10 years	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the physical relocation of facilities.	Completion of relocation + 2 years	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the formulation of plans for the implementation of the institution's equipment and consumables management strategy.	Superseded + 5 years	NA	NA	Review for archival value.
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the development and establishment of the institution's equipment and consumables management policies.	Superseded + 5 years	NA	NA	Review for archival value.
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the development of the institution's equipment and consumables management procedures.	Superseded + 3 years	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the development of specifications for, and the selection of, equipment/consumables: major items.	Life of item + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA

Physical Resources	4.2 Equipment and Consumables Management	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	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the development of specifications for, and the selection of, equipment/consumables: other items.	Life of item	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting routine stocktaking and stock checking.	Current year + 1 year	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the movement of stock into and from storage.	Current year + 1 year	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the installation of equipment/consumables: major items.	Decommissioning removal + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the installation of equipment/consumables: items which are safety critical or associated with hazardous operations.	Decommissioning removal + 40 years	<a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</a>	NA	Potential long-term liability
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the installation of equipment/consumables: other items.	Decommissioning removal + 1 year	<a href="#">S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Reports of pre-commissioning examinations of lifting equipment, as required by the Regulations cited.	Decommissioning *	<a href="#">S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited.	Issue of report + 2 years *	<a href="#">S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Reports of post-installation examinations of lifting equipment, as required by the Regulations cited.	Decommissioning *	<a href="#">S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment</a>	NA	NA



				<a href="#">Regulations 1998</a>		
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the inspection and testing of equipment/consumables.	Completion of subsequent inspection record OR Disposal of item + 1 year	<a href="#">S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	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	<a href="#">S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.	Date of action + 5 years *	<a href="#">S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos.	Creation + 5 years *	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited.	Completion of subsequent inspection record *	<a href="#">S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	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	<a href="#">S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the maintenance of equipment / consumables: major items.	Decommissioning removal + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the maintenance of equipment / consumables: items which are safety critical or are associated with hazardous operations.	Decommissioning removal + 40 years	<a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">S.I. 1998 / 2306 The Provision and Use of Work Equipment</a>	NA	Potential long-term liability

				<a href="#">Regulations 1998</a>		
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the maintenance of equipment / consumables provided to control exposure to asbestos.	Creation + 5 years	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the maintenance of equipment provided to meet the requirements of the Control of Asbestos at Work Regulations 2002.	Creation + 5 years	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting authorisation for the disposal of equipment / consumables, and the evaluation of alternative methods of disposal.	Disposal of item + 1 year	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	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	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: other items.	Disposal of item + 1 year	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the transfer of ownership of equipment / consumables.	Disposal of item + 1 year	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the development and establishment of the institution's ICT systems strategy.	Superseded + 5 years	NA	NA	Review for archival value.
Physical Resources	4.3 ICT Systems Management	Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic year + 5 years	NA	NA	Review for archival value.
Physical Resources	4.3 ICT Systems Management	Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the	Current academic year + 5 years	NA	NA	Review for archival value.

		results.				
Physical Resources	4.3 ICT Systems Management	Records documenting the development and establishment of the institution's ICT systems management policies.	Superseded + 5 years	NA	NA	Review for archival value.
Physical Resources	4.3 ICT Systems Management	Records documenting the development of the institution's ICT systems management procedures.	Superseded + 3 years	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 5 years	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the initial development of ICT systems which are not implemented.	Last action on development + 5 years	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	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	NA
Physical Resources	4.3 ICT Systems Management	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	NA
Physical Resources	4.3 ICT Systems Management	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	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the security arrangements for ICT	Decommissioning of system + 5	NA	NA	NA

		systems.	years			
Physical Resources	4.3 ICT Systems Management	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	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	NA
Physical Resources	4.3 ICT Systems Management	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	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	NA
Physical Resources	4.3 ICT Systems Management	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	NA
Physical Resources	4.3 ICT Systems Management	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment + 1 year	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting user requests for technical and application support, and assistance provided.	Last action on request + 1 year	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the development and establishment of the institution's health and safety management strategy.	Superseded + 50 years	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a>	NA	Review for archival value.
Physical Resources	4.4 Health and Safety	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	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a>	NA	Review for archival value.

