





- d) **Archive:** these records have ceased to be operationally relevant to the business of the University. Where it has been noted that records should be retained permanently by the University Archive, such records may eventually be deposited in the PRONI in accordance with any future strategy agreed between the University and PRONI.
- e) **Anonymise and Retain (includes digital):** records are to be anonymised and permanently retained with the University for administrative or legislative purposes and will be physically or digitally managed in an accessible format within accredited record keeping systems.

## 5. ELECTRONIC AND HARD COPY RECORDS

Whilst the retention and disposal requirements by record type are the same, the method of retention and disposal will be different between hardcopy records and electronic records. See [https://www.ulster.ac.uk/\\_data/assets/pdf\\_file/0010/687124/Records-Management-Policy.pdf/\\_nocache](https://www.ulster.ac.uk/_data/assets/pdf_file/0010/687124/Records-Management-Policy.pdf/_nocache) for further information on the procedures for each type of record.

## 6. ROLES AND RESPONSIBILITIES

All University Staff are responsible for documenting their actions and decisions, and for maintaining the records in accordance with this Schedule, the Records Management Policy and University practices.

The head of the originating Department or Faculty has the primary responsibility for: identifying record types; marking records (visibly or electronically) with type, retention, and disposal dates; and actual retention and disposal.

The University Secretary in consultation with the Chief Digital and Information Officer has overall responsibility for ensuring that each department complies with the requirements of legislation affecting the management of records, and with any supporting regulations and codes.

## 7. RECORD TYPES AND RETENTION PERIODS

Record types and their retention periods can also be found and searched using the online tool at the link below (Only available to staff and Students).  
<https://www.ulster.ac.uk/isd/schedule-checker>



## Academic Office

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
<b>Academic Office Annual prize listing</b>	Awards & Prizes	Academic Year End	Retain for current academic year + 5 years	Consult for Archive value
<b>Academic Office Annual Record of Retention and Disposal of Documents evidencing authorisation for the transfer/disposal of redundant records</b>	Operations & Procedures	Academic Year End	Retain for 40 years in Academic Office Archive.	Destroy/Delete
<b>Academic Office Documentation for Internal Audit of Academic Office procedures</b>	Operations & Procedures	Academic Year End	Retain evidence base for current academic year + 1 year. Retain report in AO for 10 years or until updated	Destroy/Delete
<b>Academic Office Pandemic Flu Plan</b>	Operations & Procedures	Record superseded	Retain until superseded + 1 year	Destroy/Delete
<b>Academic Office Risk Register and Business Continuity Plan</b>	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/Delete
<b>Academic Policies (as approved by committees, or in relation to external agencies)</b>	Operations & Procedures	Record superseded	Retain until superseded + 20 years	Consult for Archive value
<b>Access Courses queries</b>	Course Related	Academic Year End	Retain for current academic year + 1 year	Destroy/Delete
<b>Agreements with partner institutions</b>	Contracts and agreements	Academic Year End	Retain copy in Academic Office until superseded or agreement ends + 5 years	Destroy/Delete
<b>Annual validation briefing seminar documents</b>	Meeting Papers	Academic Year End	Retain for current academic year + 5 years	Destroy/Delete
<b>Committee papers</b>	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/Delete
<b>Course files (servicing panels, reports, follow-up documentation, programme documentation)</b>	Course Related	End of Course / Prog / Module	Retain for the life of the programme or module + 25 years	Consult for Archive value

