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**LSBU**

**LONDON SOUTH BANK UNIVERSITY**

# **CORPORATE RECORDS RETENTION SCHEDULE**

**A tool to manage non-student related corporate records held on paper, electronically, audio-visually, in databases, emails and websites.**

**Publication Date: January 2025**

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## What is a Records Retention Schedule?

A Records Retention Schedule is a tool which lists how long an organisation needs to keep its records. The University's Corporate Records Retention Schedule lists how long the University needs to keep its non-student related corporate records. It can be used by any member of staff who creates, keeps and manages records.

## Did you know that not all records need keeping?

You don't need to consult this Schedule for all your records. Some records can be disposed of once they've been used or they've become out-of-date, for example;

- Administrative material such as day files, room bookings, catering orders, travel and meeting arrangements, memos, routine enquiries, circulation notices, fax cover sheets, compliment slips, Post-it™ notes, All Staff notices, stocks of outdated staff publications, newsletters and prospectuses,
- Externally received publications like brochures, catalogues, price-lists and magazines,
- Duplicates, copies and superseded draft documents.

## How do I use the Schedule?

- The Schedule **APPLIES ONLY TO THE OFFICIAL (OR MASTER) COPY** which can be **IN ANY MEDIA** including those held on paper, electronically, audio-visually, in databases, emails and websites.
- The Schedule is divided into three groups – **CORPORATE MANAGEMENT, MARKETING and RESOURCES.**
- Your records can be found by glancing through the Schedule using the groupings as a guide (see page 5) or you can use the 'Search' function in Word (Press 'Ctrl' and 'F') and type in a search word.
- Each record has a **MINIMUM RETENTION** listed next to it, which tells you the **MINIMUM AMOUNT OF TIME** that record(s) should be kept.
- Each record also has an **ACTION** next to it, which tells you what to do once the MINIMUM RETENTION period is completed. Actions will be to **DESTROY, REVIEW, or UNIVERSITY ARCHIVES.**
- The action **DESTROY** requires departments to dispose of the record(s) appropriately, for example shredding personal or confidential waste or recycling.
- The action **REVIEW** requires departments to decide whether the record(s) needs to be kept any longer because it may have some further business use before it's disposed of appropriately.
- The action **UNIVERSITY ARCHIVES** requires departments to send the record(s) to the University Archives – contact [archives@lsbu.ac.uk](mailto:archives@lsbu.ac.uk) for details.
- The **WHY?** column tells you the reason why your record(s) has to be kept for as long as it does.
- If you can't find your record(s) please contact the Data Protection and Information Compliance Officer.  
DPA@lsbu.ac.uk

## How does the Schedule help?

- It provides intellectual and physical control of the University's records.
- It reduces storage, printing, copying and retrieval costs.
- It guarantees the University keeps critical legal evidence and helps staff confidently destroy records.
- It assists the University to fulfil its own policies.
- It helps preserve records of long-term historical or business value.
- It implements good practice required by the UK GDPR and Data Protection Act 2018 data protection principles, and ensures compliance with Section 46 of the Freedom of Information Act 2000 and ISO: 15489 (the International Standard for Records Management).

## How was the Schedule developed?

The Schedule is based on the Joint Information Systems Committee (JISC) HEI Records Retention Schedule and further developed by professional guidance, codes of practice, standards, legislation, risk factors, business requirements and research gathered from best practice in the University sector and internal Information Audits.

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# 1. CORPORATE MANAGEMENT

OFFICIAL COPY OF RECORD(S)	MINIMUM RETENTION	ACTION	WHY?
<b>1.1 Strategic Planning and Performance</b>			
Corporate plan.	Permanent.	<b>University Archives.</b> <b>Send one copy only.</b>	Archival value. JISC guidance.
Strategic reviews/audits.	Current academic year + 10 years.	Review.	JISC guidance.
Organisational restructuring.	End of process + 5 years.	Review.	JISC guidance.
<b>1.2 Governance</b>			
Establishment of the legal framework and governance structure including Memorandum & Articles of Association.	Permanent.	<b>University Archives.</b>	Archival value.
Calendar.	Permanent.	<b>University Archives.</b>	Archival value.
Board of Governors, Executive, Audit Committee and Policy and Resources Committee minutes and terms of reference.	Permanent.	<b>University Archives.</b>	Archival value.
Charitable Funds Sub-Committee terms of reference.	Until superseded.	Destroy.	JISC guidance.
Charitable Funds Sub-Committee minutes.	Current academic year + 5 years.	Review.	JISC guidance.
Electoral procedures for Governing Body and committee appointments.	Until superseded + 6 years.	Review.	Limitation Act 1980.
Annual Report.	Permanent.	<b>University Archives.</b> <b>Send one copy only.</b>	Archival value.
Register of hospitality and gifts.	Audited + 3 years.	Destroy.	Allows time to resolve any issues.

