



NMITE Records Retention Schedule 2021-22

The Records Retention Schedule documents the length of time NMITE records should be retained in order to comply with legal, regulatory and operational requirements.

The retention schedule is also used to ensure that NMITE balances the requirement to not hold on to records unnecessarily with the need to prevent the premature disposal of information we are required to keep. Retention periods outlined in the schedule are applied to records in whatever medium they are held (paper, electronic etc).

This Records Retention Schedule is compiled using the JISC records retention guidance 2019.

Disposal of Records

At the end of the designated retention periods the record can be destroyed using the appropriate method. This may be 'deleted' for electronic records or disposed of for recycling in the case of non-confidential paper records. All **confidential** records, including those containing **personal** or **financial** information should be disposed of using confidential waste disposal. A record should be kept of the destruction.

Review of Schedule

The Records Retention Schedule is reviewed on an annual basis or earlier if there are changes in legislation or new activities which need to be included.

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1. Management, Governance and Compliance

1.1 Planning and Operations			
Area	Description	Retention Schedule	Citation / Comments
Corporate Planning	Final major corporate planning, performance management policy, procedure and strategy documents	Superseded + 10years	
Corporate Planning	Working papers for corporate planning, performance management policies, procedure and strategy documents	Current year + 1 year	
Corporate Planning	Reports, Data and analysis on the institution's performance against its strategic plan	Current year + 10 years	
Corporate Planning	Major records documenting the development of the institution's annual operating plans	Current year + 5 years	

1.2 Legal and Governance			
Area	Description	Retention Schedule	Citation / Comments
Governance	Records documenting the development and establishment of the institution's governance strategy: key records.	Superseded + 10 years	
Governance	Records documenting the establishment and development institution's governance structure and rules.	Life of institution	
Legal	Records documenting the establishment and development of the institution's legal framework.	Life of institution	



Legal	Records documenting the appointment/ election/designation of the institution's senior officers.	Termination of appointment + 6 years	Limitation Act 1980 c. 58 s 5
Legal	Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998 (c.23).	Closure of case + 6 years	Limitation Act 1980 c. 58 ss 2 and 5
Legal	Records documenting the development and establishment of the institution's policies on the management of legal affairs: key records.	Superseded + 5 years	
Legal	Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: agreements and contracts.	Termination of contract + 12 years	Limitation Act 1980 c. 58 s 8
Legal	Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement.	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	Limitation Act 1980 c. 58 ss 2 and 5
Legal	Legal advice requested by, and provided to, the institution	Life of institution	
Committees	Records documenting the development and establishment of the terms of reference, and the rules and procedures and conduct of a committee.	Life of institution	
Committees	Records documenting the appointment/election/designation of members of a committee, training undertaken by individual members of a statutory committee and register of interests of members of the institution's governing body.	Termination of appointment + 6 years	
Committees	Records documenting the arrangements for meetings of a committee.	Current year + 1 year	



Committees	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	Current year + 5 years	
Risk Management	Records documenting the development and establishment of the institution's risk management strategy, policies and procedures	Superseded + 5 years	
Risk Management	Records documenting identified risks to the institution and assessments of those risks.	Superseded + 1 year	
Business Continuity	Records documenting the formulation, testing and maintenance of disaster response and recovery plans.	Superseded + 1 year	
Audit	Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit + 5 years	
Quality Audit	Records documenting the conduct and results of quality audits, and action taken to address issues raised.	Quality Audit	
Equality and Diversity	Records documenting the development and establishment of the institution's equality and diversity strategy and summary statistical information resulting from equality monitoring	Current year + 5 years	
Equality and Diversity	Records documenting the handling of formal complaints about discrimination by or within the institution.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 2



1.3 Health and Safety			
Area	Description	Retention Schedule	Citation / Comments
Health & Safety Strategy Development	Records documenting the development and establishment of the institution's health and safety strategy, policies and procedures	Superseded + 10 years	The Health and Safety at Work etc. Act 1974
Health & Safety Management Procedure Development	Master copies of procedures relating to the management of health and safety.	Superseded + 50 years	The Health and Safety at Work etc. Act 1974
Health & Safety Information, Instruction & Training Provision	Records documenting the provision of health and safety information, instruction and training for employees, students and others, except where specified elsewhere in this Records Retention Schedule.	Current year + 5 years or Superseded + 5 years	
Health & Safety Inspection	Records documenting the conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised.	Date of inspection + 5 years OR Superseded + 1 year	
Health & Safety Audit	Records documenting the conduct and results of health and safety audits.	Completion of audit + 5 years	
Health & Safety Hazard Identification &	Records documenting the conduct, review and revision of risk assessments made to fulfil the institution's duties under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (SI	Superseded + 5 years	Management of Health and Safety at Work