<b>Details relating to financial transactions for prizes</b>	Finance Related	Academic Year End	Retain for current academic year + 1 year	Destroy/Delete
<b>Details relating to financial transactions for syllabus searches</b>	Finance Related	Financial Year End	Retain for current financial year + 1 year	Destroy/Delete
<b>Documentation relating to notification of prize winners and related correspondence</b>	Awards & Prizes	Academic Year End	Retain for current academic year + 5 years	Destroy/Delete
<b>Establishment of and revisions to terms and conditions of University prizes</b>	Awards & Prizes	Academic Year End	Retain until end of prize + 1 year. Retain prizes and revisions not approved for current academic year + 5 years.	Consult for Archive value
<b>Evaluation/Revalidation external panel members expenses</b>		Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
<b>Evaluation/Revalidation papers and schedules</b>	Meeting Papers	End of Course / Prog / Module	Retain for the life of the programme or module + 10 years	Destroy/Delete
<b>External Examiner and Recognised Teacher Nominations</b>	Awards & Prizes	Academic Year End	Retain until termination of appointment + 1 year, if approved Retain for current academic year + 5 years, if unapproved	Destroy/Delete
<b>External Reviews (e.g. QAA)</b>	Reports	Record superseded	Retain draft submissions until accepted as final version + 3 months. Retain final version until superseded	Destroy/Delete
<b>Handbooks for Assessment</b>	Handbooks	Record Creation	Retain for 20 years then transfer to University Archive	Move to Archive
<b>Handbooks for External Examiners</b>	Handbooks	Record Creation	Retain for 20 years then transfer to University Archive	Move to Archive
<b>Handbooks for Members of Evaluation Panels in External Institutions</b>	Handbooks	Record Creation	Retain for 5 years	Destroy/Delete

<b>Handbooks for Members of Revalidation Panels in External Institutions</b>	Handbooks	Record Creation	Retain for 5 years	Destroy/Delete
<b>Handbooks for Members of University Evaluation Panels</b>	Handbooks	Record Creation	Retain for 5 years	Destroy/Delete
<b>Handbooks for Members of University Revalidation Panels</b>	Handbooks	Record Creation	Retain for 5 years	Destroy/Delete
<b>Handbooks for Partnership</b>	Handbooks	Record Creation	Retain for 20 years then transfer to University Archive	Move to Archive
<b>Handbooks for Programme Approval, Management and Review</b>	Handbooks	Record Creation	Retain for 20 years then transfer to University Archive	Move to Archive
<b>Plagiarism Annual Reports</b>	Operations & Procedures	Academic Year End	Retain for current academic year until superseded + 20 years	Destroy/Delete
<b>Prospectuses (Academic Office copies)</b>	Course Related	Record Creation	Retain for 40 years to support syllabus searches	Consult for Archive value
<b>Regulations templates</b>	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/Delete
<b>Steering group papers</b>	Meeting Papers	End of Group / Committee	Retain for life of steering group + 6 years	Destroy/Delete
<b>Syllabus Searches</b>	Course Related	Academic Year End	Retain records of requests and outcomes of individual searches for current academic year + 5 years	Destroy/Delete
<b>Working group papers</b>	Meeting Papers	End of Group / Committee	Retain for life of working group + 5 years	Consult with dept lead before disposal

#### **Access, Digital and Distributed Learning Records**

<b>Record Description</b>	<b>Category</b>	<b>Trigger Event</b>	<b>Retention Policy</b>	<b>Disposal Method</b>
<b>Access Bursaries and other WAP support fund (eg Fund for International Travel)</b>	Finance Related	End of Contract / Relationship / Programme	Retain indefinitely	Move to Archive
<b>Access NI ID Checks</b>	Admin	Action Completion	Retain copies of ID for 90 days after certificate issued.	Destroy/Delete

