



UCFB*

Records Lifecycle Management Scheme

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*UCFB is a trading name of University Campus of Football Business Limited.

Introduction

This Records Lifecycle Management Scheme describes the time periods for which records should be retained by UCFB in order to comply with operational and legal requirements, including data protection legislation and [Office for Students Conditions of Registration](#) (such as Conditions B4 and B5 as well as associated guidance, such as the OfS Supplementary guidance: Retention of assessed work (March 2024)).

Please note that the default action to be taken at the end of the retention period is the secure destruction or deletion of the record. Exceptions to this are where the retention period is described as “permanent” (i.e. the record will never be destroyed), or where “refer to archives” is mandated. In the latter instance the record should be offered to the relevant department/team for permanent retention before it is destroyed.

Only one copy of each record needs to be kept for the full length of the retention period. Duplicate and secondary copies should be destroyed as soon as they are no longer of immediate operational use.

A record is defined in the Records Management British Standard BS ISO 15489 as “*Information created, received and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business*”. All records created and held by UCFB, both in paper and electronic form, and including data held in databases are subject to retention policies. Where a record contains person identifying information the retention periods stated in this schedule are mandatory requirements and must be followed unless a specific exception has been approved by the Data Privacy Team. Entries marked with an * indicate a record that is likely contain person identifying information, this may not be exhaustive.

Unstructured information systems

E-mail should not be used for storing UCFB records. E-mails that constitute a record which needs to be retained, including those containing personal data, must be stored in an appropriate filing system relevant to their confidentiality or criticality.

Shared drives or other unstructured information storage solutions (including cloud-based storage) used to store any UCFB record should be managed in accordance with this Schedule, and where those records contain personal data information the retention periods must be followed.

Structured systems storing person identifying information

All structured information management systems that store records containing person identifying information must be managed in accordance with this Schedule. These systems must have a deletion or archival capability and, where appropriate, be able to identify a skeleton record (a subset of the original information) for continued retention.

General principles

UCFB policy and strategy documents should be retained for 10 years or 5 years, depending on importance, and then referred to the Data Privacy Team for review.

Audits and reviews of performance against plans and strategies should be retained for 10 years or 5 years after the current academic year and then referred to the Data Privacy Team for review.

Contracts and customer service agreements should be retained for 6 years after the termination of the contract or agreement, and then referred to the Data Privacy Team for review.

Original financial records should generally be kept for 6 years after the current financial year to comply with the Limitation Act 1980 and HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts.

Contracts under seal and their related negotiation, establishment and review documents should be kept for 12 years after the termination of the contract and then referred to the Data Privacy Team for review.

Publications and promotional materials should be kept whilst current, and then one copy offered to the Data Privacy Team for review.

Related Policies and Procedures

- [UCFB Group CCTV Policy](#)
- [UCFB Records Management Policy](#)
- [UCFB Data Protection Policy](#)
- [UCFB Privacy Notice](#)
- [UCFB Information Security Policy](#)

Notes:

- A** The letter A in the notes column indicates that documents should be referred to the Data Privacy Team for review before a final disposition action is taken (email dataprivacyteam@UCFB.com). UCFB records which have significant evidential or informational value may need to be retained permanently. These archival records are transferred to the Data Privacy Team at the point of disposal.

Section 1: Student personal and sensitive category data

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Student personal and sensitive category data			
Name, address, and contact details, including address, email, contact phone number;*	6 years after graduation	A	
Geographical information*	6 years after graduation	A	
Information on student interests that relate to courses and events or recruitment activities on or off campus*	6 years after graduation	A	
Additional information such as date of birth, gender/sex, postcode, school/college, year group, disability including a learning difficulty or long-term physical or mental health condition, ethnicity information, if students are In Care, estranged from their family, or from a military family*	6 years after graduation	A	
Records documenting the handling of applications for admission: unsuccessful applications including CVs*	End of contact with applicant + 1 year	A	
Student photographs (Individual or groups)*	Current academic year + 6 years, or retained and disposed of in accordance with the terms of the specific collection notice.	A	
Financial details for student fee, loans and grant administration*	6 years after graduation	A	
Sensitive data including ethnicity, declared disabilities and health information for equality monitoring, and our legal obligations*	6 years after graduation	A	
Data relating to studies, including data used for the formation of your student record*	6 years after graduation	A	
Data relating to any personal devices that students connect to the UCFB network*	6 years after graduation	A	
Record of DBS check – Student (Record of check not the certificate itself)*	6 years after graduation	A	
Statistics (student numbers etc)	Current academic year + 5 years	A	
Individual Student Files*			
Most student data should be kept for six years after the student's relationship with UCFB has ended. This is to comply with the Limitation Act 1980 and the Office for Students Conditions of Registration and is in line with the principles set out in data protection law. Only basic records of students should be kept for longer periods: Name, dates of relationship with institution and final classification. Also, a full record of course modules taken and the marks for these should be kept for at least 50 years for each student for the purposes of constructing student transcripts.			