Risk Assessment	1999/3242) and except where specified elsewhere in this Records Retention Schedule.		Regulations 1999 (SI 1999/3242)
Health & Safety Hazard Exposure Control - Hazardous Substances	Records documenting the maintenance of equipment provided to control exposure to substances hazardous to health, to fulfil the institution's duties under Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).	Date of examination/test/repair + 5 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 9(4)
Health & Safety Incident Recording, Reporting & Investigation	Records of injuries, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises, to fulfil the institution's duties under Regulation 7 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471).	Date of recording + 3 years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) Regulation 7(3) The Social Security (Claims and Payments) Amendment (No. 3) Regulations (SI 1993/2113) Regulation 2



Health & Safety Incident Recording, Reporting & Investigation	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation + 40 years	Limitation Act 1980 c. 58 s 11
Health & Safety Incident Management	Records documenting the conduct, review and revision of fire safety risk assessments and fire safety arrangements to fulfil the institution's duties under Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541)	Superseded + 5 years	Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).
Health & Safety Incident Management	Records documenting the nomination of 'competent persons' to implement fire-fighting measures to fulfil the institution's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Termination of status as 'competent person'	Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).
Health & Safety Incident Management	Records documenting the provision of role-specific training for 'competent persons' to implement fire-fighting measures in the institution's premises to fulfil the institution's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Current year + 5 years OR Superseded + 5 years	Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).
Health & Safety Incident Management	Records documenting the conduct, review and revision of assessments of requirements for fire-fighting equipment and for fire detectors and alarms to fulfil the institution's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Review of assessment + 5 years	Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).
Health & Safety Incident Management	Records documenting the maintenance of premises, facilities and equipment and safety drills to fulfil the institution's duties under	Current year + 5 years	Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).



	Article 17 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).		
Health & Safety Incident Management	Records documenting arrangements with external emergency services for the provision of first-aid, emergency medical care, fire-fighting and rescue services (including the provision of information on the institution's emergency procedures and arrangements) to fulfil the institution's duties under Article 16 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Superseded + 5 years	Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).
Health & Safety Incident Management	Records documenting the maintenance of premises, facilities and equipment provided for the use by, or the protection of, fire-fighters to fulfil the institution's duties under Article 38 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Current year + 5 years	Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).
Health & Safety Incident Management	Records documenting the provision of fire safety training to employees to fulfil the institution's duties under Article 21 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Current year + 5 years OR Superseded + 5 years	Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).
Health & Safety Incident Management	Records documenting the appointment of first aiders.	Termination of appointment	
Health & Safety Incident Management	Records documenting the provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	Current year + 3 years OR Superseded + 3 years	Health and Safety (First Aid) Regulations 1981 (SI 1981/917)



Health & Safety Incident Management	Records documenting the provision of information about first aid arrangements to employees, and review and revision of assessments of requirements for first aid facilities, equipment and trained personnel to fulfil the institution's duties under Regulation 4 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	Superseded + 3 years	Health and Safety (First Aid) Regulations 1981 (SI 1981/917)
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2. Information Compliance

2.1 Information Strategy and Data Protection			
Area	Description	Retention Schedule	Citation / Comments
Information Compliance Strategy	Records documenting the development and establishment of the institution's information compliance strategy and policies: key records.	Superseded + 5 years	
Data Protection Compliance	Records documenting the handling of requests for access to personal information held by the institution under the General Data Protection Regulation (GDPR).	Last action on request + 1 year	
Data Protection Compliance	(Anonymised) statistics, analyses and reports of requests for access to personal information held by the institution under current data protection laws (the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679).	Current year + 10 years	
Data Protection Compliance	Privacy notices	Conclusion of the activity to which the	GDPR 5(1) (e) Limitation Act 1980.