<b>Access NI notification of clearance</b>	Admin	Action Completion	Retain instance of clearance in online system indefinitely	Move to Archive
<b>Administration of Professional Experience Programme Bursaries</b>	Admin	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
<b>Blackboard Predict analytics data consisting of interactions within Blackboard, grades and sample anonymised demographic data.</b>	Reports	Academic Year End	Retain for current academic year until the end of the project.	Destroy/Delete
<b>Boards of Examiners and External Examiner reports</b>	Reports	Academic Year End	Retain for current academic year + 6 years	Destroy/Delete
<b>Care Leavers data including student numbers and letters/emails from social workers to inform their status.</b>	Student Related	End of Course / Prog / Module	Retain for duration of course + 1 year	Destroy/Delete
<b>Committee papers - Distributed Education Board (Senate) - Widening Access and Community Engagement Sub Committee (Learning and Teaching Committee) - Digital Learning Sub Committee (Learning and Teaching Committee)</b>	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/Delete
<b>Contact Details of All community partners for Science Shop</b>	Admin	Record Creation	Held jointly by Ulster and QUB. Retain until end of Science shop project + 10 years	Destroy/Delete
<b>Copies of module content and interactions within Blackboard Learn.</b>	Course Related	Academic Year End	Retain for current academic year + 6 years.	Destroy/Delete
<b>Copies of Student project completed for community partner</b>	Student Related	Record Creation	Retain indefinitely	Move to Archive



<b>Course Committee papers IFP PGCPD, CPPD, PGCPD, PGCPP</b>	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/Delete
<b>Discovery Scholar Scheme</b>	Course Related		Retain indefinitely	Move to Archive
<b>Documentation of developing taught programmes and modules - PG CPD</b>	Course Related	Record Creation	Retain indefinitely	Move to Archive
<b>Documentation of preparation and conduct of teaching &amp; learning events (eTutor training)</b>		Academic Year End	Retain for current academic year + 6 years	Destroy/Delete
<b>Documentation of setting assessments, marking &amp; grading, conducting meetings of examiners etc.</b>	Course Related	Academic Year End	Retain for current academic year	Destroy/Delete
<b>Documentation relating to award of Care Leavers Bursary</b>	Student Related	End of Group / Committee	Retain indefinitely	Move to Archive
<b>Documents with regard to academic award administration - PEP/CPPD/PG CPD</b>		Record Creation	Retain indefinitely	Digitally archived
<b>Documents with regard to academic programme administration - PEP/CPPD/PG CPD</b>		End of Course / Prog / Module	Retain for duration of programme + 5 years	Destroy/Delete
<b>External examiner claims forms IFP, PGCPD, CPPD, PGCPD, PGCPP</b>	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
<b>Individual student feedback on academic progress and general academic guidance</b>	Student Related	Academic Year End	Retain until end of student relationship + 6 years	Destroy/Delete
<b>Individual student marks and grades given to assessments (including awards and classifications)</b>	Student Related	Academic Year End	Completion of student's module or programme + 6 years	Destroy/Delete

<b>Master copies of procedures related to the management of Blackboard Learn</b>	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/Delete
<b>Model sign off permission forms for over and under 18s for video shoots, photos &amp; audio recordings</b>	Permissions / Authorisations	Academic Year End	Retain for current academic year + 5 years	Destroy/Delete
<b>Policies and procedures</b>	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Consult for Archive value
<b>Preparation, planning and conduct of teaching and learning materials and events</b>		Academic Year End	Retain for the current academic year + 1 year	Destroy/Delete
<b>Records containing personal data on individual students/successful applications/admission &amp; registration of new students</b>	Student Related	Academic Year End	Retain until end of student relationship + 6 years	Destroy/Delete
<b>Records documenting enquiries from members of the local community and the responses provided</b>		Action Completion	Retain from last action of enquiry + 1 year	Destroy/Delete
<b>Records documenting faults reported by users of Blackboard Learn and action taken to resolve (held in JIRA)</b>	Reports	Action Completion	Retain from last action on fault + 1 year	Destroy/Delete
<b>Records documenting individual students assessed work and submissions</b>	Student Related	Academic Year End	Retain for current academic year + 1 year	Destroy/Delete
<b>Records documenting marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications</b>		Academic Year End	Retain for current academic year + 6 years.	Destroy/Delete
<b>Records documenting submitted/completed assessments: formative assessments</b>		Academic Year End	Retain current academic year	Destroy/Delete