Conduct and results of quality audits.	Current year + 5 years	Review.	JISC guidance.
Attainment and maintenance of accreditation under established independent quality management schemes.	End of accreditation + 1 year.	Destroy.	JISC guidance.
<b>1.3 Risk Management</b>			
Risk assessment policy.	Until superseded + 5 years.	Review.	JISC guidance.
Business continuity and risk management procedures.	Until superseded + 3 years.	Destroy.	JISC guidance.
Risk management reviews/audits.	Current academic year + 5 years.	Review.	JISC guidance.
Risk assessments.	Until superseded + 1 year.	Destroy.	JISC guidance.
<b>1.4 Legal Affairs</b>			
Agreements and contracts under seal with third parties.	End of contract + 12 years.	Review.	Limitation Act 1980. JISC guidance.
Agreements and contracts with others, including entertainment, alcohol and TV licences.	End of contract + 6 years.	Review.	Limitation Act 1980. JISC guidance.
Legal support and representation for claims against the University.	Settlement/withdrawal of claim + 6 years.	Review.	Limitation Act 1980. JISC guidance.
Litigation where a legal precedent is set.	Permanent. End of case + 6 years if precedent not set.	<b>University Archives.</b> Destroy.	Archival value. Limitation Act. JISC guidance.
Legal advice given to the University concerning legislation or proposals for new legislation affecting its conduct and business.	Until superseded + 6 years.	Review.	Limitation Act. JISC guidance.
<b>1.5 Government and Higher Education Regulator Relations</b>			
Enquiries from and responses to government bodies and HE regulators.	Last action on enquiry + 1 year.	Destroy.	JISC guidance.
Responses to government body and HE sector surveys.	Completion of response + 1 year.	Review.	JISC guidance.
Participation in government/public inquiries and HE	Last action on inquiry + 10 years.	Review.	JISC guidance.

sector.			
University's input into the implementation of regulation/legislation affecting the HE sector/its specific legal status, mandate or activities.	Last action on issue + 5 years.	Review.	JISC guidance.
<b>1.6 Health &amp; Safety</b>			
Health & Safety policy and policies covering abuse of staff, control of substances hazardous to health, foreign travel, HIV, lone working, personal protective equipment, provision and use of work equipment, smoking and work placements.	Until superseded + 50 years.	Review.	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. JISC guidance.
Health & Safety procedures covering bomb threats, contractor safety, display screen equipment, epileptic fit, first aiders, fire safety and evacuation, foreign travel, health & safety breach reporting and inspection, home-working & tele-working, notifiable diseases, pandemic influenza, personal emergency evacuation plan for visitors, students and staff (PEEP), pregnancy risk assessment, slips, trips and falls, safety event reporting, smoking, and travel insurance.	Until superseded + 50 years.	Destroy.	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. JISC guidance.
Health & Safety joint committee terms of reference	Until superseded	Review.	Health & Safety at Work Act 1974. JISC guidance.
Health & Safety joint committee minutes.	Current + 50 years.	Review.	Health & Safety at Work Act 1974. JISC guidance.
Health & Safety reviews.	Current year + 10 years.	Review.	Health & Safety at Work Act 1974. JISC guidance.
Health & Safety audits.	End of audit + 5 years.	Review.	Health & Safety at Work Act 1974. JISC guidance.
Health & Safety Service Level Agreements (SLAs).	Until superseded + 6 years.	Destroy.	Limitation Act 1980.
Employee Health & Safety training courses and	Current year + 5 years.	Destroy.	The Health & Safety (First Aid) Regulations



guides.			1981. The Electricity at Work Regulations 1989. The Health & Safety Information for Employees Regulations 1989. The Noise at Work Regulations 1989. The Health & Safety (Display Screen Equipment) Regulations 1992. The Manual Handling Operations Regulations 1992. The Provision & Use of Work Equipment Regulations 1992. The Personal Protective Equipment at Work Regulations 1992. The Health & Safety (Safety Signs & Signals) Regulations 1996. The Fire Precautions (Workplace) Regulations 1997. The Provision & Use of Work Equipment Regulations 1998. The Management of Health & Safety at Work Regulations 1999. The Control of Asbestos at Work Regulations 2002. Health & Safety at Work Act 1974. JISC guidance.
Health & Safety hazard/risk assessments.	Elimination of risk/update of risk assessment + 5 years.	Destroy.	Management of Health & Safety at Work Regulations 1999. The Control of Substances Hazardous to Health Regulations 2002. JISC guidance.
Health & Safety risk register.	Risk entered + 5 years.	Destroy.	The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995. Social Security (Industrial Injuries) (Prescribed Diseases) Regulations 1985, Social Security (Claims & Payments) Regulations 1979. JISC guidance.
Hazardous substances present and in use register.	Updated + 40 years.	Destroy.	The Control of Substances Hazardous to Health Regulations 2002.