		privacy notice relates + 6 years	
Freedom of Information Compliance	Records documenting the handling of requests for information held by the institution, made under the Freedom of Information Act 2000 (c. 36) or the Freedom of Information (Scotland) Act 2002 (asp 13).	Completion of request handling process + 3 years	Freedom of Information Act 2000
Freedom of Information Compliance	(Anonymised) management statistics, analyses and reports of requests for information held by the institution, made under the Freedom of Information Act 2000 (c. 36) or the Freedom of Information (Scotland) Act 2002 (asp 13).	Current year + 10 years	Freedom of Information Act 2000
Records Management Strategy Development	Records documenting the development and establishment of the institution's records management strategy and policies: key records.	Superseded + 5 years	
Records Management Strategy Development	Records documenting the development of the institution's procedures relating to records management.	Issue of procedures + 1 year	
Records Retention	Final versions of Records Retention Schedules	Permanent	
Records Disposal	Records documenting authorisation for the disposal of redundant records.	Disposal of records + 25 years	



3. Corporate Resources

3.1 Estates and Facilities			
Area	Description	Retention Schedule	Citation / Comments
Estate Strategy and Policies Development	Records documenting the development and establishment of the institution's estate strategy, policies and procedures.	Superseded + 10 years	
Property Acquisition	Records documenting the acquisition of ownership of properties.	Disposal of property + 12 years	Limitation Act 1980 c. 58 s 8
Property Acquisition	Deeds of title for properties owned by the institution	Disposal of property	
Property Acquisition	Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations + 6 years	Limitation Act 1980 c. 58 s 2
Property Acquisition	Records documenting the negotiation of leases and original lease agreements.	Expiry of lease + 15 years	Limitation Act 1980 c. 58 s 14B
Property Development	Records documenting the development of properties.	Disposal of property	
Property Development	Health and Safety File for a structure, as required by Regulation 12 of the Construction (Design and Management) Regulations 2015 (SI 2015/51).	Demolition of property OR Disposal of interest in property	The Construction (Design and Management) Regulations (SI 2015/51) Regulation 12



Property Development	Applications for planning consents required to (re)develop property and consents granted.	Disposal of property or expiry of consent.	Planning consents which are valid when a property is sold are transferred to the new owner.
Property Maintenance	Records documenting routine inspections of property.	Date of inspection + 5 years OR Superseded + 1 year	
Property Maintenance	Records documenting maintenance works on property.	Disposal of property	
Property Maintenance	Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises, as required by Regulation 4(3) of the Control of Asbestos Regulations 2012 (SI 2012/632).	Review of assessment + 10 years	Regulation 4(3) of the Control of Asbestos Regulations 2012 (SI 2012/632).
Property Maintenance	Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.	Removal of asbestos + 10 years OR Subsequent inspection + 10 years	Regulation 4(3) of the Control of Asbestos Regulations 2012 (SI 2012/632).
Property Security	Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised and property access controls (e.g. access registers, key registers, security data logs).	Date of inspection + 5 years OR Superseded + 1 year	
Property Security	Records of security passes issued to employees, other staff and students.	Expiry of pass + 1 year	



Property Security	Records documenting security breaches or incidents, and action taken.	Last action on incident + 1 year	
Facilities	Records documenting the development and establishment of the institution's facilities strategy, policies and procedures	Superseded + 10 years	
Facilities	Records documenting the specification of requirements for facilities	Completion of works + 15 years	Limitation Act 1980 c. 58 s 14
Facilities	Records documenting the development of interior design and fit-out schemes and fitting out works	Completion of works + 15 years	Limitation Act 1980 c. 58 s 14
Facilities	Records documenting the conduct and outcomes of inspections of facilities by enforcing authorities.	Completion of subsequent inspection	

3.2 Student Accommodation			
Area	Description	Retention Schedule	Citation / Comments
Accommodation Contract	Records documenting the establishment of formal contractual relationship between institutional accommodation and student.	Termination of contract + 6 years	Limitation Act 1980
Allocation Plan and Policy	Records documenting the development and establishment of the institution's accommodation allocation plan and policy and rents for the corresponding year.	Superseded + 10 years	
Accommodation Application	Records documenting the student's application to accommodation provided by institution's accommodation: Successful applications.	Superseded by the contract if accepted (see contracts)	Limitation Act 1980