Physical Resources	4.4 Health and Safety	Records documenting the development and establishment of the institution's health and safety management policies.	Superseded + 50 years	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a>	NA	Review for archival value.
Physical Resources	4.4 Health and Safety	Records documenting the development of the institution's health and safety management procedures.	Superseded + 50 years	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of health and safety audits, and action taken to address issues raised.	Completion of audit + 5 years	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a>	NA	Review for archival value.
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 1977 / 500</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 1977 / 500</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 50 years	<a href="#">S.I. 1977 / 500</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 1977 / 500</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety	Termination of membership + 1 year	<a href="#">S.I. 1977 / 500</a>	NA	NA

		Committees Regulations 1977.				
Physical Resources	4.4 Health and Safety	Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 50 years	<a href="#">S.I. 1977 / 500</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996.	Termination of appointment + 1 year	<a href="#">S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996</a>	NA	NA
Physical Resources	4.4 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	<a href="#">S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</a>	NA	NA

For role-specific training for fire wardens and first-aiders, see Health & Safety Emergency Planning.

[S.I. 1989 / 1790 The Noise at Work Regulations 1989](#)  
[S.I. 1989 / 635 The Electricity at Work Regulations 1989](#)  
  
[S.I. 1989 / 682 The Health and Safety Information for Employees Regulations 1989](#)  
[S.I. 1992 / 2792 The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)  
[S.I. 1992 / 2793 The Manual Handling Operations Regulations 1992](#)  
[S.I. 1992 / 2932 The Provision and Use of Work Equipment Regulations 1992](#)  
[S.I. 1992 / 2966 The Personal Protective Equipment at Work Regulations 1992](#)  
[S.I. 1996 / 341 The Health & Safety \(Safety Signs and Signals\) Regulations 1996](#)  
[S.I. 1997 / 1840 The Fire Precautions \(Workplace\) Regulations 1997](#)  
[S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998](#)  
[S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999](#)

				<a href="#">S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002</a> <a href="#">S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</a> <a href="#">S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</a>		
Physical Resources	4.4 Health and Safety	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	<a href="#">1957 c.31 1974 c.37 Health and Safety at Work etc. Act 1974</a> <a href="#">S.I. 1999 / 3242 The Management of Health &amp; Safety at Work Regulations 1999</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 1989 / 1790 The Noise at Work Regulations 1989</a> <a href="#">S.I. 1992 / 2792 The Health and Safety (Display Screen Equipment) Regulations 1992</a> <a href="#">S.I. 1999 / 3242 The Management of Health &amp; Safety at Work Regulations 1999</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 1999 / 3242 The Management of Health &amp; Safety at Work Regulations 1999</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting hazardous substances present / in use.	Updated + 40 years	<a href="#">S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA



Physical Resources	4.4 Health and Safety	List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations).	Last entry + 40 years	<a href="#">S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years *	<a href="#">S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health.	Date of examination	<a href="#">S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure.	Date of action + 5 years *	<a href="#">S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	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 *	<a href="#">S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead.	Date of examination / test / repair + 5 years *	<a href="#">S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</a>	NA	NA

Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring + 5 years *	<a href="#">S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Health surveillance records of identifiable individual employees who are exposed to lead.	Date of last entry on record + 40 years *	<a href="#">S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting assessments to determine the presence of asbestos.	Elimination of asbestos + 5 years OR Review of assessment + 5 years	<a href="#">S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	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	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting notifications of work with asbestos to the enforcing	Duration of work	<a href="#">S.I. 2002 / 2675 The Control of Asbestos at Work Regulations</a>	NA	NA

		authorities.		<a href="#">2002</a>		
Physical Resources	4.4 Health and Safety	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires health records to be kept for individual employees under Regulation 21.	Date of monitoring + 40 years *	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring + 5 years *	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Health surveillance records of identifiable individual employees who are exposed to asbestos.	Date of last entry on record + 40 years *	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Certificates of medical examination of identifiable individual employees who are exposed to asbestos.	Date of certificate + 40 years *	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	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 + 5 years	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974 S.I. 1999 / 3242 The Management of Health &amp; Safety at Work Regulations 1999</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Date of recording + 3 years *	<a href="#">S.I. 1979 / 628 * Social Security (Claims and Payments) Regulations 1979 S.I. 1985 / 967 * Social Security (Industrial Injuries)(Prescribed Diseases) Regulations 1985 (Amended by SI 1938 1991)</a>	NA	NA

				<a href="#">S.I. 1995 / 3163 * The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995</a>		
Physical Resources	4.4 Health and Safety	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation + 40 years	NA	NA	Potential long-term liability
Physical Resources	4.4 Health and Safety	Reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	Date of notification + 3 years	<a href="#">S.I. 1995 / 3163 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years *	<a href="#">S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting pre-employment health screening of an employee.	Termination of employment + 40 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Physical Resources	4.4 Health and Safety	Health (surveillance) records of identifiable individual employees, other than those specified below.	Date of last surveillance action + 40 years	<a href="#">1980 c.58 Limitation Act 1980</a> <a href="#">S.I. 1999 / 3242 The Management of Health &amp; Safety at Work Regulations 1999</a>	NA	NA
Physical Resources	4.4 Health and Safety	Health (surveillance) records of identifiable individual employees who are exposed to substances hazardous to health, as defined by the Regulations cited.	Date of last entry on record + 40 years *	<a href="#">S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	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 *	<a href="#">S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Health (surveillance) records of individual employees who are exposed to asbestos, as required by the Regulations	Date of last entry on record + 40 years *	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA

		cited.				
Physical Resources	4.4 Health and Safety	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 *	<a href="#">S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the nomination/appointment of fire wardens.	Termination of appointment	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a> <a href="#">S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</a> <a href="#">S.I. 1999 / 3242 The Management of Health &amp; Safety at Work Regulations 1999</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the provision of role-specific training for fire wardens.	Termination of appointment + 5 years	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a> <a href="#">S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting assessment of requirements for fire-fighting systems and equipment.	Review of assessment + 5 years	<a href="#">S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the appointment of official first aiders.	Termination of appointment	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a> <a href="#">S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders.	Termination of appointment + 5 years	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a> <a href="#">S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting assessment of requirements for first aid facilities and	Re-assessment + 5 years	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a>	NA	NA

		equipment.		<a href="#">S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</a>		
Physical Resources	4.4 Health and Safety	Records documenting specifications for first aid facilities and equipment.	Superseded + 5 years	<a href="#">1974 c.37 Health and Safety at Work etc. Act 1974</a> <a href="#">S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</a>	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting arrangements with external emergency service organisations.	Review of arrangements + 5 years	<a href="#">S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</a> <a href="#">S.I. 1999 / 3242 The Management of Health &amp; Safety at Work Regulations 1999</a>	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the development and establishment of the institution's environmental management strategy.	Superseded + 10 years	NA	NA	Review for archival value.
Physical Resources	4.5 Environmental Management	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	NA	Review for archival value.
Physical Resources	4.5 Environmental Management	Records documenting the development and establishment of the institution's environmental management policies.	Superseded + 10 years	NA	NA	Review for archival value.
Physical Resources	4.5 Environmental Management	Records documenting the development of the institution's environmental management procedures.	Superseded + 10 years	NA	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the conduct and results of environmental audits, and action taken to address issues raised.	Completion of audit + 5 years	NA	NA	Review for archival value.

Physical Resources	4.5 Environmental Management	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	NA
Physical Resources	4.5 Environmental Management	Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.	Termination of accreditation + 1 year	NA	NA	Review for archival value.
Physical Resources	4.5 Environmental Management	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	NA	Review for archival value.
Physical Resources	4.5 Environmental Management	Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.	Last action on incident + 40 years	NA	NA	Potential long-term liability
Physical Resources	4.5 Environmental Management	Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.	Closure of investigation + 40 years	NA	NA	Potential long-term liability
Physical Resources	4.5 Environmental Management	Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities.	Date of notification + 5 years	NA	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting routine monitoring of the institution's use and consumption of energy.	Current year + 5 years	NA	NA	NA
Physical Resources	4.5 Environmental Management	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	NA
Physical Resources	4.5 Environmental Management	Records documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal.	Removal of waste consignment + 2 years	<a href="#">S.I. 1991 / 2839 Environmental Protection (Duty of Care) Regulations 1991</a>	NA	NA

Physical Resources	4.5 Environmental Management	Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment + 2 years *	<a href="#">S.I. 1991 / 2839 * Environmental Protection (Duty of Care) Regulations 1991</a>	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the classification, collection and storage of 'special waste' prior to removal from the premises for disposal.	Removal of waste consignment + 3 years	<a href="#">S.I. 1996 / 972 * The Special Waste Regulations 1996</a>	NA	NA
Physical Resources	4.5 Environmental Management	Register of 'special waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment + 3 years *	<a href="#">S.I. 1996 / 972 * The Special Waste Regulations 1996</a>	NA	NA
Physical Resources	4.6 Internal Services	Records documenting the development and establishment of the institution's internal services strategy.	Superseded + 5 years	NA	NA	Review for archival value.
Physical Resources	4.6 Internal Services	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	NA	Review for archival value.
Physical Resources	4.6 Internal Services	Records documenting the development and establishment of the institution's policies on the overall management and development of internal services.	Superseded + 5 years	NA	NA	Review for archival value.
Physical Resources	4.6 Internal Services	Records documenting the development of the institution's procedures for the overall management and development of internal services.	Superseded + 3 years	NA	NA	NA
Physical Resources	4.6 Internal Services	Records documenting the planning of the management and operation of an internal service.	Current year + 3 years	NA	NA	Review for archival value.
Physical Resources	4.6 Internal Services	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	NA	Review for archival value.