<b>Records documenting submitted/completed assessments: summative assessments</b>		Academic Year End	Retain until confirmation of marks/grades + 6 months.	Destroy/Delete
<b>Records documenting the design, commissioning, editing and production of publications</b>		Record Creation	Retain from issue of publication + 1 year	Destroy/Delete
<b>Records documenting the initial development and post implementation modification, updates, and maintenance of Blackboard Learn</b>		Action Completion	Retain from decommissioning of system + 5 years	Destroy/Delete
<b>Records documenting the organisation and administration of local community events</b>		Action Completion	Retain from completion of event + 1 year	Destroy/Delete
<b>Records held in JIRA documenting handling of queries from prospective students</b>	Student Related	Academic Year End	Retain for current academic year + 1 year	Destroy/Delete
<b>Records in relation to development of CPPD &amp; Postgraduate CPD Framework, PEP and other ADL academic programmes</b>		End of Course / Prog / Module	Retain for the life of the programme or module + 10 years	Destroy/Delete
<b>Records related to the administration of student assessment including committee servicing</b>	Student Related	Academic Year End	Retain current academic year + 5 years or Life of course + 1 year	Destroy/Delete
<b>Science Shop Projects including Ulster University student details</b>	Student Related	Academic Year End	Retain until completion of student's module or programme + 10 years	Destroy/Delete
<b>Student appeals IFP, PGCPD, CPPD, PGCPD, PGCPP</b>	Student Related	Academic Year End	Retain from last action on case + 6 years	Consult with dept lead before disposal
<b>Student Applications for STEP-UP</b>	Student Related	Academic Year End	Successful - Retain until end of student relationship + 6 years	Destroy/Delete

			Unsuccessful - Retain until completion of admissions process + 1 year.	
<b>Student Applications</b> IFP, PGCPD, CPPD, PGCPD, PgCPP	Student Related	Academic Year End	Unsuccessful - Retain until completion of admissions process + 1 year.	Consult with dept lead before disposal
<b>Student marks</b> IFP, PGCPD, CPPD, PGCPD, PGCPP	Student Related	Academic Year End	Retain until completion of student's module or programme + 6 years	Destroy/Delete
<b>Student records</b> IFP, PGCPD, CPPD, PGCPD	Student Related	Academic Year End	Retain until completion of student's module or programme + 6 years	Destroy/Delete
<b>Submitted assessments, marks, grades and feedback relation to the Professional Experience Programme</b>		Academic Year End	Retain for current academic year + 9 years	Destroy/Delete
<b>Summaries, reports and analyses of taught programme effectiveness - CPPD, PEP</b>	Course Related	End of Course / Prog / Module	Retain for duration of programme + 5 years	Destroy/Delete
<b>Teaching and learning material in relation to the Professional Experience Programme</b>		Academic Year End	Retain for current academic year + 9 years	Destroy/Delete
<b>Turnitin submissions for plagiarism/originality checking.</b>		Academic Year End	Retain for current academic year until end of contract with Turnitin.	Destroy/Delete
<b>Tutoring in Schools projects to include university student details</b>	Student Related	Academic Year End	Retain until completion of student's module or programme + 10 years	Destroy/Delete

### Campus Life

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
<b>Property Leases and Agreements</b>	Contracts and agreements	End of Contract / Relationship / Programme	Retain until expiry of lease + 15 years	Destroy/Delete
<b>Property Leasing-out</b>		End of Contract / Relationship / Programme	Retain until expiry of lease + 12 years	Destroy/Delete

**CHERP**

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
CHERP Attendance records		Academic Year End	Retain for current academic year + 5 years	Destroy/Delete
CHERP Awards applications		Academic Year End	Retain for current academic year + 3 years	Destroy/Delete
CHERP feedback forms/event booklets		Academic Year End	Retain for current academic year + 5 years	Destroy/Delete
CHERP Finance documents (invoices, receipts, claim forms etc.)	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
CHERP Membership applications		Academic Year End	Retain for current academic year + 5 years	Destroy/Delete
Records documenting UKPSF Fellowship applications, decision making documents/panel sheets/recordings/feedback etc for HEA QA purposes		Academic Year End	Retain for current academic year + 3 years	Destroy/Delete