Accommodation Application	Records documenting the student's application to accommodation provided by institution's accommodation: Unsuccessful applications.	Start of current academic year + 1 year	
Accommodation Application	Records documenting the student's application to accommodation provided by institution's accommodation: Specific requirements – supporting evidence.	Decision + 3 months	
Accommodation Enquires	Records documenting the handling of enquiries from prospective and current students.	Current academic year + 2 years	
Inventories	Records documenting the room facilities associated with the contracted room and common areas.	End of academic year + 6 years	Limitation Act 1980

3.3 Finance			
Area	Description	Retention Schedule	Citation / Comments
Strategy and Policy	Records documenting the development and establishment of the institution's finance strategy and policies and procedures	Superseded + 10 years	
Financial Accounting	Records documenting the issue of sales invoices, the processing of incoming payments and the receipt and payment of purchase invoices	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s34 Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 HMRC VAT Notice 700/21 para. 5.2



Financial Accounting	Records documenting the payment and/or reimbursement of employees' expenses and the handling of petty cash	Current financial year + 6 years	Taxes Management Act 1970 c9 s 34 Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 HMRC VAT Notice 700/21 para. 5.2
Financial Accounting	Records documenting the receipt and processing of tuition fees.	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5
Financial Accounting	Annual Accounts	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5.
Statutory Accounting	Records documenting the preparation of the institution's statutory accounts.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5.
Financial Planning & Budgeting	Records documenting the preparation of annual operating budgets and documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.	Current financial year + 1 year	



Asset Management	Records documenting the value of the institution's capital assets and records documenting decisions (and authorisations) to dispose of capital assets.	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34.
Tax Management	Records documenting the preparation and filing of the institution's tax returns and the institution's accounting for VAT	Current tax year + 6 years	Taxes Management Act 1970 c. 9 s 34. Value Added Tax Act 1994 c. 23 s 58 and Schedule 11, para. 6(3) The Value Added Tax Regulations (SI 1995/2518) s 31 HMRC VAT Notice 700/21 para. 5.2.
Cash Management	Records documenting the opening, closure and routine administration of bank accounts.	Closure of account + 6 years	Limitation Act 1980 c. 58 s 5.
Cash Management	Records documenting standing orders, direct debits etc.	Life of instruction + 6 years	Limitation Act 1980 c. 58 s 5.
Cash Management	Records documenting routine bank account deposits/withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5.



3.4 Insurance			
Area	Description	Retention Schedule	Citation / Comments
Insurance Policy Management	Records documenting the arrangement and renewal of insurance policies: employers' liability insurance.	Expiry of policy + 6 years	Limitation Act 1980 c.58 s 5
Insurance Policy Management	Employers' Liability Insurance Certificates	Commencement/Renewal of policy + 40 years	The Employers' Liability (Compulsory Insurance) Regulations (SI 1998/2573) Regulation 4(4)
Insurance Policy Management	Records documenting the arrangement and renewal of insurance policies: all other insurance.	Expiry of policy + 6 years	Limitation Act 1980 c.58 s 5
Insurance Claim Administration	Records documenting claims, and the outcomes of claims, against insurance policies.	Settlement of claim + 6 years	Limitation Act 1980 c.58 s 5

3.5 Procurement			
Area	Description	Retention Schedule	Citation / Comments



Procurement Strategy and Policy Development	Records documenting the development and establishment of the institution's procurement strategy, policies and procedures	Superseded + 5 years	
Supplier Approval	Records documenting supplier evaluation criteria.	Superseded + 5 years	
Supplier Approval	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers.	Termination of approval	
Supplier Approval	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers.	Rejection + 1 year	
Contract Tendering	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers.	Award of supply contract + 1 year	
Contract Tendering	Invitations to Tender and tender evaluation criteria.	Termination of supply contract awarded + 6 years	Limitation Act 1980 c. 58 s 5
Contract Tendering	Records documenting the issue of Invitations to Tender, handling of incoming tenders, evaluations and the notification of the results of the tender evaluation process: rejected tenders	Award of supply contract + 1 year	
Contract Tendering	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process and contract award notices	Termination of contract + 6 years	Limitation Act 1980 c. 58 s 5



