Records management helps to:

MASTER RECORDS RETENTION SCHEDULE

INTRODUCTION AND GUIDANCE NOTES

1. The recommendations in this Schedule apply equally to records created, received and maintained in hard copy and electronically.

2. This Schedule sets out the recommended periods for which the College's records should be retained and details what should be done with those records once their Retention Periods have elapsed.

3. The College's records may broadly be divided into three categories:

    (a) Master Records

    These are definitive copies of documents (or spreadsheets, databases, presentations, images, sound recordings, etc.) held by the 'Records Owner'. The Records Owner is either the originator of the Master Record or the current member of staff who is formally responsible for the Master Record as part of their duties. **All Retention Periods recommended in this Schedule relate solely to Master Records.**

    (b) Duplicate Records

    These are duplicates of Master Records (for example, multiple sets of committee minutes or copies of correspondence in the possession of staff other than the Records Owner). It is recommended that Duplicate Records should be kept for reference only, and for no longer than the Retention Period of the Master Record, and then destroyed.

    (c) Transitory Records

    These are records which have no significant on-going value after they have served their primary purpose. Some examples of Transitory Records are:

    > draft documents and working materials which do not demonstrate significant steps in the development of a final version.

    > documents containing requests for information which have no further value after the information is provided or received.

    > items received only for information from elsewhere in the College, often as part of a distribution list.

    > items received only for information from external organisations.

    It is recommended that Transitory Records should be destroyed in the normal course of business when no longer required.

4. Identifying the Master Records, and the corresponding Records Owner, usually will be straightforward. However, due to the fact that numerous individual members of staff in multiple Departments may access and use the same records, on occasion it can be difficult to pinpoint the Master Records and corresponding Records Owner. In general:

(a) If the records are created/updated solely by one member of staff, those will be the Master Records and that member of staff will be the corresponding Records Owner.

Examples	
Master Records	**Records Owner**
Submissions to a College-wide consultations of all Departments	The project manager running the consultation
Records in EBS	The Head of Funding & Performance
Records in Pro Monitor	The Director of Quality and Student Services

Examples	
Master Records	**Records Owner**
Important emails held on an shared HR email account	The Head of HR
Research datasets generated from a project	The Project Lead
School absence records	The School Administrator

the records are created/updated different

Data Protection legislation (notably the EU General Data Protection Regulation and certain UK legislation issued pursuant to it) states that records containing personal data (i.e. information relating to living identifiable individuals) should not be kept for longer than necessary before being anonymised or destroyed. Under the GDPR, organisations need to tell individuals in broad terms about how long their information will be retained. The College directs various types of individual (applicants, students, staff, alumni, and others) to this Schedule for this information, and so it is important that the recommendations herein are adhered to.

This does not mean that all records containing personal data ultimately require anonymisation or destruction. As set out in the Schedule, some identifiable records (e.g. core records about individual students or staff held in major IT systems) justifiably need to be retained in the very long-term for 'active' purposes (e.g. the provision of references). In addition, there are exemptions from the standard principle if records containing personal data are retained solely for the purposes of research, statistics or public interest archiving (which is why certain 'inactive' records may be retained in the College Archives).

Financial and health and safety legislation

Various financial records have to be retained for fixed periods for tax, payroll or pension purposes. Similarly, various health and safety records (whether relating to general risk assessments or the specific health screening/ monitoring of individuals) have to be retained for fixed periods.

Legal documents and claims

Certain legal documents (e.g. contracts or deeds) necessitate a lengthy retention period. Even if a fixed retention period is not set out in a specific piece of legislation, many other records should be retained for a certain number of years to allow the College to defend itself from legal claims (e.g. proceedings brought under discrimination or employment legislation) or contractual disputes (e.g. with a supplier).

6. Staff may be justified in applying different Retention Periods where other factors require consideration, such as an audit investigation, a court case, or on-going institutional requirements. Furthermore, if there are specific or supplementary contractual, legal/regulatory or best practice requirements which determine that certain College Departments should keep particular records for longer or shorter Retention Periods than those recommended in the Schedule (or should retain/archive them in specific ways), then those alternative requirements should be followed.

