

University of Ulster

Retention and Disposal Schedule for University Records

This Retention and Disposal Schedule has been drawn up under the auspices of the Advisory Group on Archives and Records Management, and, subject to approval by Senate and Council, is intended to be adopted for the use throughout the University.

The aims of the Schedule are:

- to ensure the systematic transfer of records to the University Archive;
- to provide advice to University staff on the length of time records should be kept in Departments or Faculties;
- to provide guidance on the legislation applying to particular classes of record;
- to ensure that the University can comply with the appropriate legislation, in particular the Freedom of Information Act.

The Schedule has been developed following the model retention schedule for Higher Education Institutions developed by JISC, which can be found at

http://www.jisc.ac.uk/pub1/records_lifecycle/records_retention_schedule.

The Schedule groups records under the following functions, identified by JISC, which are common to all Higher Education Institutions:

1. Strategy Development and Implementation
2. External Relations
3. Teaching and Learning
4. Research and Development
5. Student Administration and Support
6. Resource Management

Notes:

When the Schedule has been accepted it will be important that the originating departments retain all records which they need for their own operational purposes for as long as they need them. Records should only be transferred to the Archives when they cease to be current.

Where it has been noted that records should be retained permanently by the Archives Service, such records may eventually be deposited in the Public Record Office of Northern Ireland (PRONI) in accordance with any future strategy agreed between the University and PRONI. Any such strategy will be reviewed and approved by the Advisory Group on Archives and Records Management, and passed for adoption by the University.

In the event of any developments requiring a change of retention period, e.g. changes in legislation, the Archivist will have the discretion to make such a change, consulting as appropriate the Departments/Faculties concerned.

For the purposes of this document the term "Archives" is used to embrace the functions of records management and archives.

Joseph McLaughlin

University Archivist and Rare Books Curator

October 2003 [*revised following June 2010 SENATE meeting - minute 3.4*]

1. Strategy development and implementation

RECORDS	ACTION TO BE TAKEN IN DEPARTMENT/FACULTY	ACTION IN ARCHIVES
1.1 Strategies		
Statements of University's aims and objectives including: <ul style="list-style-type: none"> · Corporate plans · Mission statements 	Transfer to Archives when no longer needed for reference in Department	Retain permanently
1.2 Governance		
Definitions and developments of governance and management structure including: <ul style="list-style-type: none"> · Charter · Statutes 	Transfer to Archives when finalised	Retain permanently
Minutes of governing bodies of University including: <ul style="list-style-type: none"> · Council · Senate · Agenda and papers of the above bodies · Minutes of committees which serve the above bodies 	Retain for lifespan of the respective body, then transfer to Archives	Retain permanently
Copies of minutes, agenda and papers of the above held in other offices	Retain for 4 years then destroy.	

2. External relations

RECORDS	ACTION TO BE TAKEN IN DEPARTMENT/FACULTY	ACTION IN ARCHIVES
2.1 Government and regulator regulations		
Management of relations with other HEIs	Transfer to Archives when no longer current	Retain permanently
Monitoring of, and participation in development of government or regulatory policies affecting the University	Transfer to Archives when no longer current	Retain permanently
Negotiation and management of agreements with other Universities and/or further education institutions	Transfer to Archive when no longer current	Destroy 7 years after termination of agreement (JISC guidelines), except agreements with FE institutions, which are retained permanently
Planning, financing and management of co-operative ventures, including: · Joint Venture Agreements	Transfer to Archives when no longer current	Destroy 7 years after termination of agreement (JISC guidelines)
2.2 Marketing		
Design and control of the University's corporate identity, including: · Designs · Design and distribution of promotional materials · Prospectus and other promotional publications, including annual reports	Transfer to Archives when finalised. · Copy of each to Archives on publication	Retain permanently Retain permanently