			JISC guidance.
Accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations) including list of employees exposed.	Date of recording + 40 years.	Destroy.	The Control of Substances Hazardous to Health Regulations 2002. JISC guidance.
Examination, testing and repair of equipment provided to control exposure to substances hazardous to health including lead and asbestos.	Date of examination/test/repair + 5 years.	Destroy.	The Control of Substances Hazardous to Health Regulations 2002. JISC guidance.
Monitoring of exposure of employees to substances hazardous to health, including lead and asbestos.	Date of action + 5 years if general exposure. Date of monitoring + 40 years if for identifiable individual employees.	Destroy. Destroy.	The Control of Substances Hazardous to Health Regulations 2002. JISC guidance.
Health surveillance records of identifiable individual employees who are exposed to substances hazardous to health including lead and asbestos.	Date of last entry on record + 40 years.	Destroy.	The Control of Substances Hazardous to Health Regulations 2002. JISC guidance.
Air monitoring.	Date of monitoring + 5 years. Date of monitoring + 40 years if exposure requires individual employees to be under medical surveillance.	Destroy. Destroy.	The Control of Substances Hazardous to Health Regulations 2002. JISC guidance.
Assessments to determine the presence of asbestos.	Elimination of asbestos/ assessment superseded + 5 years.	Destroy.	The Control of Substances Hazardous to Health Regulations 2002. JISC guidance.
Working with asbestos plans and notifications.	Duration of work + 5 years.	Destroy.	The Control of Asbestos at Work Regulations 2002. JISC guidance.
Health & Safety inspections of the University's land, property, facilities or operations.	Current year + 5 years.	Destroy.	The Management of Health & Safety at Work Regulations 1999. The Control of Asbestos at Work Regulations 2002. Health & Safety at Work Act 1974. JISC guidance.
Accident book recording accidents, dangerous	Date of recording + 3 years.	Destroy.	The Reporting of Injuries, Diseases &

occurrences and outbreaks of notifiable diseases on the University's premises including near-misses.	Date of notification + 3 years when reported to enforcing authorities. Date of recording + 40 years if involving Group 3 of Group 4 biological agents.	Destroy.  Destroy.	Dangerous Occurrences Regulations 1995. Social Security (Industrial Injuries) (Prescribed Diseases) Regulations 1985, Social Security (Claims & Payments) Regulations 1979. JISC guidance.
Investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the University's premises.	End of investigation + 40 years.	Destroy.	JISC guidance.
Pre-employment health screenings of employees.	End of employment + 40 years.	Destroy.	Limitation Act 1980. JISC guidance.
Eyesight test files.	Date of last test + 40 years.	Destroy.	Limitation Act 1980, The Management of Health & Safety at Work Regulations 1999. The Health & Safety (Display Screen Equipment) Regulations 1992.
Appointment of Health & Safety representatives, first-aiders, fire wardens, key health & safety managers, health & safety managers and major incident team members.	End of appointment + 1 year.	Destroy.	The Safety Representatives & Safety Committees Regulations 1977. The Fire Precautions (Workplace) Regulations 1997. JISC guidance.
Assessments of requirements for fire-fighting systems and equipment.	Review of assessment + 5 years.	Destroy.	Health & Safety at Work Act 1974. The Fire Precautions (Workplace) Regulations 1997. JISC guidance.
Consultations and communications from external Health & Safety representatives	Current year + 50 years.	Review.	The Safety Representatives & Safety Committees Regulations 1977.