Physical Resources	4.6 Internal Services	Records documenting the development and establishment of policies on the operation, management and development of an internal service.	Superseded + 5 years	NA	NA	Review for archival value.
Student Administration and Support	5.1 Course Information	Records detailing the Structure and Content of each programme.	Master copy kept permanently	NA	Course Prospectuses, Qualifications offered	Archive
Student Administration and Support	5.1 Course Information	Records of Tuition and other course fees.	Length of course +6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	Treat as a contractual obligation
Student Administration and Support	5.2 Student Administration Development and Planning	Records documenting the development and establishment of the institution's student administration strategy.	Superseded + 10 years	NA	NA	Review for archival value.
Student Administration and Support	5.2 Student Administration Development and Planning	Records documenting the development and establishment of the institution's student administration policies.	Superseded + 10 years	NA	NA	Review for archival value.
Student Administration and Support	5.2 Student Administration Development and Planning	Records documenting the development and establishment of the institution's student administration procedures.	Superseded + 10 years	NA	NA	NA
Student Administration and Support	5.3 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	NA	Review for archival value.
Student Administration and Support	5.3 Student Recruitment	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year	NA	NA	NA
Student Administration and Support	5.3 Student Recruitment	Records documenting the handling of enquiries from prospective students.	Current academic year + 1 year	NA	NA	NA

Student Administration and Support	5.3 Student Recruitment	Records containing summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years	NA	Student qualifications on entry, Range of students classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC, Student Progression, retention and completion data, data on qualifications awarded, data on employment/training outcomes for graduates/students	Statistical Information recommended to be made available by the Cooke Report (2002)
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the development and establishment of the institution's admission criteria and policies.	Superseded + 10 years	NA	NA	Review for archival value.
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year	NA	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the administration of the clearing process.	Current academic year + 1 year	NA	NA	Appropriate for Colleges involved in degree level courses
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records containing data on overall student numbers.	Current academic year + 1 year	NA	NA	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the registration of individual students on programmes.	Termination of student relationship + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the initial assessment of Students.	Termination of student relationship + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	1.Student Qualifications on Entry 2. Key Skills Assessments 3.Care Student Assessments	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records containing summaries and analyses of data on registration of students on	Current academic year + 5 years	NA	NA	NA

		programmes.				
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the design, conduct and review of induction programmes for new students.	Completion of induction programme + 5 years	NA	IT Security Policies for Students, IT illegal/inappropriate Use, Disciplinary procedures Plagiarism/copyright, Financial/payments of Fees	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the administration of induction programmes and events for new students.	Current academic year + 1 year	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records about the collection, maintenance, and use of personal information about students.	Superseded + 6 years minimum	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	Archival value Policies to be kept permanently?
Student Administration and Support	5.6 Student Record Administration	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	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Student Administration and Support	5.6 Student Record Administration	Core student data.	This is the minimal record kept to provide references for former students required for at least 10 years	NA	NA	Life-long learner record will fall into this category. Ceases to be a personal record on death of student
Student Administration and Support	5.6 Student Record Administration	Records of administration of Student Financial and employment support.	Current + 6 Years	NA	New Deal Records. Modern Apprenticeship Records. Access Fund Applications. Individualised Student Record (ISRS). Individualised Learner Records	NA

Student Administration and Support	5.6 Student Record Administration	Records containing standard analyses of data from individual students' records.	Current academic year + 5 years	NA	NA	Review for archival value.
Student Administration and Support	5.6 Student Record Administration	Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request + 1 year	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records documenting the handling of individual students'/ employers requests for statements of results/transcripts.	Last action on request + 1 year	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	First Destination Surveys: individual responses.	Completion of analysis of responses	NA	NA	NA
Student Administration and Support	5.7 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.	Termination of relationship with student + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	May be included in Student record 5.6 above
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the withdrawal of individual students from the institution.	Termination of relationship with student + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	May be included in Student record 5.6 above
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the termination of individual students' programmes.	Termination of student relationship + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the development and establishment of the institution's assessment and examination rules and procedures.	Superseded + 10 years	NA	NA	Review for archival value.
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the selection, appointment and training of external examiners.	Termination of appointment + 1 year	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the control of examination papers and examination scripts.	Current academic year + 1 year	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the timetabling of examinations.	Current academic year + 1 year	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Current academic year + 1 year	NA	NA	NA
Student Administration	5.7 Student Progress and	Records documenting	Current academic	NA	NA	May have to be held