<p>Communications with the media, including:</p> <ul style="list-style-type: none"> · Press releases · Press cuttings 	<p>Transfer to Archives when no longer current</p> <ul style="list-style-type: none"> · Transfer to Archives after 1 year 	<p>Retain permanently</p> <p>Retain permanently</p>
<p>Design and management of University Web site:</p> <ul style="list-style-type: none"> · Including Web site snapshots 	<p>Retain permanently in Online Group</p>	
<p>2.3 Publications</p>		
<p>Design of University publications</p>	<p>Transfer to Archive when no longer current</p>	<p>Retain permanently</p>
<p>2.4 Community liaison</p>		
<p>Documents relating to local initiatives providing learning opportunities for students and staff, and relating to activities aimed at improving University relations with local community</p>	<p>Transfer to Archives when no longer current</p>	<p>Retain permanently</p>
<p>Management of relationship with individuals and institutions which provide funding</p>	<p>Transfer to Archives when complete</p>	<p>Review 10 years after end of relationship</p>
<p>2.5 Alumni records</p>		
<p>Maintenance of alumni records including:</p> <ul style="list-style-type: none"> · Lists of alumni · First Destinations list · Lists of alumni groups or associations · Details of alumni events 	<p>Retain permanently in Alumni Office</p>	

Alumni newsletters/magazines	Transfer one copy of each to Archives on publication	Retain permanently
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3. Teaching and Learning

RECORDS	ACTION TO BE TAKEN IN DEPARTMENT/FACULTY	ACTION IN ARCHIVES
3.1 Performance management		
Documents on monitoring, inspection and assessment of examination and course assessment leading to awards	Transfer to Archives when no longer current	Retain permanently
Quality assurance, including Teaching Assessment Exercises: <ul style="list-style-type: none"> · Final Reports · Other records 	<ul style="list-style-type: none"> · Transfer to Archives on publication 	<ul style="list-style-type: none"> · Retain permanently · Destroy after 5 years (JISC guidelines)
Subject Reviews, including: <ul style="list-style-type: none"> · Self-assessment Documents · Final Reports · Other records 	<ul style="list-style-type: none"> · Transfer to Archives after Review · Transfer to Archives on publication 	<ul style="list-style-type: none"> · Retain permanently · Retain permanently · Destroy after 5 years (JISC guidelines)
3.2 Course development		
Records of the development and content of new courses, including: <ul style="list-style-type: none"> · Course documents · Course guides 	<ul style="list-style-type: none"> · Transfer to Archives when no longer needed for reference · Transfer to Archives when no longer needed for reference 	<ul style="list-style-type: none"> · Review after 20 years, retain sample · Review after 20 years

<ul style="list-style-type: none"> · Prospectus · Other records 	<ul style="list-style-type: none"> · See 2.2 above · Transfer to Archives when finalised 	<ul style="list-style-type: none"> · Destroy after 5 years (JISC guidelines)
Records of course accreditation by professional bodies or other outside agencies	Transfer to Archives when process complete	Review after 5 years
<p>Review and redesign of existing courses, including:</p> <ul style="list-style-type: none"> · Course documents · Course guides · Prospectus · Other records 	<ul style="list-style-type: none"> · Transfer to Archives when finalised · Transfer to Archives when finalised · See 2.2 above · Transfer to Archives when finalised 	<p>Review after 20 years, retain sample</p> <p>Review after 20 years</p> <p>Destroy after 5 years (JISC guidelines)</p>
<p>Preparation and delivery of courses, including:</p> <ul style="list-style-type: none"> · Course notes · Lecture notes · Seminar notes · Assignments · Handouts · Presentation materials · Reading lists 	<p>Keep one copy of each in originating office, and destroy unwanted duplicates.</p> <p>Review 5 years after course completion, and retain samples for permanent retention</p>	
<p>Documents relating to student feedback on courses, including:</p> <ul style="list-style-type: none"> · Student course feedback forms 	<ul style="list-style-type: none"> · Destroy 1 year after creation 	

· Collated statistics	· Review in originating office after 5 years.	
3.3 Course administration		
Course timetables	Destroy 1 year after end of academic year completed (JISC guidelines)	
Assignment of students to classes or groups, including: · Class lists · Tutorial group lists	Destroy 1 year after end of academic year completed (JISC guidelines)	
Records of students' attendance	Destroy 1 year after end of academic year completed (JISC guidelines)	
Design of assessment methods and standards	Transfer to Archives when no longer needed for reference	Review after 20 years, retain sample.
3.4 Examinations		
Records relating to examination/assessment rules and regulations	Transfer to Archives when finalised	Retain permanently
Design of examinations and assessments, including: · Examination papers	Transfer to Archives 1 year after date of examination	Retain permanently
Documents on the selection of internal/external examiners	Destroy after 7 years (JISC guidelines)	
Marking of examinations including: · Examination scripts/assignments · Examiners' marking sheets	Retain for six months following the relevant Board of Examiners (Revised	