## 2. MARKETING

OFFICIAL COPY OF RECORD(S)	MINIMUM RETENTION	ACTION	WHY?
<b>2.1 Internal and External Marketing</b>			
Corporate identity policy	Until superseded + 5 years.	Review.	JISC guidance.
Marketing reviews/audits.	Until superseded + 5 years.	Review.	JISC guidance.
Marketing survey results.	Completion of survey + 3 years.	Review.	JISC guidance.
Internal and external events management.	Completion of event + 3 years.	Review.	JISC guidance.
Advertising campaigns.	Current academic year + 6 years.	Destroy.	Limitation Act 1980.
Enquiries, feedback and complaints from students, staff, public and media.	Last action on enquiry + 1 year.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Media interviews, briefings.	Last action on interview + 1 year.	Destroy.	JISC guidance.
Press releases.	Press release issued + 5 years.	Review.	JISC guidance.
Private hire agreements	End of agreement + 1 year.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles.
Corporate identity/branding/style guides.	Permanent.	<b>University Archives.</b>	Archival value. JISC guidance.
Internal and external publications, including LSBUllletin, Communiversity.	Permanent.	<b>University Archives. Send one copy only.</b>	Archival value. JISC guidance.
Design, commissioning, editing and production of a publication.	Issue of publication + 1 year.	Destroy.	JISC guidance.
Photographs relating to the University, its students, staff and stakeholders including those	Permanent.	<b>University Archives.</b>	Archival value.

held on CD & digitally.			
Press cuttings relating to the University.	Permanent.	<b>University Archives.</b>	Archival value.
University shop sales transactions.	Current financial year + 6 years.	Destroy.	Limitation Act 1980. HM Customs & Excise Notice 100/21: Keeping VAT Records & Accounts.
<b>2.2 Development</b>			
Development strategy.	Until superseded + 5 years.	Review.	JISC guidance.
Development reviews/audits.	Until superseded + 5 years.	Review.	JISC guidance.
Fundraising campaigns.	End of campaign + 5 years.	Review.	JISC guidance.
Corporate sponsorship of public events.	End of sponsorship + 5 years.	Review.	JISC guidance.
Donor management.	End of relationship + 6 years.	Review.	Limitation Act 1980. JISC guidance.
Donations to third parties.	Last action on donation + 6 years.	Review.	Limitation Act 1980. JISC guidance.

### 3. RESOURCES

OFFICIAL COPY OF RECORD(S)	MINIMUM RETENTION	ACTION	WHY?
<b>3.1 Estates</b>			
Estates strategy.	Permanent.	<b>University Archives. Send one copy only.</b>	Archival value. JISC guidance.
Estates management reviews/audits.	Current year + 10 years.	Review.	JISC guidance.
Estates & Accommodation Sub-Committee terms of reference.	Until superseded.	Destroy.	JISC guidance.
Estates & Accommodation Sub-Committee minutes.	Current year + 5 years.	Review.	JISC guidance.
Property acquisition.	Ownership of property. End of negotiations + 6 years if property not acquired.	Destroy. Destroy.	Limitation Act 1980. JISC guidance.
Property deeds and certificates of title.	Ownership of property.	Transfer to new owner when disposed of.	JISC guidance.
Property lease/rental agreements.	Disposal of property/Termination of lease + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Property development and restoration including plans and drawings.	Ownership of property.	Transfer to new owner when disposed of.	Limitation Act 1980.
Building models and photographs.	Permanent.	<b>University Archives.</b>	Archival value.
Historic property plans/blueprints.	Permanent.	<b>University Archives.</b>	Archival value.
Property inspection, maintenance and repairs.	Completion of work + 2 years.	Destroy.	The Fire Precautions (Workplace) Regulations 1997.

			JISC guidance.
Property disposal records.	Disposal of property + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Specification requirements for facilities, interior design and fit-out schemes, carrying out interior decoration and fitting-out works.	Next fit-out + 1 year.	Destroy.	JISC guidance.
Preventative maintenance works within facilities including repairs to interior decoration, fixtures and fittings.	Current year + 1 year.	Destroy.	JISC guidance.
Relocation of facilities within buildings or to other buildings.	Completion of relocation + 10 years.	Destroy.	JISC guidance.
Documentation of the physical relocation of facilities.	Completion of relocation + 2 years.	Destroy.	JISC guidance.
Property/facility inspections by enforcing authorities.	Completion of next inspection.	Destroy.	JISC guidance.
Fire certificates.	Issue of new certificate.	Destroy.	JISC guidance.
<b>3.2 Environmental and Waste Management</b>			
Sustainable Development policy and Energy policy.	Until superseded + 10 years.	Review.	JISC guidance.
Sustainable travel plan and procurement plan.			JISC guidance.
Sustainability reviews/audits.	Current academic year + 5 years.	Review.	JISC guidance.
Sustainable Development group terms of reference.	Current year + 5 years.	Review.	JISC guidance.
Sustainable Development group minutes.	Until superseded.	Destroy.	JISC guidance.
Environmental management scheme accreditation.	End of accreditation + 1 year.	Review.	JISC guidance.
Promotional materials.	Current year + 5 years.	Review.	JISC guidance.
Environmental incidents on the University premises or caused by its operations.	Last action on incident + 40 years. Closure of investigation + 40 years if investigation carried out.	Destroy. Destroy.	JISC guidance.
Notification of incidents to environmental	Date of notification + 5 years.	Destroy.	JISC guidance.