However, to ensure the relevance and accuracy of the Schedule, such exemptions should be categorised and added to the Schedule or added as sub-categories to existing entries in the Schedule, with appropriate justification/reasons in the course of regular reviews of the Schedule and other data policies.

7. The following guidance notes are designed to assist users of this Schedule.

(a) SUBJECT

SECTION 1   GOVERNANCE AND STRATEGY

	SUBJECT	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
1.1	**OFFICIAL PUBLICATIONS**		
1.1.1	Official College publications, including the Constitution, Annual Reports, Annual Accounts (Financial Statements)	None. One copy to be sent to the Learning Curve and another published on the College Website	
1.2	**COMMITTEES, BOARDS, SYNDICATES, WORKING GROUPS, ETC.** (Excluding committees dealing with individual student cases [for which see 2.4] and Examination Boards [for which see 2.3.9])		
1.2.1	Membership and appointment records	End of an individual's tenure + 6 years	Destroy
1.2.2	Ballot papers for elections	Completion of election + 3 months	Destroy

1.3   **STRATEGIES, PLANS, POLICIES AND PROCEDURES**

(Many of these records will be held as part of Committee papers and minutes [for which see 1.2])

1.3.7   Final procedural documents   Until superseded by new procedure + 5

1.4.5	Formal responses to surveys and consultations run by sector-wide bodies	While necessary for reference and future planning purposes (as a general guide: Submission of response + 6 years)	Destroy
1.5	**FRAUD WHISTLEBLOWING AND INFORMATION/COPYRIGHT COMPLIANCE**		
1.5.1	Fraud and whistleblowing case files	Last action on case + 6 years	Destroy
1.5.2	Records regarding the College's interactions with the Information Commissioner's Office	End of current academic year + 6 years	Destroy
1.5.3	Requests for personal information under data protection legislation	Last action on request + 6 years	Destroy
1.5.4	Records of consent under data protection legislation	Until relevant personal data is anonymised or destroyed	Destroy
1.5.5	Records of forms, portals used to secure consent under data protection legislation	Until associated personal data is anonymised or destroyed	Destroy
1.5.6	Freedom of Information Publication Scheme	Until superseded by new Scheme + 5 years	Destroy

1.5.7	Requests for information under the Freedom of Information Act 2000	Last action on request + 6 years	Destroy
1.5.8	Records retention schedules	Until superseded by new documentation + 1 year	Send to College Archives
1.5.9	Records detailing the outcomes of archival appraisals	Completion of appraisal process + 10 years	Destroy
1.5.10	Records regarding the upkeep of the College's copyright licences	End of current academic year + 15 years	Destroy
1.5.11	Records concerning applications to copy outside the standard terms of a licence	Period for which permission is granted + 6 years	Destroy
1.5.12	Records of inspections by copyright holders	Inspection + 1 year	Destroy
1.	**RISK MANAGEMENT AND INTERNAL AUDIT** (Some of these records will be held as part of Committee papers and minutes [for which see 1.2])		
1.6.1	Strategic and operational risk registers	Until superseded by updated register + 5 years	Destroy

1.6.2	Working papers on the identification, assessment and management of risks to the College	Until risk no longer applicable + 3 years	Destroy
1.6.3	Disaster response and recovery plans, business continuity plans	Until superseded by new plan + 5 years	Destroy
1.6.4	Internal audit reports issued to the College, and records of actions taken to address issues raised (for annual audits of the Financial Statements, see 5.1.4)	Completion of audit + 7 years (though longer retention periods may be necessary depending on findings)	Destroy
1.	**LEGAL DOCUMENTS AND SERVICES**		
1.7.1	Contracts and legal agreements on all topics (including supporting documentation and legal advice)	End of contract + 6 years (under signature) End of contract +12 years (under seal)	Destroy
1.7.2	Leases and lease agreements	Expiry of lease + 15 years	Destroy
1.7.3	Claims by or against the College which do not proceed to litigation or are settled by agreement (including supporting legal advice)	Withdrawal or settlement of claim + 6 years	Destroy