**Development and Alumni Relations Office**

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Alumni information	Alumni Related	End of Contract / Relationship / Programme	Retain for duration of relationship	Destroy/Delete
American Friends of Ulster University Inc. information	Associated Body	End of Contract / Relationship / Programme	Retain until termination of grant + 6 years	Destroy/Delete
Application forms – scholarships and awards	Student Related	Start of Contract / Award	Retain from date of award + 2 years	Destroy/Delete
Application forms - telephone fundraising campaigns	Student Related	End of Contract / Relationship / Programme	Retain for duration of campaign + 2 years	Destroy/Delete
Directors of UU Foundation information	External Stakeholders	End of Contract / Relationship / Programme	Retain until termination of appointment + 6 years	Destroy/Delete

<b>Donor information</b>	Donor/Sponsor Related	End of Contract / Relationship / Programme	Retain for duration of relationship	Destroy/Delete
<b>Sponsor information</b>	Donor/Sponsor Related	End of Contract / Relationship / Programme	Retain for duration of relationship	Destroy/Delete

### **Digital and Information Services Directorate**

<b>Record Description</b>	<b>Category</b>	<b>Trigger Event</b>	<b>Retention Policy</b>	<b>Disposal Method</b>
<b>Accident reports</b>	Library Records	Action Completion	Retain until last action on accident +1 year	Destroy/Delete
<b>Bids for external funding</b>	Library Finance Records	End of Contract / Relationship / Programme	Retain from termination of contract + 6 years	Destroy/Delete
<b>Bids for internal funding</b>	Library Finance Records	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
<b>Business Continuity Plan</b>	Operations & Procedures	Record superseded	Retain until superseded + 1 year	Destroy/Delete
<b>Business Impact Analysis</b>	Operations & Procedures	Record superseded	Retain until superseded + 1 year	Destroy/Delete
<b>Comments and suggestions</b>	Library Records	Action Completion	Retain for 3 years	Destroy/Delete
<b>Committee papers</b>	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/Delete
<b>Copyright Policy</b>	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/Delete
<b>DAR</b>	Staff Related	End of Contract / Relationship / Programme	Retain for duration of employment +1 year	Destroy/Delete
<b>Digitised materials within Special Collections</b>	Library Records		Retain permanently	Move to Archive
<b>Disaster Recovery Plan</b>	Operations & Procedures	Record superseded	Retain until superseded + 1 year	Destroy/Delete
<b>Disposal Records (AV/IT)</b>	Library Records	Action Completion	Retain from date of collection +1 year	Destroy/Delete
<b>Economic Appraisals</b>	Library Finance Records	End of Contract / Relationship / Programme	Retain from termination of supply contract awarded + 6 years	Destroy/Delete
<b>Exam papers</b>	Library Records	Academic Year End	Retain for current academic year + 5 years	Consult with dept lead before disposal
<b>Financial planning and forecasts</b>	Library Finance Records	Financial Year End	Retain for current financial year + 5 years	Destroy/Delete