<ul style="list-style-type: none"> · Examiners' notes · Examiners' reports 	paragraph, approved by SENATE June 2010).	
<p>Communication of examination results to students, including:</p> <ul style="list-style-type: none"> · Pass lists 	Retain permanently	
Records of complaints and appeals against examination results and procedures	Destroy after 7 years (JISC guidelines)	
Examination timetables	Destroy 1 academic year after completion of examination	
3.5 Awards		
<p>Organisation of awards ceremonies, including:</p> <ul style="list-style-type: none"> · Programmes · Awards lists · Lists of graduates 	Transfer to Archives when finalised	Retain permanently
Documents concerning the nomination and selection of honorary graduates	Transfer to Archives when finalised	Retain permanently.

4. Research and Development

RECORDS	ACTION TO BE TAKEN IN DEPARTMENT/FACULTY	ACTION IN ARCHIVES
4.1 Research strategy development		
Documents relating to research policy	Transfer to Archives when finalised	Retain permanently
Publicity material, brochures	See section 2.2 above	
Records relating to funding	Transfer to Archives when no longer current	Retain permanently
4.2 Research proposals		
Research grant applications	Transfer to Archives when no longer current	Destroy after 7 years
Research grant application summaries	Transfer to Archives when no longer current	Retain permanently
Preparation and submission of research proposals, including: <ul style="list-style-type: none"> · Research proposals – successful · Research proposals – unsuccessful 	Transfer to Archives when outcome confirmed	<ul style="list-style-type: none"> · Retain permanently · Destroy after 5 years
4.3 Research programme management		
Research Assessment Exercises, including: <ul style="list-style-type: none"> · Final Reports · Drafts, correspondence 	<ul style="list-style-type: none"> · Transfer to Archives after exercise · Retain in originating office, and destroy after 5 years 	<ul style="list-style-type: none"> · Retain permanently
4.4 Research outcomes		
Research outcomes, including: <ul style="list-style-type: none"> · Published/printed reports 	<ul style="list-style-type: none"> · Send one copy to Faculty Sub-librarian 	

· Unpublished reports	for addition to Library stock · Retain in originating office	
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5. Student Administration and Support

RECORDS	ACTION TO BE TAKEN IN DEPARTMENT/FACULTY	ACTION IN ARCHIVES
5.1 Student Services		
Development of student services, including: <ul style="list-style-type: none"> · Key development and review documents · Other records 	<ul style="list-style-type: none"> · Transfer to Archives when completed · Transfer to Archives when completed 	<ul style="list-style-type: none"> · Retain permanently · Destroy after 10 years (JISC guidelines)
Liaison with students with regard to University operations and administration, including: Student satisfaction surveys: <ul style="list-style-type: none"> · Survey data · Collated statistics/Reports 	<ul style="list-style-type: none"> · Destroy 1 year after survey · Transfer to Archives when complete 	<ul style="list-style-type: none"> · Retain permanently
Staff/student meeting papers	Retain permanently	
5.2 Student admission and registration		
Student files	Retain permanently	
Provision of information to/about current/past students, including: <ul style="list-style-type: none"> · Requests for references, confirmation of attendance and responses · Transcripts, results and responses 	Destroy 1 year after completion of request (JISC guidelines)	

5.3 Student discipline		
Files relating to student discipline	Transfer to Archives when case resolved	Retain permanently
5.4 Student surveys		
Equality surveys, including · Questionnaires · Statistics/Reports	· Destroy 6 years after creation · Transfer to Archives when complete	· Retain permanently
5.5 Student activities		
Student newspapers/magazines	Deposit 1 copy of each in Archive	Retain permanently