Purchasing	Records documenting purchasing authorisation limits.	Superseded + 1 year	
Purchasing	Records documenting internal authorisation for procurement.	Current financial year + 1 year	
Purchasing	Purchase orders and goods received notes/goods inwards notes	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5 HMRC 700/21 para. 5.2
Contract Management	Records documenting variations to contracts (e.g. revisions, extensions) and the monitoring of supplier performance	Termination of contract + 6 years	Limitation Act 1980 c. 58 s 5

3.6 Information Communication Technology			
Area	Description	Retention Schedule	Citation / Comments
ICT Systems Strategy and Policy Development	Records documenting the development and establishment of the institution's ICT systems strategy, policies and procedures	Superseded + 5 years	
ICT Systems Development	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 5 years	
ICT Systems Development	Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years	



ICT Systems Operations Management	Routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Current year + 1 year	
ICT Systems Operations Management	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault + 1 year	
ICT Systems Operations Management	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year + 1 year	
ICT Systems Operations Management	User requests to recover data from backup or archive stores, and action taken.	Last action on request + 3 months	
ICT Systems Operations Management	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence	
ICT Systems Security Management	Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years	
ICT Systems Security Management	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	



ICT Systems Security Management	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current year + 1 year	
ICT Systems Security Management	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year	
ICT Systems Security Management	Requests for, and authorisation of, connections of third-party equipment to the institution's networks, either on institutional premises or via dial-up communications links.	Termination of connection + 1 year	
ICT Systems Security Management	Records documenting the removal/return of mobile ICT systems hardware and software from/to the institution's premises.	Return of equipment + 3 months	

3.7 Equipment			
Area	Description	Retention Schedule	Citation / Comments
Equipment & Consumables Management	Master copies of procedures relating to the management of equipment and consumables.	Superseded + 3 years	
Equipment & Consumables Selection	Records documenting the development of specifications for, and the selection of, equipment/consumables.	Life of item + 6 years	Limitation Act 1980 c.58 s 5.



Equipment & Consumables Selection	Records documenting the development of specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations.	Life of item + 40 years	
Equipment Installation/Commissioning	Records documenting the installation of equipment	Decommissioning/removal + 6 years	Limitation Act 1980 c. 58 s 5.
Equipment Installation/Commissioning	Records documenting the installation of equipment: items which are safety critical or associated with hazardous operations.	Decommissioning/removal + 40 years	
Equipment Inspection, Testing & Maintenance	Records documenting the inspection, testing and maintenance of equipment and maintenance logs	Decommissioning/Removal + 6 years	Limitation Act 1980 c.58 s 5 The Provision and Use of Work Equipment Regulations (SI 1998/2306) Regulation 5(2) Limitation Act 1980 c. 58 s 5.
Equipment Inspection, Testing & Maintenance	Records documenting inspections of equipment, made under Regulation 6 of the Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306).	Completion of subsequent inspection	The Provision and Use of Work Equipment Regulations (SI 1998/2306) Regulation 6(3).



Equipment & Consumables Disposal	Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health.	Disposal of item + 15 years	Limitation Act 1980 c.58 s 14
Equipment & Consumables Disposal	Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: other items.	Disposal if item + 6 year	Limitation Act 1980 c. 58 s 5
Equipment & Consumables Disposal	Records documenting the transfer of ownership of equipment/consumables.	Disposal of item + 1 year	

4. Communications

4.1 Public, Media and Community Relations			
Area	Description	Retention Schedule	Citation / Comments
Public Relations	Records documenting the development and establishment of the institution's public relations strategy, policies and procedures: key records.	Superseded + 5 years	
Public Relations	Enquiries from members of the public and the responses provided.	Last action on enquiry + 1 year	
Public Relations	Complaints from members of the public, the internal handling of these complaints and the responses provided.	Last action on complaint + 1 year	