1.7.4	Litigation with third parties where legal precedents are set (including supporting legal advice)	Settlement + 6 years	Retain core record in perpetuity under the supervision of the Legal Services
1.7.5	Litigation with third parties where legal precedents are not set (including supporting legal advice)	Settlement + 6 years	Destroy
1.7.6	Records relating to Trusts	Until Trust wound up or subsumed	Initiate Archival Review Process
1.7.7	General legal advice on matters of the College's status, governance, industrial relations and health and safety	Until superseded by fresh advice + 12 years	Destroy
1.7.8	General legal advice on other matters	Until superseded by fresh advice + 6 years	Destroy

SECTION 2   STUDENT ADMINISTRATION

SUBJECT	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD

2.1.1

2.2.1	Prospectuses	See 1.1	See 1.1
2.2.3	Design, conduct and results of recruitment and outreach campaigns, initiatives and events	While necessary for reference and future planning purposes	Destroy
2.2.3	Records of attendance at/engagement with recruitment and outreach campaigns, initiatives and events	Retain for the current year + 1 year	Destroy
2.2.4	Anonymised summaries and analyses of enquiry, outreach and recruitment data	While necessary for reference and future planning purposes	Destroy
2.2.5	Development of general admissions criteria	End of current academic year + 10 years	Destroy

2.2.8	Individual student registration information	Held as part of Core Student Record	See 2.1
2.3	**STUDENT ASSESSMENT**		
2.3.1	Examination and assessment guidelines and handbooks (including examination rules and procedures)	Issue of new edition + 10 years	Destroy
2.3.2	Records concerning the appointment of individual external examiners	End of an individual's appointment + 1 year	Destroy
2.3.3	Summaries of examination concessions relating to individual students	Held as part of Core Student Record	See 2.1
2.3.4	Examination papers	Current year + 1 year	Send to Examining body and then destroy
2.3.5	Examination scripts, submitted assessments, portfolios.	Follow School policy issued pursuant to Exam/Awarding Body guidance	
2.3.6	Total marks and marks for each element of the examination	Follow School policy issued pursuant to Exam/Awarding Body guidance	
2.3.7	Marks for individual assessments/exams	Follow School policy issued pursuant to Exam/Awarding Body guidance	

2.3.8	Examiners'/Assessor comments	Follow School and College policy issued pursuant to Exam/Awarding Body guidance	
2.3.9	Assessment Board minutes, External Examiners'/EV reports and results awarded	Follow School and College policy issued pursuant to Exam/Awarding Body guidance	
2.4	**STUDENT COMPLAINTS, APPEALS, DISCIPLINE AND MISCONDUCT**		

2.4.1	Individual student complaint files	Last action on complaint + 6 years	Destroy

2.5.1	General administration of financial aid, emergency or hardship funds, and bursaries (not at the level of individual students)	End of current academic year + 6 years	Destroy
2.5.2	Design, operation and anonymised results of College-wide student surveys	While necessary for reference and future planning purposes	Archive as appropriate
2.	**STUDENT UNION AND COLLEGE RELATIONS**		
2.6.1	Records of formal Student Union-College liaison committees	See 1.2	See 1.2

SECTION 3   TEACHING

3.2.1	Core records detailing the development and approval of individual new courses (including course content, background statistical and benchmarking information, validation processes)	Held as part of relevant committee papers	See 1.2
3.2.2	Formal reviews of individual new courses: final reports and core working papers	Held as part of relevant committee papers	See 1.2
3.2.3	Anonymised summaries and analyses of student feedback on individual new courses	While necessary for reference and future planning purposes (at least: End of current academic year + 12 years)	Initiate Archival Process
3.3	**COURSE ACCREDITATION**		
3.3.1	Records detailing the approval and accreditation of new courses from professional, statutory and other formal accreditation bodies	End of accreditation process + 10 years	Initiate Archival Process
3.4	**PAPER DEVELOPMENT, APPROVAL, DELIVERY AND REVIEW** (The phrase 'paper' is used here to mean a specific paper/module/subject etc.)		
3.4.1	Core records detailing the development and approval of individual papers within courses	Held as part of relevant committee papers	See 1.2

| 3.4.2 | Handbooks and readings lists produced for a cohort of students | Completion of paper by the relevant cohort of students + 6 years (though longer retention periods may be necessary due to external |