6. Resource Management

RECORDS	ACTION TO BE TAKEN IN DEPARTMENT/FACULTY	ACTION IN ARCHIVES
6.1 Procurement		
Identification and vetting of potential suppliers, including: <ul style="list-style-type: none"> · Supplier evaluation · Register of approved suppliers 	<ul style="list-style-type: none"> · Transfer to Archives when completed · Destroy as superseded 	<ul style="list-style-type: none"> · Destroy after 6 years (JISC guidelines)
Selection of suppliers: <ul style="list-style-type: none"> · Invitations to Tender/Tenders/Tender documentation · Successful · Unsuccessful 	<ul style="list-style-type: none"> · Transfer to Archives when no longer current · Destroy after 1 year 	<ul style="list-style-type: none"> · Destroy after 6 years (JISC guidelines)
Selection of suppliers: <ul style="list-style-type: none"> · Requests for Proposals/Proposals/Proposal documentation · Successful · Unsuccessful 	<ul style="list-style-type: none"> · Transfer to Archives when no longer current · Destroy after 1 year 	<ul style="list-style-type: none"> · Destroy after 6 years (JISC guidelines)
Management of supplier relationships, including: <ul style="list-style-type: none"> · Supplier files 	<ul style="list-style-type: none"> · Destroy 2 years after file closed 	

Monitoring of supplier performance	Destroy 7 years after file closed	
Definition of internal information needs, and formulation of plans to meet these needs, including: <ul style="list-style-type: none"> Information Strategy 	Transfer to Archives when finalised	Retain permanently
Co-ordination of internal information systems	Destroy after 2 years (JISC guidelines)	
Development of information systems	Transfer to Archives when no longer current	Retain permanently
Identification of ownership of business critical data, and maintenance of date to guarantee its accuracy and reliability	Destroy as superseded	
6.2 Information and library service management		
Records relating to service delivery, including: <ul style="list-style-type: none"> Inter-library loans forms Enquiry forms Loans records/database Fines records 	<ul style="list-style-type: none"> Transfer to Archives Destroy after 1 year Destroy as superseded Destroy as superseded 	<ul style="list-style-type: none"> Destroy 7 years after completion of forms (JISC guidelines)
6.3 IT system development		
Specification of functional and technical requirements for IT hardware, software and networks	Destroy as superseded	
Installation, testing and operation of hardware, software and networks, including: <ul style="list-style-type: none"> Test reports Operating logs 	Destroy after 5 years.	

Operation of data backup and archiving routines, including: <ul style="list-style-type: none"> · Backup schedules · Archiving schedules 	Retain permanently	
Design, development and implementation of IT systems	Destroy 5 years after decommissioning of system (JISC guidelines)	
6.4 Records management		
Determination of retention periods for University records, including: <ul style="list-style-type: none"> · Records retention authorisations · Records retention schedules 	Transfer to Archives when complete	Review after 10 years
Selection of records for permanent preservation as the University's historical record	Transfer to Archives when finalised	Retain permanently
Transferring inactive records to off-site storage <ul style="list-style-type: none"> · Lists of transferred records 	Transfer to Archives when finalised	Review after 10 years
Destruction of time-expired records, including: <ul style="list-style-type: none"> · Destruction authorisation lists · Records destruction schedules 	Transfer to Archives when finalised	Review after 10 years
6.5 Archives Management		
Acquisition of records, including: <ul style="list-style-type: none"> · Acquisitions Register · Depositor/donor arrangements 	Retain in Archives	Retain permanently

Storage of archives, including: · Location register	Destroy as superseded	
Promotion of archives, including: · Reports · Guides · Catalogues · Exhibition materials	Retain in Archives	Retain permanently
Provision of access to archives, including: · User register · Enquiry records · Records of loans	· Destroy 3 years after last use · Retain in Archives · Retain in Archives	· Review after 5 years · Destroy after 5 years (JISC guidelines for both)
Conservation work on archives	Retain in Archives	Retain permanently
Promotion of archives as a research resource	Retain in archives	Retain permanently
6.6 Lettings administration		
Lettings of student accommodation, including: · Accommodation booking forms · Accommodation lists · Accommodation fees registers	· Destroy 7 years after end of booking · Destroy as superseded · Destroy 7 years after end of booking	
Hiring out of conference and banqueting facilities, including: · Private hire agreements	Destroy 7 years after end of booking	