Public Events Management	Records documenting the planning, administration and impact/results of public events.	Completion of event + 3 years	
Sponsorship Management	Records documenting the arrangements for corporate sponsorship of public events by the institution.	Termination of sponsorship + 6 years	Limitation Act 1980 c. 58 s 5
Media Relations Strategy Development	Records documenting the development and establishment of the institution's media relations strategy and policies.	Superseded + 5 years	
Media Relations Strategy Development	Records documenting the development of the institution's procedures relating to media relations.	Issue of procedures + 1 year	
Media Communications Management	Records documenting the institution's media contacts.	Superseded	
Media Communications Management	Press releases, transcripts of interviews and media briefings and documenting the monitoring and analysis of media coverage of the institution.	Current year + 5 years	
Community Communications Management	Records documenting the development and establishment of the institution's community relations strategy: key records.	Superseded + 5 years	
Community Communications Management	Enquiries from members of the local community and the responses provided.	Last action of enquiry + 1 year	



Community Representation	Records documenting the institution's membership of local community organisations.	Termination of membership + 1 year	
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4.2 Fundraising and Donations			
Area	Description	Retention Schedule	Citation / Comments
Fundraising Strategy Development	Records documenting the development and establishment of the institution's fundraising strategy, policies and procedures	Superseded + 5 years	
Fundraising Campaign Management	Records documenting the design, conduct and summary results of fundraising campaigns.	Last action on campaign + 5 years	
Donations Management	Records documenting the management of the institution's relationship with donors to the institution (other than in response to fundraising campaigns) and documenting donations to the institution	Duration of relationship + 6 years	Limitation Act 1980 c. 58 s 5

4.3 Marketing			
Area	Description	Retention Schedule	Citation / Comments
Marketing Strategy Development	Records documenting the development and establishment of the institution's Marketing strategy, policies and procedures	Superseded + 5 years	



Market Research	Records documenting the design and development of market research tools and data/analyses	Completion of research + 5 years	
Market Research	Market research data: data relating to identifiable individuals.	Completion of analysis of data	
Marketing Campaigns	Records documenting the design, implementation and review of marketing campaigns.	Completion of campaign + 3 years	
Corporate Identity & Brand Management	Records documenting the design of the institution's corporate identity marks (logos etc.) and the development of style guides for use of these.	Superseded	
Advertising Management	Records documenting the development, placement and impact of advertisements.	Current + 5 years	

5. Human Resources

5.1 Strategy and Planning			
Area	Description	Retention Schedule	Citation / Comments
Strategy and Policy	Records documenting the development and establishment of the institution's human resources strategy policies and procedures	Superseded + 10 years	



Workforce Planning	Assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.	Current year + 3 years	
Workforce Planning	Records documenting management succession plans, the development and evaluation of job specifications	Superseded + 5 years	

5.2 Recruitment and Selection			
Area	Description	Retention Schedule	Citation / Comments
Recruitment and selection	Records documenting internal authorisation for recruitment.	Current year + 1 year	
Recruitment and selection	Records documenting job evaluation information.	While employment continues and up to 7 years after employment ceases	Limitation Act 1980
Recruitment and selection	Records documenting the advertising of vacancies including screenshots of adverts	Completion of recruitment process + 9 months unless post holder recruited is a Tier 2 visa holder, in which case the life of the sponsorship plus 1 year (7 years max)	Immigration, Asylum and Nationality Act 2006, Limitation Act 1980, The Equality Act 2010. Employment Practices Code, Section 1.7.1 (Information



			Commissioner's Office, 2011)
Recruitment and selection	Records documenting enquiries about vacancies and handling unsolicited applications for employment	Receipt of application + 1 year	
Recruitment and selection	Records of applications and documentation on the handling of applications for vacancies: successful applicants	Termination of employment + 6 years (as part of employee contract records)	Limitation Act 1980 c. 58 s 5 See Section 1.7 of the Employment Practices Code (Information Commissioner's Office, 2011).
Recruitment and selection	Records documenting the handling of applications for vacancies: unsuccessful applications.	Completion of recruitment process + 1 year.	The Equality Act 2010. Actions under discrimination legislation must generally be brought within 6 months.
Recruitment and selection	Records of application forms for unsuccessful applicants and shortlisting information where no Tier 2 sponsored person was appointed.	6 months after notifying unsuccessful candidates	information Commissioner: Employment Practice Code Part 1: Recruitment and Selection (1.7.5)