SECTION 4   FINANCE

	SUBJECT	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
4.1	**GENERAL FINANCE**		

4.1.1

4.2.1	Purchase orders, purchase invoices, sales invoices, credit card records, expenses payments, petty cash handling, retail sales transactions and other transaction records	End of current financial year + 6 years	Electronic records: Retain in perpetuity. Other electronic and paper records (whether held centrally or in Departments): Destroy (though longer retention periods may be necessary in some cases)
4.2.2	Student receipts and expenditure – not held on the finance system	Current financial year + 6 years	Anonymised after 2 years then destroy after 6 years
4.3	**INTERNAL ACCOUNTING AND BUDGET MANAGEMENT**		
4.3.1	Preparation and monitoring of annual operating budgets	While necessary for reference and future planning purposes	Destroy
4.4	**FUNDING ADMINISTRATION**		
4.4.1	Administration of annual funding allocations from ESFA and other funding bodies	End of current financial year + 6 years	Destroy

4.4.2	Administration of grants from external funders/sponsors	End of grant + 6 years (though longer retention periods may be necessary due to the specific contractual requirements of a research project funder)	Destroy
4.5	**TAX**		
4.5.1	Preparation and filing of annual tax returns (incl. VAT)	End of current tax year + 6 years	Destroy
4.	**CASH INVESTMENT AND ASSET MANAGEMENT**		
4.6.1	Opening and closing of bank accounts	Closure of account + 6 years	Destroy

4.6.6	Valuations of capital assets	Until superseded by new valuation + 6 years	Destroy
4.6.7	Authorisations to dispose of capital assets	Disposal + 6 years	Destroy
4.	**INSURANCE**		
4.7.1	Insurance Certificates	Expiry of certificate + 40 years	Destroy
4.7.2	Records documenting the arrangement and renewal of insurance policies	Expiry of policy + 6 years	Destroy
4.7.3	Claims, and outcomes of claims, against insurance policies	Settlement or withdrawal of claim + 6 years	Destroy
4.	**PROCUREMENT**		
4.8.1	Internal authorisations for procurement	End of current financial year + 1 year (though longer retention periods may be necessary due to the specific contractual requirements of a project funder)	Destroy
4.8.2	Supplier evaluation criteria	Until superseded by new criteria + 5 years	Destroy

4.8.3	Invitations to suppliers to apply for approval	Completion of approval process + 1 year (though longer retention periods may be necessary due to the specific contractual requirements of a project funder)	Destroy
4.8.4	Evaluations of supplier applications: approved suppliers	End of approval period + 6 years	Destroy
4.8.5	Evaluations of suppliers applications: rejected suppliers	Rejection + 1 year	Destroy
4.8.6	Tender evaluation criteria	End of resulting contract + 6 years	Destroy
4.8.7	Invitations to tender	End of resulting contract + 6 years	Destroy
4.8.8	Evaluations of tender applications: approved tenders	End of resulting contract + 6 years	Destroy
4.8.9	Evaluations of tender applications: rejected tenders	Rejection + 1 year	Destroy
4.8.10	Supply contracts (and ensuing variations)	End of contract + 6 years	Destroy
4.8.11	Contract award notices	End of contract + 6 years	Destroy

| 4.8.12 | Reports on contracts for governmental agencies | End of current financial year + 3 years | Destroy |
| 4.8.13 | Supplier performance monitoring | End of contract + 6 years | Destroy |

SUBSIDIARY COMPANIES

4.