and Support	Assessment Administration	individual students' submission of assessed work and handling of reports of mitigating circumstances.	year + 1 year (Minimum)			longer as part of continuous assessment process or record retained if part of disciplinary/plagiarism case
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.	Completion of student's programme + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Arrangements for Assessments and examinations.	Current year + 6 years	CCM	1.Exam Timetables 2.Procedures 3.Regulations 4.Appeals Procedures	Consider implications of 1998 c.29.
Student Administration and Support	5.7 Student Progress and Assessment Administration	Pass/Qualification/Awards lists.	Completion of Programme+10 years	NA	NA	External certification may rely on examining body to maintain records e.g. RSA etc. Colleges should consider whether to maintain record internally beyond 10 years.
Student Administration and Support	5.8 Student Discipline	Policies and Procedures for disciplinary proceedings against students.	Superseded +6 Years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	Should be considered for permanent retention
Student Administration and Support	5.8 Student Discipline	Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development and establishment of the institution's student support services strategy.	Superseded + 10 years	NA	NA	Review for archival value.
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development and establishment of the institution's student support services management policies.	Superseded + 10 years	NA	NA	Review for archival value.

Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development of the institution's student support services management procedures.	Superseded + 5 years	NA	NA	Review for archival value. Detail may be included in the Student Handbook
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development of procedures for the operation, management and development of a student support service.	Superseded + 3 years	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development and establishment of service standards for a student support service.	Superseded + 1 year	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the conduct and results of independent reviews of service quality, and the responses to the results.	Current year + 5 years	NA	NA	Review for archival value.
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the provision of Welfare/Advice Services to individual students.	current year +6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Student Counselling Services.	current year +2	NA	Counselling Files	Confidential
Student Administration and Support	5.9 Student Support and Welfare Management	Student Health Services.	Medical Records permanent	NA	Health Files	Confidential
Student Administration and Support	5.9 Student Support and Welfare Management	Records relating to the provision of Sports and Recreational facilities.	Current Year +3	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records Relating to Careers Advice.	Duration of enrolment +3 years	<a href="#">1975 c.65 Sex Discrimination Act 1975</a> <a href="#">1995 c.50 Disability Discrimination Act 1995</a>	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records relating to the provision of Student Accommodation.	Current + 6 Years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	Policies and development of properties will be found in 4.1 above
Student Administration and Support	5.9 Student Support and Welfare Management	Records relating to Learning Support for Students with specific needs.	Current +7 Years	<a href="#">1995 c.50 Disability Discrimination Act 1995</a> CCM	Initial Assessments, Blind Students-Deaf Students, Physically handicapped Students	NA

Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the handling of user/customer complaints about a student support service.	Last action on complaint + 6 years	1908c.58	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Chaplaincy Services.	permanent	NA	NA	NA
Student Administration and Support	5.10 Student Liaison	Records relating to Meetings of Staff /Student Bodies.	permanent	NA	Minutes of Meetings	Publish under FOI?
Student Administration and Support	5.10 Student Liaison	Records documenting the design and conduct of surveys of Student satisfaction.	Completion of survey + 3 years	NA	NA	NA
Student Administration and Support	5.10 Student Liaison	Results of user/customer surveys: individual responses.	Completion of analysis of survey responses	NA	NA	NA
Student Administration and Support	5.10 Student Liaison	Results of student surveys: summaries and analyses of responses.	Completion of survey + 3 years	NA	NA	Publish under FOI?
Student Administration and Support	5.11 Student Complaint Handling	Records documenting policies and procedures for handling student complaints.	permanent	NA	Harassment and bullying policy, Complaints procedures	Archival
Student Administration and Support	5.11 Student Complaint Handling	Records documenting the handling of formal complaints made by individual students against the institution.	Last action on case + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Student Administration and Support	5.11 Student Complaint Handling	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	NA	NA	May include informal complaints about harassment, bullying or discrimination, dealt with as a matter of internal discipline in the first instance
Student Administration and Support	5.12 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	NA	Rag Week activities. Constitution of S.U., and other clubs etc. Codes of Practice. Lists of Officers.	NA
Student Administration and Support	5.12 Student Associations and Unions	Student Publications.	permanent	NA	Newspaper, Event programmes	Keep 2 clean sets for Archive
Information Services	6.1 Information Resources Management	Records documenting the development and establishment of the institution's information resources management	Superseded + 5 years	NA	NA	Review for archival value.

		strategy.				
Information Services	6.1 Information Resources Management	Records documenting the development and establishment of the institution's information resources management policies.	Superseded + 5 years	NA	NA	Review for archival value.
Information Services	6.1 Information Resources Management	Records documenting the development of the institution's information resources management procedures.	Superseded + 3 years	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	Expiry of notification + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the handling of requests for access to personal information held by the institution under the Data Protection Act 1998.	Last action on request + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Information Services	6.1 Information Resources Management	Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under the Data Protection Act 1998.	Current year + 10 years	NA	NA	NA
Information Services	6.1 Information Resources Management	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	<a href="#">2000 Freedom of Information Act 2000</a>	NA	Subject to revision and direction from the Information Commissioners
Information Services	6.1 Information Resources Management	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	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	Subject to revision and direction from the Information Commissioners
Information Services	6.1 Information Resources Management	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 year + 10 years	NA	NA	NA