enforcing authorities.			
Energy use and consumption.	Current year + 5 years.	Destroy.	JISC guidance.
Classification, collection and storage of 'controlled waste' prior to removal and register of removal of 'controlled waste' by registered/licensed contractors.	Removal of waste + 2 years.	Destroy.	Environmental Protection (Duty of Care) Regulations 1991. The Special Waste Regulations 1996. JISC guidance.
Classification, collection and storage of 'special waste' prior to removal and register of removal of 'special waste' by registered/licensed contractors.	Removal of waste + 3 years.	Destroy.	Environmental Protection (Duty of Care) Regulations 1991. The Special Waste Regulations 1996. JISC guidance.
<b>3.3 Security</b>			
Property and facility security inspections.	Completion of next inspection.	Destroy.	JISC guidance.
Routine security surveillance of properties and facilities including CCTV.	31 days.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles. Information Commissioner's Code of Conduct. JISC guidance.
Security incidents/breaches to properties/facilities.	Last action on incident + 1 year.	Destroy.	JISC guidance.
ID card issue procedures and ID and access terms and conditions.	Until superseded + 3 years.	Review.	JISC guidance.
Completed phonebook entry, security pass and key forms.	Form processed + 3 months.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Database entries of security passes issued to	Expiry of pass + 1 year.	Destroy.	UK GDPR and Data



visitors, employees, other staff and students.			Protection Act 2018 data protection principles. JISC guidance.
<b>3.4 Finance</b>			
Financial regulations and strategy.	Until superseded + 10 years.	Review.	JISC guidance.
Financial management procedures.	Until superseded + 10 years.	Destroy.	JISC guidance.
Financial management reviews.	Current financial year + 10 years.	Review.	JISC guidance.
Financial audits.	Last action on audit + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Finance committee terms of reference.	Permanent.	<b>University Archives.</b>	Archival value.
Finance committee minutes.	Permanent.	<b>University Archives.</b>	Archival value.
Incoming payments (including student tuition fees, nursery and accommodation fee receipts), till rolls, honoraria payments to third parties, employees' and third party expenses and overtime claims, refund records and documentation to prepare annual accounts.	Current financial year + 6 years.	Destroy.	Limitation Act 1980, Taxes Management Act 1970, Value Added Tax Act 1994. HM Customs & Excise Notice 700/21: Keeping [VAT] Records & Accounts. JISC guidance.
Purchase orders, petty cash files, delivery notes, external and internal orders, phone and fax bills, stationary and supplies orders.	Current financial year + 1 year.	Destroy.	JISC guidance.
Annual report and financial statement.	Permanent.	<b>University Archives. Send one copy only.</b>	Archival value. JISC guidance.
Internal deployment of the University's finances, processing of internal accounting transactions between operating units (cross-charges), school and departmental budgets.	Current financial year + 1 year.	Destroy.	JISC guidance.
Negotiation and administration of formal contracts between operating units (e.g. for the provision of	Termination of contract + 1 year.	Destroy.	JISC guidance.

services).			
Annual funding allocations from statutory funding bodies.	Current financial year + 10 years.	Destroy.	JISC guidance.
Returns including Office for Students, tax, HESA, VAT).	Current tax year + 6 years.	Destroy.	Taxes Management Act 1970. Value Added Tax Act 1994. JISC guidance.
Bank account administration, including opening and closing, standing orders, direct debits, deposits, withdrawals, transfers.	Closure of account/life of instruction + 6 years.	Destroy.	Taxes Management Act 1970.Limitation Act 1980. JISC guidance.
Financial investment portfolio management including purchase/sale of investments.	Divestment/current financial year (of transaction) + 6 years.	Destroy.	Taxes Management Act 1970.Limitation Act 1980. JISC guidance.
Value of the University's capital assets including disposal.	Current financial year + 6 years.	Review.	Taxes Management Act 1970. JISC guidance.
Employers' contributions to employee pension schemes.	End of employment + 75 years.	Destroy.	Limitation Act 1980. JISC guidance.
Calculation and payment of payroll payments.	Current tax year + 6 years.		Limitation Act 1980, Taxes Management Act 1970, The Income Tax (Employments) Regulations 1993, The National Minimum Wage Regulations 1999.
<b>3.5 Insurance</b>			
Insurance management procedures.	Current + 3 years.	Destroy.	JISC guidance.
Insurance management reviews/audits.	Current year + 5 years.	Review.	JISC guidance.