<b>Financial records: receipts, claims</b>	Library Finance Records	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
<b>Fixed Asset Register data</b>	Library Records	Action Completion	Retain until asset is recorded as disposed of/obsolete	Destroy/Delete
<b>FOI responses and backup data</b>	Library Records	Action Completion	Retain from completion of preparation of response + 3 years	Destroy/Delete
<b>Health and Safety policy</b>	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/Delete
<b>Health and Safety risk assessments</b>	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/Delete
<b>Internal &amp; External Audits</b>	Operations & Procedures	Action Completion	Retain until completion of the audit + 5 years	Destroy/Delete
<b>Library Asset Inventory</b>	Library Records	Action Completion	Retain until asset is recorded as as disposed of/obsolete	Destroy/Delete
<b>Library Authored Web Content</b>	Library Records		Retain in line with the Library Web Content Policy	Destroy/Delete
<b>Library membership requests</b>	Library Records	Action Completion	Retain until processed	Destroy/Delete
<b>Library Risk Register</b>	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/Delete
<b>Library Services Strategy and records that informed strategy development</b>	Library Records	Record superseded	Retain until superseded + 10 years	Destroy/Delete
<b>Licences and Contracts</b>	Library Records	Record superseded	Retain until superseded/expired + 12 years. Retain permanently where there are post-contract clauses and rights.	Consult with contract lead before deleting
<b>LMS bibliographic and request records</b>	Library Records		Retain permanently	Move to Archive
<b>LMS Borrower records</b>	Library Records	Financial Year End	Retain for current financial year + 6 years, then anonymised	Anonymise and retained digitally
<b>LMS documentation</b>	Library Records	Record superseded	Retain until superseded	Destroy/Delete
<b>Major projects</b>	Library Records	End of Contract / Relationship / Programme	Retain for duration of project + 5 years	Destroy/Delete

<b>Master copies of procedures relating to the management of ICT systems.</b>	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/Delete
<b>Minutes of meetings (CLM, Subs, LUSG)</b>	Meeting Papers	Record Creation	Retain for 10 years	Destroy/Delete
<b>Performance measurement records</b>	Library Records	Record superseded	Retain until superseded + 10 years	Destroy/Delete
<b>Policies and Procedures</b>	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/Delete
<b>Purchase order records</b>	Library Records	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
<b>Reading list content</b>	Library Records	Academic Year End	Retain for current academic year + 3 years	Destroy/Delete
<b>Reading list documentation</b>	Library Records	Action Completion	Retain until processed	Destroy/Delete
<b>Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.</b>		Academic Year End	Retain from last action on incident + 1 year	Destroy/Delete
<b>Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.</b>	Reports	Academic Year End	Retain from last action on fault + 1 year	Destroy/Delete
<b>Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.</b>		Calendar Year End	Retain from current calendar year + 1 year	Destroy/Delete
<b>Records documenting the development and establishment of the institution's ICT systems strategy and policies: key records.</b>		Record superseded	Retain until superseded + 5 years	Destroy/Delete
<b>Records documenting the development and establishment of the</b>	Operations & Procedures	Record Creation	Retain from issue of strategy, policy or procedure + 1 year	Destroy/Delete



<b>institution's ICT systems strategy, policies and procedures: working papers.</b>				
<b>Records documenting the initial development and post-implementation modification and maintenance of ICT systems.</b>		Action Completion	Retain from decommissioning of system + 5 years	Destroy/Delete
<b>Records documenting the initial development of ICT systems which are not implemented.</b>		Action Completion	Retain from last action on development + 5 years	Destroy/Delete
<b>Records documenting the maintenance of appropriate software licences for live ICT systems.</b>		Start of Contract / Award	Retain from issue of new licence	Destroy/Delete
<b>Records documenting the management of ICT systems development projects (i.e. project management records).</b>		End of Contract / Relationship / Programme	Retain from termination of project + 5 years	Destroy/Delete
<b>Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.</b>		Calendar Year End	Retain from current calendar year + 1 year	Destroy/Delete
<b>Records documenting the opening, maintenance, and closure of user accounts for ICT systems.</b>		End of Contract / Relationship / Programme	Retain from closure of account + 1 year	Destroy/Delete
<b>Records documenting the removal/return of mobile ICT systems hardware and software from/to the institution's premises.</b>		Action Completion	Retain from return of equipment + 3 months	Destroy/Delete
<b>Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to</b>		Calendar Year End	Retain from current calendar year + 1 year	Destroy/Delete