6.7 Catering services		
Definition of catering requirements, and evaluation of options for catering provision	Destroy 6 years after completion (JISC guidelines)	
Design and delivery of catering services, including: <ul style="list-style-type: none"> · Menu plans · Events plans 	Destroy after 2 years	
Vending services	Destroy after 7 years	
Utilities	Destroy after 7 years	
Licences, e.g. bar licences	Destroy after 7 years	
6.8 Estates and premises		
Management of the legal aspects of ownership and occupancy, including: <ul style="list-style-type: none"> · Title deeds · Leases and licences to tenants · Planning applications · Fire inspection reports · Fire certificates 	<ul style="list-style-type: none"> · Pass to new owners upon transfer of ownership · Destroy 16 years after expiry (PRO Guidelines) · Review 25 years after issue (PRO Guidelines) · Retain until disposal of property · Destroy as superseded 	
Building plans/drawings <ul style="list-style-type: none"> · Master set · Working copies · Information copies held in other offices 	<ul style="list-style-type: none"> · Retain permanently · Destroy when no longer current · Destroy when no longer current 	

Accommodation /space: · General correspondence	Transfer to Archives 2 years after close of file	Review 5 years after last date on file
Project reports	Transfer to Archives 2 years after close of file	Retain permanently
Feasibility studies	Transfer to Archives 2 years after close of file	Retain permanently
Agreements with contractors and consultants	Review 16 years after termination of contract (PRO Guidelines)	
Surveys and inspections: · Reports · Extra copies of reports	· Transfer to Archives 2 years after close of file · Destroy 2 years after close of file	· Retain Permanently
Minor works	Transfer to Archives 2 years after close of file	Destroy 7 years after last date on file (PRO Guidelines)
Maintenance manuals	Destroy when superseded	
Cleaning services	Destroy 7 years after close of file (PRO Guidelines)	
6.9 Risk assessment		
Assessment of risks, including: · Risk Assessment Reports	Transfer to Archives 2 years after review of assessment	Review 3 years after close of file
Monitoring of working environments, including: · Monitoring Reports	· Transfer to Archives when no longer current	· Destroy after 40 years (various Health and Safety legislation)
Control of handling and use of hazardous substances including: · COSHH data sheets	· Transfer to Archives when no longer	· Destroy 40 years after close of file

	current	(COSHH Regulations)
Control of access to hazardous areas, including: · Permits to work	· Destroy 3 years after close of file (JISC guidelines)	
Monitoring of the health of employees, including: · Health surveillance reports	· Transfer to Archives when no longer current	· Destroy 40 years after close of file (various Health and Safety legislation)
Reporting and investigations of accidents and dangerous occurrences	Destroy 40 years after close of file (case law)	
Accident books and forms, including: · Accident books · Accident forms · Accident reports · Dangerous occurrence reports	· Destroy 3 years after completion of book · Destroy 3 years after 3 years after date of completion · Destroy 3 years after the date of occurrence · Destroy 3 years after the date of occurrence (various Health and Safety regulations)	
6.10 Insurance management		
Maintenance of insurance arrangements, including: · Insurance policies	Destroy 7 years after termination of policy	
Filing of claims against insurance policies, including: · Insurance claims	Destroy 7 years after settlement of claim	

· Inspection reports		
6.11 Plant and equipment maintenance		
<p>Conduct of testing, maintenance and statutory inspections, and any necessary corrective action, including:</p> <ul style="list-style-type: none"> · Maintenance schedules · Corrective action schedules · Inspection certificates · Maintenance certificates · Repair reports 	<p>Destroy 7 years after end of life of plant /equipment</p> <ul style="list-style-type: none"> · Destroy 2 years after closure of file · Destroy 2 years after closure of file · Destroy 7 years after closure of file · Destroy 7 years after end of life of plant/equipment · Destroy 7 years after end of life of plant/equipment. 	
6.12 Waste management		
<p>Categorising and disposing of waste, including:</p> <ul style="list-style-type: none"> · Controlled waste transfer documentation · Writers description of waste · Special waste consignment documentation 	<ul style="list-style-type: none"> · Destroy 2 years after closure of file · Destroy 2 years after closure of file · Destroy 3 years after closure of file (Various waste regulations) 	
6.13 Internal services		
<p>Allocation and reservation of accommodation, including:</p> <ul style="list-style-type: none"> · Room booking reports 	<p>Destroy 3 months after date of booking (JISC guidelines)</p>	
<p>Despatch and delivery of mail, including:</p> <ul style="list-style-type: none"> · Courier logs 	<p>Destroy 3 months after log completed (JISC guidelines)</p>	