Arrangement and renewal of employers' liability insurance and public liability insurance.	Start of policy/renewal of policy + 40 years.	Destroy.	The Employers' Liability (Compulsory Insurance) Regulations 1998, The Employers' Liability (Compulsory Insurance) Act 1969. JISC guidance.
Arrangement and renewal of insurance policies.	End of policy + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Insurance claims.	Settlement of claim/withdrawal of claim + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
<b>3.6 Procurement</b>			
Procurement strategy and general conditions of contract for goods and services.	Until superseded + 5 years.	Review.	JISC guidance.
Procurement reviews/audits.	Current year + 5 years.	Review.	JISC guidance.
Procurement procedures including supplier set-up process, order process and invoice payment process guidance.	Until superseded + 3 years		JISC guidance.
Supplier evaluation criteria.	Current + 5 years.	Review.	JISC guidance.
Invitations to prospective suppliers to apply for approval.	Expiry of invitation/application unsuccessful + 6 months. Completion of approval if successful.	Destroy. Destroy.	JISC guidance.
Approved suppliers.	End of approval.	Destroy.	JISC guidance.
Rejected suppliers.	Rejection + 1 year.	Destroy.	JISC guidance.
Supplier database.	While current.	Destroy.	JISC guidance.
Invitations and evaluation of pre-qualification submissions from prospective suppliers.	Award of supply contract + 1 year.	Destroy.	The Public Works Contracts Regulations 1991. The Public Services Contracts Regulations 1993. The Public Supply

			Contracts Regulations 1995. JISC guidance.
Invitations to Tender evaluation criteria.	Termination of supply contract awarded + 6 years.	Destroy.	The Public Works Contracts Regulations 1991. The Public Services Contracts Regulations 1993. The Public Supply Contracts Regulations 1995. Limitation Act 1980.
Issue of Tender invitations and handling of incoming tenders and rejected tenders.	Award of supply contract + 1 year.	Destroy.	The Public Works Contracts Regulations 1991. The Public Services Contracts Regulations 1993. The Public Supply Contracts Regulations 1995.
Successful tenders and contract award reports.	Termination of supply contract awarded + 6 years.	Destroy.	The Public Works Contracts Regulations 1991. The Public Services Contracts Regulations 1993. The Public Supply Contracts Regulations 1995. Limitation Act 1980.
Statistical reports to HM Treasury on awarded contracts.	Current year + 3 years.	Destroy.	The Public Works Contracts Regulations 1991. The Public Services Contracts Regulations

			1993. The Public Supply Contracts Regulations 1995.
Variations to contracts e.g. revisions/extensions.	Termination of contract + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Supplier performance monitoring.	Termination of contract + 6 years.	Review.	Limitation Act 1980. JISC guidance.
Purchasing authorisation limits.	Current + 1 year.	Destroy.	JISC guidance.
Internal authorisation for procurement.	Current financial year + 1 year.	Destroy.	JISC guidance.
Purchase orders, good received notes, goods inwards notes.	Current financial year + 6 years.	Destroy.	Limitation Act 1980, HM Customs & Excise Notice 700/21: Keeping [VAT] Records & Accounts. JISC guidance.
<b>3.7 Human Resources</b>			
Human Resources policy and policies/strategies covering bullying, data protection, market supplements, overtime for support staff, CRB disclosure service, consensual sexual relations between academic staff and students, equal opportunities, gender and disability equality, religion and belief, dignity at work, staff volunteering, staff experience, people development, sponsored study and corporate learning and development plan and leadership development.	Until superseded + 10 years.	Review.	JISC guidance.
Human resources management procedures covering academic capability, grievance, probationary, and redeployment and redundancy, bullying, disciplinary, employment for hourly paid,	Until superseded + 10 years.	Destroy.	JISC guidance.

freedom of speech code of practice, sessional and occasional lecturers, market supplements, recruitment and selection, sickness, statutory retirement, support capability, grievance, probationary and redeployment and redundancy.			
Human resources guidance notes covering adverse travel conditions, season ticket loan, appraisal scheme, childcare vouchers, conditions of service for support staff, personal safety, determination of lecturers duties, disability and dyslexia support, discretionary and special leave, employee assistance programme, equal opportunities, freedom of information, maternity and paternity entitlements, adoption leave and pay, maternity cover, parental leave, emergency leave, local government pension scheme, flexible working, permission to work in the UK, salary scales, teachers' pension scheme, the Universities and Colleges Personal healthcare Scheme, University superannuation scheme, working tax credit/child tax credit and visiting appointments.	Until superseded + 10 years.	Review.	JISC guidance.
Human Resources management reviews/audits.	Until superseded + 10 years.	Destroy.	JISC guidance.
Human Resources Committee, Nominations Committee, Remuneration Committee, Equality and Diversity Committee, Appointments Committee terms of reference.	Until superseded.	Destroy.	JISC guidance.
Human Resources Committee, Nominations Committee, Remuneration Committee, Equality and Diversity Committee, Appointments Committee minutes.	Current academic year + 5 years.	Review.	JISC guidance.