Recruitment and selection	Records of application forms for unsuccessful applicants and shortlisting information where a Tier 2 sponsored person was appointed.	For the life of the sponsorship plus 1 year (up to 7 years max)	Limitation Act 1980
Recruitment and selection	Records of interview notes, interview summary outcomes and any tests (appointee and unsuccessful interviewees) where no Tier 2 sponsored person was appointed.	6 months	Information Commissioner: Employment Practice Code Part 1: Recruitment and Selection (1.7.5)
Recruitment and selection	Records of interview notes, interview summary outcomes, any tests for all interviewed candidates (appointee and unsuccessful interviewees) where a Tier 2 sponsored person was appointed.	For the life of the sponsorship plus 1 year (up to 7 years max)	Limitation Act 1980
Recruitment and selection	Copy of job description and person specification for a role where a Tier 2 sponsored person was appointed.	For the life of the sponsorship plus 1 year (up to 7 years max)	Limitation Act 1980
Induction	Records documenting the development, delivery, administration and assessment of induction programmes	Current year + 6 years	
Training and Development	Information on staff training and development needs and feedback and analyses on training and development programmes	Current year + 6 years	
Remuneration	Records documenting the development of the institution's remuneration structure.	Current year + 10 years	
Remuneration	Pay reviews	Current year + 6 years	



5.3 Welfare, Pensions and Relations			
Area	Description	Retention Schedule	Citation / Comments
Relations Management	Records documenting the hours worked by employees, including those who have agreed to work more than 48 hours a week, as required by the Working Time Regulations 1998 (SI 1998/1833).	Date of record + 2 years	Working Time Regulations (SI 1998/1833) Regulations 5 and 9
Relations Management	Grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 5
Pension Schemes	Records documenting the institution's relationships with pension schemes to which all or part of its workforce belongs.	Termination of relationship + 5 years	

5.4 Employee Contract Management			
Area	Description	Retention Schedule	Citation / Comments
Employee Contract Management	Records documenting the employee's initial application for employment with the institution and supporting documentation supplied by third parties (e.g. references, Disclosure and Barring Service (DBS) checks).	Termination of employment + 6 years (as part of employee contract records) except information which is not relevant to the ongoing	Limitation Act 1980 c. 58 s 5 See Section 1.7 of the Employment Practices Code (Information Commissioner's Office, 2011)



		employment relationship.	
Employee Contract Management	Records documenting the employee's subsequent applications for other jobs within the institution.	Duration of job + 1 year	
Employee Contract Management	Records documenting the employee's contract(s) of employment with the institution and any changes to the employee's terms and conditions of employment.	Termination of employment + 6 years	Limitation Act 1980 c. 58 s 5
Employee Contract Management	Job descriptions of positions held by the employee within the institution.	Duration of job + 1 year	
Employee Contract Management	Records documenting the employee's training and development needs, and the action taken to meet these needs.	Completion of actions + 5 years	
Employee Contract Management	Records documenting job-specific statutory/regulatory training requirements for the employee, and the training provided to meet these requirements.	Expiry of certification + 6 years OR Superseded + 6 years	Limitation Act 1980 c. 58 s 5
Employee Contract Management	Routine assessments/reviews of the employee's performance, and any consequent action taken. - appraisals	Superseded + 3 years	
Employee Contract Management	Records documenting disciplinary proceedings against the employee, where employment continues or raised by the employee.	Closure of case + 6 years	



Employee Contract Management	Records documenting the employee's remuneration and rewards	Current tax year + 6 years	The Income Tax (Pay As You Earn) Regulations (SI 2003/2682) Regulation 97(8) The National Minimum Wage Regulations 2015 (Part 7)
Employee Contract Management	Records relating to the administration of the employee's contractual holiday entitlement and administration of special leave, e.g. compassionate leave.	Current year + 1 year	
Employee Contract Management	Records documenting the employee's absence due to sickness.	End of employment + 6 years	The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55). Limitation Act, 1980.
Employee Contract Management	Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Completion of entitlement + 6 years	The Maternity and Parental Leave etc. Regulations 1999 (SI 1999/3312)