<b>rectify problems and optimise performance.</b>				
<b>Records documenting the security arrangements for ICT systems.</b>		Action Completion	Retain from decommissioning of system + 5 years	Destroy/Delete
<b>Records documenting user requests to recover data from backup or archive stores, and action taken.</b>		Action Completion	Retain from last action on request + 3 months	Destroy/Delete
<b>Records of expenditure of research grants</b>	Library Finance Records	Financial Year End	Retain for current financial year + 6 years or as required by funder	Consult with dept lead before disposal
<b>Requests for, and authorisation of, connections of third-party equipment to the institution's networks, either on institutional premises or via dial-up communications links.</b>		End of Contract / Relationship / Programme	Retain from termination of connection + 1 year	Destroy/Delete
<b>Service Level Agreements</b>	Contracts and agreements	End of Contract / Relationship / Programme	Retain for duration of contract + 1 year	Destroy/Delete
<b>Staff training records</b>	Staff Related	Action Completion	Retain for 4 years	Destroy/Delete
<b>Student Support referrals</b>	Student Related	Academic Year End	Retain until completion of student's module or programme + 1 year	Destroy/Delete
<b>Successful Tenders</b>	Library Finance Records	End of Contract / Relationship / Programme	Retain from termination of contract + 6 years	Destroy/Delete
<b>Unsuccessful Tenders</b>	Library Finance Records	Start of Contract / Award	Retain from award of supply contract + 1 year	Destroy/Delete
<b>Usage data</b>	Library Records	Calendar Year End	Retain for current calendar year + 10 years	Destroy/Delete
<b>User Enquiry documentation</b>	Library Records	Academic Year End	Retain for current academic year + 1 year	Destroy/Delete
<b>User services enquiries from students</b>	Student Related	Academic Year End	Retain for student duration + 1 year	Destroy/Delete
<b>User surveys</b>	Library Records	Action Completion	Retain until completion of the survey, retain anonymised full data set	Destroy/Delete

			(responses) + 10 years (reports)	
<b>Working group/functional group papers</b>	Meeting Papers	End of Group / Committee	Retain for life of group + 5 years	Destroy/Delete

#### **Employability and Careers**

<b>Record Description</b>	<b>Category</b>	<b>Trigger Event</b>	<b>Retention Policy</b>	<b>Disposal Method</b>
<b>Student placement records</b>	Student Related	End of Course / Prog / Module	Retain until completion of student's module or programme + 4 years	Destroy/Delete

#### **Estates Services Directorate**

<b>Record Description</b>	<b>Category</b>	<b>Trigger Event</b>	<b>Retention Policy</b>	<b>Disposal Method</b>
<b>Energy Management Reviews/Monitoring/Audit</b>	Operations & Procedures	Action Completion	Retain until completion of review + 5 years	Destroy/Delete
<b>Environmental Management Scheme Accreditation Management</b>	Operations & Procedures	End of Contract / Relationship / Programme	Retain until termination of accreditation + 1 year	Destroy/Delete
<b>Environmental Strategy Development: Key Records</b>	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/Delete
<b>Environmental Strategy Development: Working Papers</b>	Operations & Procedures	Record Creation	Retain from issue of strategy + 1 year	Destroy/Delete
<b>Estate Management Procedures</b>	Operations & Procedures	Record Creation	Retain from issue of procedures + 1 year	Destroy/Delete
<b>Estate Strategy Development: Key Records</b>	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/Delete
<b>Estate Strategy Development: Working Papers</b>	Operations & Procedures	Record Creation	Retain from issue of strategy + 1 year	Destroy/Delete
<b>Estates Maintenance Works: Major (Capital Projects)</b>	Operations & Procedures	Action Completion	Retain until completion of works + 12 years	Destroy/Delete
<b>Estates Maintenance Works: Minor</b>	Operations & Procedures	Financial Year End	Retain until current year + 6 years	Destroy/Delete































