Information Services	6.1 Information Resources Management	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	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Information Services	6.1 Information Resources Management	Records documenting routine monitoring of copying.	Current year + 1 year	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal and contractual provisions.	Last action on inspection + 1 year	NA	NA	NA
Information Services	6.1 Information Resources Management	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	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting classification and indexing schemes for business and other records.	Superseded + 5 years	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the monitoring and control of the storage of records.	Current year + 1 year	NA	NA	NA
Information Services	6.1 Information Resources Management	Final versions of Records Retention Schedules.	Life of institution	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting authorisation for the disposal of redundant business records.	Life of records + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Information Services	6.1 Information Resources Management	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	NA
Information Services	6.1 Information Resources Management	Records documenting the development and establishment of the selection criteria for records to be preserved as archives.	Life of archives	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.	Life of records	NA	NA	NA

Information Services	6.1 Information Resources Management	Records of the administration of Archive Material.	NA	NA	Rules governing access and use of Archive material, Catalogues/Guides	NA
Information Services	6.1 Information Resources Management	Records documenting authorisation for the disposal of de-accessioned records.	Life of archives	NA	NA	Detailed Information about archive administration not included here
Information Services	6.1 Information Resources Management	Records documenting the development and establishment of the institution's selection/acceptance criteria for collections and publications.	NA	NA	NA	Detailed Information about Library and Collection management not included here
Information Services	6.1 Information Resources Management	Records documenting policies governing availability and access to Library Facilities.	Life of Policy+6 years	NA	Opening Hours of Libraries, General Conditions of Use, Library Discipline, Catalogues/Guides to materials	Review all policies for archival value
Information Services	6.2 Intellectual Property Management	Records documenting the development and establishment of the institution's intellectual property management strategy.	Superseded + 5 years	NA	NA	Review for archival value.
Information Services	6.2 Intellectual Property Management	Records documenting the development and establishment of the institution's intellectual property management policies.	Superseded + 5 years	NA	NA	Review for archival value.
Information Services	6.2 Intellectual Property Management	Records documenting the development and establishment of the institution's intellectual property management procedures.	Superseded + 3 years	NA	NA	NA
Information Services	6.2 Intellectual Property Management	Original patent documents.	Life of patent	NA	NA	Review for archival value.
Information Services	6.2 Intellectual Property Management	Records documenting the assignment of institutional patents to third parties.	Termination of assignment + 6 years OR Life of patent + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA

Information Services	6.2 Intellectual Property Management	Records documenting the licensing of institutional patents to third parties.	Termination of license + 6 years OR Life of patent + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Information Services	6.2 Intellectual Property Management	Records documenting administration of patent licensing agreements and collection of fees.	Termination of licence + 6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the development and establishment of the institution's ICT systems strategy.	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the formulation of plans for the implementation of the institution's ICT systems strategy.	Superseded + 5 years	NA	NA	Review for archival value.
Information Services	6.3 Information and Communications Systems Management	Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic year + 5 years	NA	NA	Review for archival value.
Information Services	6.3 Information and Communications Systems Management	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	NA	Review for archival value.
Information Services	6.3 Information and Communications Systems Management	Records documenting the development and establishment of the institution's ICT systems management policies.	Superseded + 5 years	NA	Mission Statements	Review for archival value.
Information Services	6.3 Information and Communications Systems Management	Records documenting the development of the institution's ICT systems management procedures.	Superseded + 3 years	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 5 years	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the initial development of ICT systems which are not implemented.	Last action on development + 5 years	NA	NA	NA

Information Services	6.3 Information and Communications Systems Management	Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	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	NA
Information Services	6.3 Information and Communications Systems Management	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	NA
Information Services	6.3 Information and Communications Systems Management	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	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting user requests to recover data from backup or archive stores, and action taken.	Last action on request + 3 months	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	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	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Requests for, and authorisation of, connections of third party equipment to the	Termination of connection + 1 year	NA	NA	NA