(Once established, wholly-owned

5.2.1	Job applications: successful applications	Held as part of successful applicant's core staff record	See 5.1
5.2.2	Job applications: unsuccessful applications	Closing date for vacancy + 1 year	Destroy
5.2.3	Unsolicited job applications	Receipt of application + 1 year	Destroy
5.2.4	Records of induction programmes attended	Completion of programme + 5 years	Destroy

| 5.2.5 | Records of general training and development programmes attended (see 11.2.2 for records relating to specialist health | | |

5.2.8	Promotions: re-grading confirmations and justifications; awards of contribution increments; Senior Academic Promotions; supporting documentation	End of employment + 6 years	Destroy (with the exception of Officer records on scholastic achievements, which are to be sent to the College Archives)
5.2.9	Performance, disciplinary, grievance and capability proceedings (correspondence outlining concerns, confirmations of implemented support, outcomes of both informal and formal reviews, appeals)	End of employment + 6 years	Destroy
5.2.10	Remuneration and reward of an individual employee (including records of special rewards and employee authorisations for non-standard deductions from salary)	End of current tax year + 6 years	Destroy
5.2.11	Administration of an employee's contractual holiday (annual leave) entitlement	End of current academic year + 1 year	Destroy
5.2.12	Administration of an employee's absence due to sickness	Absence record: End of employment + 6 years Sickness record: End of current tax year + 6 years	Destroy
5.2.13	Administration of an employee's special leave (e.g. compassionate, study)	End of employment + 6 years	Destroy
5.2.14	Administration of an employee's parental leave	Birth/adoption of child + 6 years	Destroy

5.2.15	Entitlements to and calculations of an employee's Statutory Maternity Pay	End of current tax year + 3 years	Destroy
5.2.16	Records concerning termination of employment (redundancy)	End of employment + 6 years	Destroy
5.2.17	Retirement records	End of employment + 6 years	Destroy

5.2.18

5.3.2	Design, operation and anonymised results of staff surveys conducted by the College	While necessary for reference and future planning purposes (as a general guide: Until superseded by new survey + 5 years)	Destroy
5.3.3	Management succession plans	Until superseded by new plans + 5 years	Destroy
5.3.4	Vacancy advertisements and job descriptions	Held as part of successful applicant's core staff record	See 6.1
5.3.5	Management analyses of recruitment effectiveness	While necessary for reference and future planning purposes	Destroy
5.4	**STAFF INDUCTION, TRAINING AND DEVELOPMENT** (Generic; i.e. not relating to individual members of staff)		
5.4.1	Development and content of induction, training and development programmes (for IT training, see 10.4.1)	Until superseded by new programmes + 5 years	Destroy
5.4.2	Anonymised summaries and analyses of feedback on induction, training and development programmes	End of current academic year + 5 years	Destroy
5.4.3	Management analyses of induction, training and development effectiveness	While necessary for reference and future planning purposes	Destroy

5.5	**REMUNERATION** (Generic; i.e. not relating to individual members of staff)		
5.5.1	Remuneration structures	Until superseded by new structure + 10 years	Send to College Archives
5.5.2	General administration of pay reviews	End of current academic year + 6 years	Destroy
5.5.3	General administration of special reward schemes (e.g. discretionary pay, bonuses)	End of current academic year + 6 years	Destroy
5.	**PAYROLL AND PENSIONS**		
5.6.1	Records documenting the calculation and payment of employees' salaries and other payments (for records relating to individual employees, see 5.2.10)	End of current tax year + 6 years	Destroy
5.6.2	Employer's PAYE records not sent to HMRC	End of current tax year + 3 years	Destroy
5.6.3	Records formally documenting the College's involvement in the TPS and LGPS pension schemes	End of involvement + 5 years	Destroy

5.6.4	Communications between the College and the TPS and LGPS pension schemes management	While necessary for reference and future planning purposes	Destroy