· Postage logs		
Booking of vehicles, including: · Taxi booking · Pool/hire car requisitions	Destroy 3 months after booking (JISC guidelines)	
Allocation and reservation of car parking spaces, including: · Parking logs	Destroy after 3 months (JISC guidelines)	
Provision of document production services, including: · Print requisitions	Destroy 3 months after completion of job (JISC guidelines)	
6.14 Security management		
Control of access to University premises, facilities and IT systems, including: · Key issue/returns logs · Visitor logs · Access logs	Destroy 3 months after completion of log (JISC guidelines)	
Controlling removal of University property	Destroy 3 months after closure of file (JISC guidelines)	
6.15 Manpower planning		
Definition of staffing requirements and evaluation of employment options, including: · Manpower plans	Transfer to Archives when file closed	Retain permanently
Planning promotions and management succession, including: · Management succession plans	Transfer to Archives when file closed	Retain permanently

6.16 Staff performance, appraisal and development		
Performance appraisals of individual members of staff (unless merged with personnel files)	Destroy 3 years after closure of file	
Conduct of disciplinary proceedings against individual members of staff, including: <ul style="list-style-type: none"> Staff disciplinary case files (unless merged with personnel files) 	Destroy 7 years after closure of file (limitation regulations)	
Records of complaints (unless merged with personnel files).	Destroy 7 years after settlement of dispute (limitations regulations)	
Records of appeals (unless merged with personnel files).	Destroy 7 years after settlement of dispute (limitations regulations)	
6.17 Industrial relations		
Development and maintenance of relationships with trade unions.	Transfer to Archives when file closed	Retain permanently
Records of liaison with trade unions on proposed changes to staffing structures and other relevant matters.	Transfer to Archives when file closed	Retain permanently
Records of negotiations with unions regarding pay and conditions.	Retain permanently	
6.18 Staff training		
Identification and assessment of training needs, including: <ul style="list-style-type: none"> Training needs analysis 	Transfer to Archives when file closed	Review 10 years after closure of file
Identification, evaluation and selection of training programmes	Destroy as superseded	

Advertisement of training opportunities, including: · Notices	Destroy 1 year after closure of file	
Design and commissioning of new training programmes.	Transfer to Archives when file closed.	Review 5 years after closure of file
Review and assessment of training programmes, including: · Course evaluation forms	Destroy 2 years after closure of file	
6.19 Job evaluation		
Definition of jobs, including: · Job descriptions	Review 5 years after closure of file	
Assessment of jobs in relation to job evaluation criteria adopted by the University, including: · Job evaluation reports	Review 5 years after closure of file	
6.20 Staff administration		
Personnel files: · Senior staff · Other staff	· Retain permanently · Destroy 5 years after retirement or resignation (currently under review by JISC)	
Provision of information to/about current/former members of staff	Destroy 2 years after information provided	
Requests for access to information	Destroy 1 year after completion of request	
Staff directories	Destroy as superseded	
Staff signing-in records	Destroy 2 years after last date on file	

Annual leave records	Destroy after 2 years	
Sickness returns (unless merged with personnel files)	Destroy 7 years after last date on file	
Equality monitoring questionnaire	Destroy 3 years after creation	
Equality monitoring reports	Retain permanently	
6.21 Recruitment		
Authorisation of recruitment	Destroy 1 year after filling of vacancy	
Advertising of vacancies, including: · Job advertisements	Destroy 6 months after filling of vacancy	
Reviewing and shortlisting of applications	Destroy after 5 years	
Job applications · Successful · Unsuccessful	· Transfer to personnel file · Destroy 6 months after filling of vacancy	
Selection of staff, including interview notes, test results, references: · Successful candidates · Unsuccessful candidates	· Transfer to personnel file · Destroy 6 months after filling of vacancy	
6.22 Employee relations		
Monitoring of the impact of employment policies on recruitment and retention of staff, including: · Staff attitude surveys	Destroy 5 years after closure of file (JISC guidelines)	