Section 2: Teaching

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Teaching			
Teaching strategy and policy	Superseded + 10 years	A	
Teaching procedure	Superseded + 5 years	A	
Development of internal quality assurance processes	Retain whilst current	A	
Conduct and results of internal and external quality reviews	Current academic year + 5 years	A	
Curriculum development	Superseded + 10 years	A	
Curriculum reviews	Superseded + 10 years	A	
Statistics (student numbers etc)	Current academic year + 5 years	A	
Taught course development	Life of course + 10 years	A	
Reviews, reports and feedback on taught courses	Current academic year + 5 years	A (formal documents only)	
Taught course development and teaching materials	Life of course		
Reviews, reports, and feedback on taught courses, including external examiner reports	Current academic year + 6 years	A (formal documents only)	
Taught course assessments, development and final versions	Life of course	A	
Assessment marks, including appeals and mitigating circumstances data*	Five years after the end date of a course But see section on individual student files below		• Limitation Act 1980 • OfS Conditions: B4 and B5 • OfS Supplementary guidance: Retention of assessed work (March 2024)

Types of Student Work and Associated Forms of Assessment				
Assessment	Examples of what is submitted or assessed	Examples of records relating to the assessment process	What will be retained	How long it will be retained for
Written work or any written elements of assessment (whether produced in a physical or digital format)	Exams, essays, dissertations, multiple choice questions, posters, content of presentations, fieldwork notebooks, lab reports or write-ups, personal journals	Mark and feedback	• Assessment brief • Record of assessment • All physical or digital written work. If in a physical form it could be digitised	A period of five years after the end date of a course
Practical work – laboratory	Any written work	• Mark and feedback • A photo • A video	• Assessment brief • Record of assessment of the work along with any written student submission	
Physical artefacts	Any written work Sculptures, textiles, fashion and artwork	• Mark and feedback • A photo • A video	• Assessment brief • Record of assessment	
Digital media	Film, video, podcast	Mark and feedback	• Assessment brief • The digitally recorded work and record of assessment	
Performance	Dance, drama, music, production	• Mark and feedback • A photo • A video • A recording	• Assessment brief • Record of assessment	
Any type of work that is assessed through observation	Clinical observation, Sport (practical), Debates, Objective Structured Clinical Examination (OSCE), Vivas, Moots, Presentations	• Mark and feedback • A photo • A video • A recording	• Assessment brief • Record of assessment / assessor observations	

Types of Student Work and Associated Forms of Assessment				
Assessment	Assessment	Assessment	Assessment	Assessment
Continuous assessment, including continuous assessment of industry and work placements	Any written or digital media elements	• Mark and feedback • Relevant documentation – e.g. employer reports	• Assessment brief • Record of assessment along with any written or digital media elements	A period of five years after the end date of a course
Group work	Any written or digital media elements	• Mark and feedback • Relevant documentation – e.g. peer feedback	• Assessment brief • Record of assessment along with any written or digital media elements	
Description of Record		Retention Period	Notes - see page 1	Legal Citation
Teaching (Continued)				
Teaching materials		Retain whilst current		
Course handbooks		Life of course + 6 years	A	
Learning Support				
Learning support management		Current year + 6 years	A	
Learning support individual case files*		End of relationship + 6 years		
Fitness to Study				
FTS management		Current year + 6 years		
FTS and Health and Conduct Individual Case Files*		50 years from graduation or last action, whichever is later		

Section 3: Research

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Research			
Research strategy and strategy implementation	Superseded + 10 years	A	
Research related policies	Superseded + 10 years	A	
Internal quality assurance processes	Retain whilst current plus regulatory requirements	A	
Conduct and results of internal and external quality assessments	Current academic year + 5 years	A	
Sponsor liaison documents	Current academic year + 5 years		
Research partnership formation	Life of partnership + 6 years and management		Limitation Act 1980
Research data	Research data should be managed in-line with the UCFB Research Ethics Policy . Legal and regulatory guidance and the terms and conditions of funders should be adhered to. The minimum default period is 5 years after publication.		
Research management* *Examples of research management documentation which must be retained include funding proposals and supporting documents/research plans, associated approval forms or communications, award letters or other funding notifications, associated contracts, acceptance of award documents, starting certificates, recruitment approvals, project or course related governance documents (committee membership, minutes and actions), project related ethical approvals and correspondence with funders and between other project participants or stakeholders.	Closure of project account + 6 years (or in-line with funder terms and conditions if these stipulate a longer retention period)		
Export controls documentation	3 years		Export control Order 2008 Regulation (EC) No 428/2009
Research outputs: Final versions of publications, presentations etc. arising from research	Closure of the project + 6 years	A	