Employee Contract Management	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Current Tax Year + 3 years	The Statutory Maternity Pay (General) Regulations (SI 1986/1960 Regulation 26)
Employee Contract Management	Records containing employee's basic personal details (e.g. address, next of kin, emergency contacts).	Superseded or duration of employment	
Employee Contract Management	Records documenting the issue of personal protective equipment/other special equipment to an employee.	Termination of employment + 6 years	Limitation Act 1980 c. 58 s 5
Employee Contract Management	Records documenting major injuries to an employee arising from accidents in the workplace.	Termination of employment + 40 years	Health and Safety Regulations.
Employee Contract Management	Records documenting the employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Termination of employment + 6 years	Limitation Act 1980 c. 58 s 5
Employee Contract Management	Records documenting references provided in confidence in support of the employee's application(s) for employment by another organisation.	Termination of employment + 6 years	
Employee Contract Management	Records documenting right to work and immigration information	2 years after the termination of employment	Immigration, Asylum and Nationality Act



			2006 and Limitation Act 1980
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5.5 Payroll			
Area	Description	Retention Schedule	Citation / Comments
Payroll Administration	Records documenting calculation and payment of employees' salaries, other payments and authorisation for non-statutory payroll deductions.	Current tax year + 6 years	Taxes Management Act 1970 c. 9 s 34
Payroll Administration	Employer's PAYE records which are not required to be sent to the Inland Revenue (under the provisions of the Income Tax (Pay As You Earn) Regulations 2003.	Current tax year + 6 years	The Income Tax (Pay As You Earn) Regulations (SI 2003/2682) Regulation 97(8)
Payroll Administration	Records documenting the administration of payments made under the Statutory Sick Pay scheme and Statutory Maternity Pay scheme.	Current tax year + 6 years	The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55). The Statutory Maternity Pay (General) Regulations (SI 1986/1960) Regulation 26



Payroll Administration	Record of P45's	While employment continues and up to 7 years after employment ceases	Limitation Act, 1980
Pension Contributions Administration	Records documenting payments of the institution's employers' contributions to pensions schemes for its employees and employees' contributions	Death of last known beneficiary of member + 6 years	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15 (SI 1995/3103)

6. Student and Education Records

6.1 Student Data and Records			
Area	Description	Retention Schedule	Citation / Comments
Student Recruitment	Records of applications and documentation on the handling of applications for students: successful applicants	End of activity + 6 years (this may be longer if specified by legislation or an agreement or contract) and then destroyed	
Student Recruitment	Records of applications and documentation on the handling of applications for vacancies: unsuccessful applicants	End of academic year + two years and then destroyed	



Administration and Progress	To retain a permanent core student record – to include student names, the modules and qualifications studied and their outcomes, student disciplinary cases where the outcome is permanent expulsion	Life of student to 120 years from date of birth/permanent	
Legal, contractual, regulatory requirements	Data relating to fee payment, registration, formal complaints from students	6 years after the student has completed or withdrawn from the programme	
Student Misconduct	Records documenting student academic misconduct and/or disciplinary records with a disciplinary outcome	Closure of case/result issued +25 years. –	
Operational records	Data relating to the student as a user of student support services or day to day administration e.g.: tutor allocation, graduation ceremonies, and enquirers.	3 years after completion of activity	
Disciplinary	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	
Immigration	Records documenting immigration casework/compliance for students, including the retention of immigration permission from students.	6 years from last interaction relating to casework or 6 years after permanent withdrawal relating to immigration permission	



6.2 Education			
Area	Description	Retention Schedule	Citation / Comments
Education Strategy and Policy Development	Records documenting the development and establishment of the institution's education and training strategy, policies and procedures	Superseded + 10 years	
Education Programme Development	Records documenting the development of education and training programmes.	Life of programme + 5 years	
Education Programme Review	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 5 years	
Education Programme Delivery	Records documenting the preparation of teaching and learning materials and the planning and conduct of teaching and learning events	Current academic year + 1 year	
Education Programme Assessment	Records documenting the design and development of assessments.	Life of programme	
Education Programme Assessment	Records documenting submitted/completed assessments: formative assessments.	Current academic year	



Education Programme Assessment	Records documenting submitted/completed assessments: summative assessments.	Confirmation of marks/grades + 6 months.	
Education Programme Assessment	Records documenting marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications.	Current academic year + 6 years	Limitation Act, 1980 c. 58 s 5
Exam board administration	Records documenting the arrangements for meetings of a Board.	Current year + 1 year	
Exam board administration	Records documenting the conduct of the business of a committee: agenda, minutes and papers.	Current academic year + 6 years	
Exam board administration	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	Current academic year + 6 years	