5.6.5   Employer and employee contributions to TPS and LGPS

5.8.3	Formal equality impact assessments, schemes and action plans	Until superseded by new assessment or scheme + 5 years	Destroy
5.8.4	Annual reports on formal equality schemes and action plans	Date of issue + 5 years	Destroy
5.8.5	Formal monitoring of the equalities aspects of student admissions and progress	End of current academic year + 5 years	Destroy
5.8.6	Formal monitoring of the equalities aspects of staff recruitment and career progression	End of current academic year + 5 years	Destroy

SECTION   ESTATE MANAGEMENT

Citations   Acts of Parliament UK

DATE	TITLE
2005	The Regulatory Reform (Fire Safety) Order 2005
1980 c.58	Limitation Act 1980
1990	Environment Protection Act

Statutory Instruments

S.I 1977/500	Safety representatives
S.I 2015/51	Construction (Design & Management) Regulations 2015
S.I 2013/1471	Reporting injuries diseases and & dangerous occurrences Regulations 2013
S.I. 2001/3148	The Special Waste Regulations 20 289.01 39en27 Tm228rrc

	SUBJECT	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
.1	**FACILITIES DEVELOPMENT**		
6.1.1	Capacity Record documents	Superseded + 5 years	Destroy
6.1.2	Records documenting development of Facilities plan	Superseded + 10 years	Destroy
6.1.3	Records documenting the development of the Capital Plan	Current + 15 years	Destroy
6.1.4	Space Management	Superseded + 10 years	Destroy
6.1.5	Capital Projects Monthly Reports	Superseded + 10 years	Destroy
6.1.6	Records documenting the conduct and outcomes of space audits.	Completion of subsequent audit + 5 years	Destroy
.2	**BUILDING MANAGEMENT**		

6.2.1	Master plans for sites & buildings	Permanent	Retain
6.2.2	Management of Historical buildings and monuments	Permanent	Retain
.3	**ENVIRONMENT**		
6.3.1	Records documenting results of environmental audits and actions taken to address issues raised	Completion of audit + 5 years	Destroy
6.3.2	Records documenting notification and reporting of incidents to enforcing authorities	Date of notification + 5 years	Destroy
6.3.3	Records documenting attainment of accreditation and maintenance of environmental schemes	Termination of accreditation + 1 year	Recycle waste
6.3.4	Waste transfer notes & consignment notes (non-hazardous waste)	Removal of waste + 5 years	Recycle waste
6.3.5	Register of special waste for disposal by registered contractors (not asbestos)		

6.7.3	Records documenting the negotiation of leases and original lease agreements.	End of tenancy + 6 years	Destroy
6.7.4	Records documenting residential tenancy agreements	Retain	Destroy
6.7.5	Records documenting Fair Rent tenancy agreements	Retain	Destroy
.	**CATERING SERVICES**		
6.8.1	Records of catering requirements & options for provision	End current year + 1 year	Destroy

6.8.2   Design & deliveri 10 0 0 10 5 4297 13915l 446*eesi444g3E̅

6.9.1	Cleaning Contract	End of year + 3 years	Destroy
6.9.2	Waste Disposal Statistics	End of year + 3 years	Destroy
.10	**FLEET MANAGEMENT**		
6.10.1	Records documenting the purchase or lease of vehicles	Retention of vehicle + 3 years	Destroy
6.10.2	Records documenting vehicle road tax, MOT and servicing	Retention of vehicle	Destroy
6.10.3	Records documenting insurance	Retention of vehicle + 3 years	Destroy
6.10.4	Recording of annual mileage	3 years	Destroy
6.10.5	Weekly vehicle checks	5 years	Destroy
6.10.6	Records documenting sale or disposal of vehicle	Retention of vehicle	Destroy
6.10.7	Records of damage to vehicles	Retention of vehicle	Destroy

.11	**RECORDS MANAGEMENT**		
6.11.1	Records documenting the handling of requests for information held by EM, made under the Freedom of Information Act 2000	Superseded	Destroy
6.11.2	Records documenting the development and establishment of EM's Records Management strategy: key records.	Superseded	Destroy
6.11.3	Records documenting storage locations of records.	Superseded	Destroy
.12	**BUILDING MAINTENANCE**		
6.12.1	Building condition surveys	Completion of works + 5 years	Destroy
6.12.2	Records documenting minor maintenance works on property.	Review of assessment + 10 years	Destroy