		institution's networks, either on institutional premises or via dial-up communications links.				
Information Services	6.3 Information and Communications Systems Management	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	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment + 1 year	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting user requests for technical and application support, and assistance provided.	Last action on request + 1 year	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records governing the policies for availability and conditions of use of computing facilities.	Life of Policy+6 years	NA	Information Security Policy, Email Policy, Janet Acceptable Use rules and Athens Rules.	Review all policies for archive
Teaching and Learning	7.1 Course Information	Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students	Superseded +2 years	NA	Course handbooks, Term Dates, Structure of Courses, Qualifications gained, Work Experience, List of Validating Bodies.	Master copy of material to retained for Archive
Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Records documenting the development and establishment of the institution's teaching strategy.	Superseded + 10 years	NA	NA	Review for archival value.
Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Records documenting the development and establishment of the institution's teaching policies.	Superseded + 10 years	NA	NA	Review for archival value.
Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Records documenting the development and establishment of the institution's teaching procedures.	Superseded + 5 years	NA	NA	Review for archival value.
Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Records documenting the development of taught course assessment procedures.	Life of course	NA	NA	Review for archival value.

Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Final versions of taught course assessment procedures.	Life of course	NA	NA	Review for archival value.
Teaching and Learning	7.3 Teaching Quality Assurance and Monitoring	Records documenting the development of the institution's internal quality assurance processes.	While current	NA	NA	Review for archival value.
Teaching and Learning	7.3 Teaching Quality Assurance and Monitoring	Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results.	Current academic year + 5 years	NA	NA	Review for archival value.
Teaching and Learning	7.3 Teaching Quality Assurance and Monitoring	Records documenting the conduct and results of external reviews and audits of teaching quality and standards.	Next Review completed + 5 years	NA	NA	Review for archival value.
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting the development of the institution's programmes.	Superseded + 10 years	NA	Programme/Course specifications. Qualifications. Key Outcomes. Assessment Procedures/Appeals. Periodic Reports of departmental programme reviews.	Review for archival value.
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.	Current academic year + 5 years	NA	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	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	Roles, Responsibilities and Authority of bodies involved in monitoring and review processes. Accreditation and monitoring reports.	Review for archival value.
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting the monitoring of programme developments in other FE institutions.	Current academic year + 1 year	NA	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	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	NA

Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 5 years	NA	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	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	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting the development of the institution's courses.	Life of course + 10 years	NA	NA	Review for archival value.
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Final versions of taught course materials.	Life of course	NA	NA	Check for copyright implications between institution and course compiler.  Review for archival value.
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Working papers documenting the planning and conduct of teaching events.	Current academic year + 1 year	NA	NA	NA
Teaching and Learning	7.5 Internal and External Review of Courses	Records containing data on, and analyses of, student numbers and other taught course statistics.	Current academic year + 5 years	NA	NA	NA
Teaching and Learning	7.5 Internal and External Review of Courses	Records documenting routine solicited feedback on taught courses from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	NA	NA	May be required as part of OFSTED review
Teaching and Learning	7.5 Internal and External Review of Courses	Records documenting routine solicited feedback on taught courses from students: individual feedback.	Completion of analysis of feedback	NA	NA	NA
Teaching and Learning	7.5 Internal and External Review of Courses	Records containing (anonymised) summaries and analyses of routine solicited feedback on taught courses from staff, examiners and students.	Current academic year + 5 years OR Life of course + 1 year	NA	NA	May also be required as part of OFSTED review
Teaching and Learning	7.5 Internal and External Review of Courses	Records containing reports of routine internal reviews of taught courses.	Current academic year + 5 years	NA	NA	Review for archival value.
Teaching and Learning	7.5 Internal and External Review of Courses	Records documenting the conduct and results of formal	Current academic year + 5 years	NA	NA	Review for archival value.

		reviews of taught courses, and the responses to the results.				
Teaching and Learning	7.6 Course Administration	Timetabling of Courses	Current year + 1 year	NA	NA	NA
Teaching and Learning	7.6 Course Administration	Assignment of students to classes/groups	Current year + 1 year	NA	NA	NA
Teaching and Learning	7.6 Course Administration	Course Assignment Registers	Current year + 1 year	NA	NA	NA
External Relations	8.1 Government and Regulator Relations	Records containing information that institutions are legally obliged to provide to the funding Bodies	permanent	DEL, ( NI) ELWa, (Wales) LSC, (England)	Statistical Returns e.g. Classification of student entry. Student retention rates. Employment & Training Data. Data on ethnicity, disability etc.	Should be reviewed for archive
External Relations	8.1 Government and Regulator Relations	Inspection Reports	permanent	OFSTED	Reviews and follow-up reports. Subject Reviews and follow up reports	Should be reviewed for archive
External Relations	8.1 Government and Regulator Relations	Reports/Returns made to standards bodies, professional bodies, other government departments.	permanent	NA	NA	Should be reviewed for archive
External Relations	8.1 Government and Regulator Relations	Records dealing with the management of relationships with regulatory bodies	Current Year +6	1908c.58	Instructions. Correspondence. Negotiations. Copy minutes of meetings.	NA
External Relations	8.1 Government and Regulator Relations	Monitoring of and participation in the development of policies which will affect the institution	permanent	NA	NA	NA
External Relations	8.2 Institutional Relations	Records documenting the development and establishment of the institution's sector relations strategy.	Superseded + 5 years	NA	NA	Review for archival value.
External Relations	8.2 Institutional Relations	Records documenting the development and establishment of the institution's sector relations management policies.	Superseded + 5 years	NA	NA	Review for archival value.
External Relations	8.2 Institutional Relations	Records documenting the institution's general communications with other institutions, other educational institutions, professional associations and bodies.	Current year + 5 years	NA	NA	Review for archival value.