Communication with staff, including: · Staff manuals/handbooks · Staff newsletters	Copies to Archives at time of issue	Retain permanently
6.23 Financial planning		
Preparation of financial forecasts	Transfer to Archive when complete	Retain permanently
Preparation of capital and revenue budgets, including: · Budgets	Transfer to Archives when complete	Retain permanently
6.24 Pensions records		
Maintenance of personal pension records, including: · Staff pension files	Destroy at age 100	
6.25 Purchasing		
Purchase requisitions	Transfer to Archives 2 years after creation	Destroy 7 years after creation (VAT regulations)
Purchase orders	Transfer to Archives 2 years after creation	Destroy 7 years after creation (VAT regulations)
Delivery of goods received notes	Transfer to Archives 2 years after creation	Destroy 7 years after creation (VAT regulations)
6.26 Payroll administration		
Processing of non-statutory deductions from salaries and wages, including: · Deduction authorisations · Tax code notices	· Destroy 7 years after creation · Destroy 3 years after superseded	

<p>Making payroll payments</p> <ul style="list-style-type: none"> · Salary advices · Bank transfer reports 	<ul style="list-style-type: none"> · Destroy 4 years after closure of file (Income Tax regulations) · Destroy 7 years after closure of file 	
<p>Documents relating to staff members' employment-related tax liabilities</p>	<p>Destroy 7 years after closure of file</p>	
<p>Salary awards documentation</p>	<p>Destroy when superseded</p>	
<p>6.27 Financial accounting</p>		
<p>Accounting for income, including:</p> <ul style="list-style-type: none"> · Sales invoices · Sales ledgers · Credit notes · Till rolls · Remittance advices · Bank statements 	<p>Destroy 7 years after file closed (VAT regulations)</p>	
<p>Accounting for expenditure, including:</p> <ul style="list-style-type: none"> · Purchase invoices · Payment authorisations · Credit notes · Purchase ledgers · Cheque authorisations · BACS reports · Staff expenditure claims · Petty cash authorisations 	<p>Destroy 7 years after file closed</p>	

<ul style="list-style-type: none"> · Petty cash receipts · Petty cash books · Journal vouchers 		
6.28 Management accounting		
Financial analysis	Transfer to Archives when file closed	Retain permanently
Management accounts <ul style="list-style-type: none"> · Annual · Monthly/quarterly 	<ul style="list-style-type: none"> · Transfer to Archives when file closed · Destroy 1 year after file closed (JISC guidelines) 	<ul style="list-style-type: none"> · Retain permanently
6.29 Bank accounts management		
Bank lodgement slips	Destroy 7 years after last date on file	
Bank statements	Destroy 7 years after last date on file	
Cancelled cheques	Destroy 7 years after last date on file	
6.30 Capital asset management		
Capital asset registers <ul style="list-style-type: none"> · Major items · Other items 	<ul style="list-style-type: none"> · Transfer to Archives when file closed · Transfer to Archives when file closed 	<ul style="list-style-type: none"> · Retain permanently · Destroy 12 years after disposal of asset
Documents controlling the official movement of assets	Destroy 1 year after last date on file (JISC guidelines)	
6.31 Internal accounting		
Processing of internal accounting transactions	Destroy 1 year after last date on file (JISC guidelines)	
6.32 Budget administration		
Budget reports	Destroy after closure of file (JISC guidelines)	

6.33 Acquisition/disposal of investments		
Investment instructions	Destroy 7 years after closure of file	
Investment portfolio reports	Retain permanently	
Share Certificates	Destroy 7 years after disposal of shares	
6.34 Tax management		
Assessment of tax liabilities, including: · VAT account	Destroy 7 years after current tax year	
Submission of tax returns	Destroy 7 years after current tax year	
6.35 Intellectual property management		
Registration of patents and trade marks, including: · Patent applications · Patent Certificates of Grant · Trade mark certificates	Retain permanently	
Control of disclosures of intellectual property	Transfer to Archives when file closed	Destroy 7 years after disclosure
Administration of intellectual property agreements, including: · Intellectual property rights	Transfer to Archives when file closed	Destroy 7 years after termination of agreement
Claims of infringement of intellectual property rights	Transfer to Archive when closed	Destroy 7 years after settlement of claim

6.36 Routine/housekeeping records		
Day files	Destroy when reference clears (e.g. after 3 months)	
Office diaries	Destroy 2 years after last date on file	
Circulars from outside bodies, e.g. HEFCE (full sets are held by the originating body)	Destroy when reference ceases (e.g. after 3 months)	