6.12.3 Records documenting assessments made to determine

of

6.12.4	Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.	Completion of works + 5 years	Retain
6.12.5	Records documenting the carrying out of interior refurbishment and fitting-out works.	Completion of work + 12 years	Destroy
6.12.6	Records documenting the carrying out of major maintenance works within facilities.	Permanent Retention	Destroy
6.12.7	Drainage survey reports	Date of report + 5 years	Retain
6.12.8	Roof Inspection Reports including fall arrest	Current year + 5 years	Destroy
6.12.9	Records documenting carrying out of planned preventative maintenance work	Date of report + 10 years	Destroy

6.12.13	O&M Manuals	Permanent Retention	Retain
.13	**ENERGY MANAGEMENT**		
6.13.1	Records documenting formal reviews of use of energy and action taken to address issues raised	Review in 2020	Destroy
6.13.2	Records monitoring use and consumption of energy	Review in 2020	Destroy
6.13.3	Energy Certificates for all Buildings	Review in 2020	Destroy
6.13.4	Meter Readings	Review in 2020	Destroy
6.13.5	Annual utilities report	Review in 2020	Destroy
.14	**EQUIPMENT Plant/Lifts/Fire Systems**		
6.14.1	Records documenting the installation of equipment: items which are safety critical or associated with hazardous operations.	Decommissioning/removal of plant	Destroy

6.14.2	Reports of pre-commissioning examinations of lifting equipment.	Disposal of item + 1 year	Recycle waste
6.14.3	Records documenting the inspection, testing and maintenance of equipment: major items other than those specified elsewhere.	Decommissioning/removal + 6 years	Destroy
6.14.4	Maintenance logs for equipment	Life of equipment + 6 years	Destroy
6.14.5	Records documenting inspections of equipment, made under Regulation 6 of the Provision and Use of Work Equipment Regulations 1998	Completion of subsequent inspection	Destroy
6.14.6	Records documenting the inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations.	Decommissioning/Disposal + 15 years	Destroy
6.14.7	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health	Date of examination/test/repair + 5 years	Destroy
6.14.8	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to asbestos.	Date of examination/test/repair + 5 years	Destroy

6.14.9	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead.	Date of examination/test/repair + 5 years	Destroy
6.14.10	Records documenting the examination, testing and repair of personal protective equipment provided to control exposure to ionising radiation.	Date of examination/test/repair + 2 years	Destroy
6.14.11	Records documenting the examination, testing and repair of other equipment provided to control exposure to ionising radiation.	Date of test + 5 years	Retaining a maintenance history provides evidence of compliance
6.14.12	Reports of inspection and 'thorough examination' of lifting equipment.	Disposal of item + 15 years	Recycle waste
6.14.13	Records documenting the cleaning/sanitisation of equipment prior to disposal	Disposal if item + 6 years	SI 1999/3232 does not prescribe a retention period for these records.
6.14.14	Records documenting the transfer of ownership of equipment	Expiry + 12 years or until superseded	Destroy
6.14.15	Electrical Testing and other statutory certificates	Expiry + 12 years or until superseded	Destroy
.15	**FIRE SAFETY**		

6.15.1

6.15.10	Records of staff fire training - to be retained on staff record		Destroy
.1	**SECURITY**		
6.16.1	Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised.	Creation + 2 years	Destroy
6.16.2	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Expiry of pass + 1 month	Destroy
6.16.3	Records of security passes issued to visitors	Expiry of pass + 1 year	Destroy
6.16.4	Records of security passes issued to employees, other staff and students.	Creation + 1 year	Destroy
6.16.5	Records documenting the conduct of routine security surveillance of properties.	Completion of two subsequent inspections	Destroy
6.16.6	Records documenting the conduct of routine surveillance of facilities.	Creation + 1 month	Retaining inspection records provides evidence of effective property management over time.