Analysis and results of workplace requirements.	Current year + 3 years.	Review.	Limitation Act 1980. JISC guidance.
Management succession plans.	Until superseded + 5 years.	Review.	JISC guidance.
Development and specification of job specifications.	Current year + 5 years.	Destroy.	JISC guidance.
Internal authorisation for recruitment.	Current year + 1 year.	Destroy.	JISC guidance.
Advertising of vacancies.	Completion of appointment + 6 months.		Sex Discrimination Act 1975. Race Relations Act 1976. Disability Discrimination Act 1995. JISC guidance.
Vacancy enquiries and application requests.	Completion of appointment.	Destroy.	JISC guidance.
Handling of applications for vacancies.	Completion of appointment + 6 month if application is unsuccessful. End of employment + 6 months if application is successful.	Destroy.	Sex Discrimination Act 1975. Race Relations Act 1976. Disability Discrimination Act 1995. JISC guidance.
Speculative applications.	Last action of application.	Destroy.	JISC guidance.
Supporting documentation including references.	Completion of appointment.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Medical reports documenting pre-employment health screening of an employee.	End of employment + 40 years.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles. The Control of Asbestos at Work Regulations 2002, The Control of Lead at Work Regulations 2002, The Control of

			Substances Hazardous to Health Regulations 2002.
Criminal Records Bureau checks.	Check complete + 6 months.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles.
Development, delivery and assessment of new employee induction programmes.	Current year + 5 years.	Destroy.	JISC guidance.
New employee induction programmes.	End of programme + 1 year.	Destroy.	JISC guidance.
Summary on staff development needs.	Current year + 5 years.	Destroy.	JISC guidance.
Development of staff training/development programmes.	Completion of programme + 5 years.	Destroy.	JISC guidance.
Feedback on training/development programmes.	Feedback analysed. Feedback analysed + 5 years if anonymised.	Destroy.	JISC guidance.
Staff development course attendance registers.	End of course + 1 year.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles.
Development of workforce performance assessments systems.	Life of system + 5 years.	Destroy.	JISC guidance.
Annual staff appraisals.	Current academic year + 1 year.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Anonymised summary results of employees' performance assessments.	Current year + 3 years.	Destroy.	JISC guidance.
Management analyses of the impact of workforce performance assessment systems.	Current year + 5 years.	Destroy.	JISC guidance.
Remuneration structure development.	Current year + 10 years.	Review.	JISC guidance.
Pay reviews.	Current + 3 years.	Review.	JISC guidance.
Workforce welfare schemes and services.	Current year + 5 years.	Review.	JISC guidance.



Monitoring of hours worked by employees.	Date of record + 2 years.	Destroy.	JISC guidance.
Individual responses to workforce surveys/consultations including Staff Experience survey.	Analysis of responses Completion of survey + 5 years if responses are anonymised.	Destroy. Review.	JISC guidance.
Grievances raised by staff (not about their employment), the University's response and action taken.	Last action on case + 6 years.	Destroy.	Limitation Act 1980. UK GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Staff grievances, disciplinary proceedings and Employment Tribunal files.	Last action on case + 6 years.	Destroy.	Limitation Act 1980. UK GDPR and Data Protection Act 2018 data protection principles.
Staff files including employment contracts, initial application, changes to the terms and conditions of employment, involuntary termination of employment and ill-health retirement files, personal information, current address details.	Termination of employment + 6 years.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles. Limitation Act 1980. JISC guidance.
University recognition/derecognition of trade unions.	Derecognition + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Trade Union agreements.	Termination of agreement + 10 years.	Destroy.	Chartered Institute of Personnel and Development Recommendation. Limitation Act 1980. JISC guidance.
Routine communications/Consultations and negotiations with trade union representatives.	Last action on issue/Current year + 20 years.	Review.	JISC guidance.
Workforce pension scheme.	Termination of relationship + 5 years.	Destroy.	JISC guidance.