External Relations	8.2 Institutional Relations	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 year	NA	NA	NA
External Relations	8.2 Institutional Relations	Records relating to cooperative partnerships	end of partnership+6 years	<a href="#">1980 c.58 Limitation Act 1980</a>	Knowledge Transfer partnerships, Joint venture agreements	NA
External Relations	8.2 Institutional Relations	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 year	NA	NA	NA
External Relations	8.2 Institutional Relations	Records documenting the institution's official representation on committees of professional and other organisations in the sector.	Termination of membership of organisation	NA	NA	NA
External Relations	8.3 Community Relations	Records documenting the development and establishment of the institution's community relations strategy.	Superseded + 5 years	NA	NA	Review for archival value.
External Relations	8.3 Community Relations	Records documenting the development and establishment of the institution's community relations management policies.	Superseded + 5 years	NA	NA	Review for archival value.
External Relations	8.3 Community Relations	Records documenting enquiries from members of the community and the responses provided.	Last action of enquiry + 2 years	<a href="#">2000 Freedom of Information Act 2000</a>	NA	To be treated as an FOI request
External Relations	8.3 Community Relations	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	NA	Assuming that the substance of the complaint is not covered by specific legislation
External Relations	8.3 Community Relations	Records documenting the organisation and administration of local community events.	Completion of event + 1 year	NA	NA	NA
External Relations	8.4 Marketing and Recruitment	Records documenting the development and	Superseded + 5 years	NA	NA	Review for archival value.

		establishment of the institution's marketing policy.				
External Relations	8.4 Marketing and Recruitment	Design and control of the institution's corporate identity	permanent	NA	Designs. Promotional materials/items.	Review for archival value.
External Relations	8.4 Marketing and Recruitment	Identification and exploitation of promotional opportunities	Superseded + 5 years	NA	NA	NA
External Relations	8.4 Marketing and Recruitment	Student Recruitment information and materials	current+5 years	NA	Prospectus. Open Days. Own-Language materials for minority groups.	Review for archival value.
External Relations	8.4 Marketing and Recruitment	Planning and execution of Marketing Campaigns and impact assessment	permanent	NA	NA	Review for archival value.
External Relations	8.5 Public Relations	Records documenting the development and establishment of the institution's public relations policies.	Superseded + 5 years	NA	NA	Review for archival value.
External Relations	8.5 Public Relations	Records documenting the institution's media contacts.	Superseded	NA	NA	NA
External Relations	8.5 Public Relations	Records documenting the planning and organisation of media briefings.	Last action on briefing + 1 year	NA	NA	NA
External Relations	8.5 Public Relations	Transcripts of media briefings and Interviews	Last action on briefing + 5 years	NA	NA	NA
External Relations	8.5 Public Relations	Press Releases	Issue + 5 years	NA	NA	Review for archival value.
External Relations	8.5 Public Relations	Records documenting the monitoring and analysis of media coverage of the institution.	Creation + 5 years	NA	NA	Review for archival value.
External Relations	8.5 Public Relations	Design and Management of WWW sites	permanent?	NA	NA	Review for archival value.
External Relations	8.6 Fundraising/Grants	Records documenting the formulation of plans for the implementation of the institution's fundraising strategy.	Superseded + 5 years	NA	NA	Review for archival value.
External Relations	8.6 Fundraising/Grants	Records documenting the design, conduct and summary results of fundraising campaigns.	Last action on campaign + 5 years	NA	Promotional Material. Prospectus.	Review for archival value.
External Relations	8.6 Fundraising/Grants	Records containing details of individual responses to fundraising campaigns.	Completion of analysis of data	NA	NA	Retention must comply with the provisions of 1998 c.29

External Relations	8.6 Fundraising/Grants	Records relating to funds administered under the Knowledge Expansion Fund	Current Year +6	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA
External Relations	8.6 Fundraising/Grants	Records relating to funds administered under the European Social Fund	Current Year +6	<a href="#">1980 c.58 Limitation Act 1980</a>	NA	NA