6.16.7

SECTION   STUDENT AND STAFF SERVICES

7.2.1	Design, operation and anonymised results of surveys conducted by the service	While necessary for reference and future planning purposes	Initiate Archival Review Process
7.2.2	Handling of formal complaints against the service	Last action on complaint + 6 years	Destroy

| 7.2.3 | Formal support files relating to individual users (staff or students)2(n)-o656176(r).T Q Q q 4343.3 4 3767.5 2819 517.4 | | |

SECTION COMMUNICATIONS

	SUBJECT	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
.1	**MEDIA AND PUBLIC RELATIONS**		
8.1.1	Formal press releases and media briefings	Date of issue + 10 years (though longer retention periods may be necessary depending on the nature and sensitivity of the content)	Destroy
8.1.2	Media contact lists	Until superseded by new or updated list	Destroy
8.1.3	Media enquiries and responses	Last action on enquiry + 5 years	Destroy
8.1.4	Monitoring of media coverage	End of current academic year + 10 years	Destroy
8.1.5	Enquiries from members of the general public and responses provided	Last action on enquiry + 3 years	Destroy
.2	**BRANDING AND MARKET RESEARCH**		

SECTION ～ LEARNING CURVE

	SUBJECT	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
～	**DOCUMENTATION OF COLLECTIONS**		

9.1.1

9.2	**VISITOR LOGS TO THE COLLEGE**		
9.2.1	Visitors' records	End of calendar year	Destroy
9.3	**USE OF COLLECTIONS**		
9.3.1	Enquiries about access to, and contents, of collections	End of calendar year + 5 years	Destroy
9.3.2	Stack requests	End of calendar year + 10 years	Destroy
9.3.3	Reprography orders	End of calendar year + 10 years	Destroy
9.3.4	Copyright declarations	Held in perpetuity	N/A
9.4	**OUTREACH**		
9.4.1	Exhibition plans, catalogues and publicity	End of calendar year + 5 years	Send to College Archives
9.4.2	Talks, events and visits schedules	End of calendar year + 1 year	Send to College Archives

SECTION 10   IT SERVICES

	SUBJECT	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD
10.1	**DEVELOPMENT OF IT SYSTEMS**		
10.1.1	Records of the development, modification and maintenance of major IT systems	Decommissioning of system + 5 years	Destroy
10.1.2	Initial development of major IT systems that are not implemented	Last action towards development + 5 years	Destroy
10.1.3	Development of new, non-major IT systems (usually held as project management records)	Termination of project + 5 years	Destroy
10.2	**OPERATION OF IT SYSTEMS**		
10.2.1	Routine monitoring of IT systems and any actions taken to rectify problems	Date of event + 1 year	Destroy
10.2.2	Software licences	Until superseded by new licence + 6 months	Destroy

10.2.3 Email and connection log data

11.2	HAZARDOUS SUBSTANCES		
11.2.1	Risk assessments involving hazardous substances	Held in perpetuity	N/A
11.2.2	Health and safety instruction and training records for employees exposed to hazardous substances (see 6.2.5-6.2.6 for records relating to general staff training and development programmes)	End of employment + 40 years	Destroy
11.2.3	Records concerning work with asbestos	Held in perpetuity	N/A
11.2.4	Records concerning work with radioactive and other hazardous substances	Held in perpetuity	N/A

11.2.8	Records relating to disposal of hazardous and clinical waste	Disposal of waste + 6 years	Destroy
11.3	**FIRE SAFETY AND FIRST AID**		
11.3.1	Records detailing the appointment of fire wardens and first aiders	End of an individual's appointment + 5 years	Destroy
11.3.2	Fire safety risk assessment and drill procedures	Until superseded by updated risk assessment or new procedures + 5 years	Destroy
11.3.3	Fire-fighting and safety equipment testing	Until re-tested + 5 years	Destroy
11.3.4	Assessments of first aid facilities, equipment and personnel	Until superseded by updated assessment + 3 years	Destroy

11.3.5

| 11.4.2 | Occupational Health records (throughout employment) for all other employees | End of employment + 8 years | Desy |