Individual performance appraisals and objectives.	Current year + 5 years.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles.
Sickness forms.	End of employment + 40 years.	Destroy.	Social Security Contributions & Benefits Act 1992, Statutory Sick Pay Manual for Employers CA30.
Annual leave forms.	Current year + 1 year.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles.
Institutional or individual membership of professional bodies, societies, institutions.	End of membership + 1 year.	Destroy.	JISC guidance.
Registration of staff with regulatory bodies.	End of membership	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
<b>3.8 Information Resources</b>			
Information Strategy and policies/strategies covering archives, Data Protection, Freedom of Information, records management.	Until superseded + 5 years.	Review.	JISC guidance.
Information Strategy Board terms of reference.	Until superseded.	Destroy.	JISC guidance.
Information Strategy Board minutes.	Current academic year + 5 years.	Review.	JISC guidance.
Information resources procedures.	Current + 3 years.	Destroy.	JISC guidance.
Information Strategy performance reviews/audits.	Current year + 5 years.	Review.	JISC guidance.
Data controller notification to the Office of the Information Commissioner.	Expiry of notification + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Subject access requests and Freedom of Information requests.	Last action on request + 6 years.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles.

			Limitation Act 1980. JISC guidance.
Subject access requests and Freedom of Information requests statistics.	Current year + 10 years.	Destroy.	JISC guidance.
Publication Scheme.	Until superseded + 5 years.	Destroy.	JISC guidance.
Records classification and indexing schemes.	Until superseded + 5 years.	Destroy.	JISC guidance.
Records retention schedules.	Until superseded + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Archives environmental monitoring records.	Current year +1 year.	Destroy.	JISC guidance.
Archives access requests, enquiries and feedback.	Last action on request/enquiry + 1 year.	Destroy.	JISC guidance.
Selection and use of archives by staff for teaching events, publications and exhibitions and third parties for exhibitions, publication and television programmes.	Current year + 5 years.	Review.	JISC guidance.
<b>3.9 Intellectual Property Management</b>			
Patent documents and patent applications.	Life of patent.	Destroy.	JISC guidance.
Infringements of the University's patents.	Last action on case + 6 years.	Review.	Limitation Act 1980. JISC guidance.
Licensing of patents to third parties.	Termination of license/life of patent + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Patent licensing agreements and collection of fees.	Termination of licence + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Copyright permissions to third parties.	Last action on request + 5 years.	Destroy.	JISC guidance.
Applications for permission to copy material outside the scope of the HE Licence Agreement.	Last action on application + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Routine monitoring of copying, calculation of payment due to collecting associations, copies of statistics provided to the Copyright licensing Agency and Copyright Licensing Agency surveys.	Current year + 1 year.	Destroy.	JISC guidance.

Copyright declaration forms.	Current academic year + 5 years.	Destroy.	Copyright, Designs & Patents Act 1988.
<b>3.10 Information and Communications Technology (ICT)</b>			
ICT policy and policies covering DNS registration, email server, security, disposal, JANET acceptable use and passwords.	Current + 5 years.	Review.	JISC guidance.
ICT reviews/audits.	Current year + 5 years.	Review.	JISC guidance.
ICT system development project management.	End of project + 5 years.	Destroy.	JISC guidance.
Routine enquiries and reported faults.	Last action on enquiry + 1 year.	Destroy.	JISC guidance.
Management of system data storage including routine data backup, archiving and deletion.	Current year + 1 year.	Destroy.	JISC guidance.
Data recovery requests.	Last action on request + 3 months.	Destroy.	JISC guidance.
Software licences for live ICT systems.	Issue of new licence.	Destroy.	JISC guidance.
Security arrangements for ICT systems.	Decommissioning of system + 5 years.	Destroy.	JISC guidance.
Attempted/actual ICT systems security breaches.	Last action on incident + 1 year.	Destroy.	JISC guidance.
<b>3.11 Internal Services</b>			
Service quality reports.	Current year + 3 years.	Review.	JISC guidance.
Promotional materials.	Permanent.	<b>University Archives. Send one copy only.</b>	Archival value. JISC guidance.
Internal services customer surveys.	Completion of survey + 3 years.	Destroy.	JISC guidance.
Customer enquiries, complaints and feedback on internal services.	Last action on enquiry/complaint/feedback + 6 years.	Review.	JISC guidance. Limitation Act 1980.
Nursery admissions policy.	Until superseded + 5 years.	Destroy.	JISC guidance.
Nursery Ofsted reports.	Current + 5 years.	Review.	JISC guidance.
Nursery applications, consent forms, contact details and attendance registers	Child leaving + 15 years.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles.

			JISC guidance.
Nursery waiting lists.	Current + 1 year.	Destroy.	UK GDPR and Data Protection Act 2018 data protection principles. JISC guidance.