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Postgraduate Research Programmes			
PGR course development	Life of course + 10 years	A	
PGR course reviews	Current academic year + 5 years	A (formal internal and external documents only)	
Research student assessment documentation*	Completion + 6 years		
Exam scripts*	Completion + 6 years		
Assessment marks, including appeals*	Current academic year + 6 years But see section on individual student files below		Limitation Act 1980
Advice and guidance to research students	Completion of course+ 6 years		Limitation Act 1980
Research Ethics			
Project reviews and minutes	Current year + 15 years	A	
Strategy and policy documents	Superseded + 5 years	A	
Requests for information from official bodies	Last action + 5 years	A	
UCFB input to official bodies	Last action + 5 years	A	
Requests for advice or information	Last action + 1 year		
Sponsor liaison documents	Current academic year + 5 years		
Consent forms for interventional studies concerning adults	End of study + 7 years		
Consent forms for interventional studies concerning children	18 th birthday of youngest participant + 7 years		
Consent forms for non-interventional high risk studies	End of study + 5 years		
Consent forms for non-interventional low risk studies	End of study + 2 years		
Medical/Clinical Research			
Advanced medical therapy research: master file – Clinical Trials & Research	20 years		Review and consider transfer to PoD (Place of Deposits)

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Medical/Clinical Research (Continued)			
Clinical trials: applications for ethical approval -	5 years		Master file of a trial authorised under the European portal, under Regulation 536/2014. For clinical trials records retention refer to the MHRA guidance . The sponsor of the study will be the primary holder of the study file and associated data. This is based on the Medicines for Human Use (Clinical Trials) Amendment Regulations 2006, specifically Regulations 18 and 28.
European Commission Authorisation (certificate or letter) to enable marketing and sale within EU member state's area	15 Years		Review and consider transfer to PoD
Research datasets	No longer than 20 Years		Review and consider transfer to PoD
Research: ethics committee's and HRA approval documentation for research proposal and records to process patient information without consent	5 Years	A	This applies to trials where opinions are given to proceed with the trial, or not to proceed. These may also have archival value
Research: ethics committee's minutes (including records to process patient information without consent)	20 Years		Retention period begins from the year to which they relate and can be as long as 20 years. Committee minutes must be transferred to PoD

Section 4: Student Administration

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Student Administration			
Student administration strategy and policy documents	Superseded + 10 years	A	
Student administration strategy audits and reviews	Superseded + 10 years	A	
Student recruitment campaigns	Current academic year + 5 years	A	
Admission criteria	Superseded + 10 years	A	
Clearing process administration	Current academic year + 1 year		
Student registration summaries and analyses	Current academic year + 6 years		
Student induction course design	Superseded + 5 years	A	
Records documenting the handling of applications for admission: unsuccessful applications including CVs*	End of contact with applicant + 1 year		
Student photographs (Individual or groups)*	Current academic year + 6 years, or retained and disposed of in accordance with the terms of the specific collection notice.		
Record of DBS check – Student (Record of check not the certificate itself)	6 years after graduation		
Examinations and Assessments			
Examination rules and procedures	Superseded + 10 years	A	
Summative retained Examination Scripts and Assessed Work*	Date of relevant final exam board + 1 year, unless examples need to be kept for audit purposes (5 years)		
Summative and formative returned work*	Not retained		
Selection and appointment of external examiners*	Termination of appointment+ 10 years		
Selection and appointment of examination invigilators*	Current academic year + 1 year		
Examination administration (timetabling, collation, attendance etc)	Current academic year + 1 year		
Pass / award lists*	Permanent	A	
Award ceremony administration	Completion + 1 year		
Individual Student Files*			
Most student data should be kept for six years after the student's relationship with UCFB has ended. This is to comply with the Limitation Act 1980 and the Office for Students Conditions of Registration and is in line with the principles set out in data protection law. Only basic records of students should be kept for longer periods: Name, dates of relationship with institution and final classification. Also, a full record of course modules taken and the marks for these should be kept for at least 50 years for each student for the purposes of constructing student transcripts.			

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Student Relations			
Staff / student liaison committees	Life of committee + 3 years	A	
Student surveys	Completion + 5 years	A	
Student Support Services			
Support services strategy and policy documents	Superseded + 10 years	A	
Support services strategy reports and audit	Current academic year + 10 years	A	
Student support services proposals and development	Life of service	A	
Support services performance, audit and reviews	Current academic year + 5 years	A	

Section 5: Commercial

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Commercial			
UCFB Related Companies			
Related companies strategies and policies	Superseded + 10 years	A	
Performance audits and reviews against companies policies and strategies	Current academic year + 10 years	A	
Proposals to form a related company and related documents	Life of company + 10 years	A	
Formation of company	Life of company + 10 years	A	
UCFB audit and reviews of related companies	Current academic year + 5 years	A	
Annual reports and accounts of related companies	Life of company + 10 years	A	
Winding up or sale of related companies	Disposal + 10 years	A	
Commercial Services			
Commercial services strategy and policy documents	Superseded + 5 years	A	
Commercial services policy and strategy reviews and audit	Current academic year + 5 years	A	
Commercial services performance reviews and audits	Current academic year + 5 years	A	
Promotional materials	Whilst current	A	
Customer surveys	Completion + 3 years		
Customer complaints*	Last action + 6 years		
Retail Trading			
Retail trading strategy and policy documents	Superseded + 5 years	A	
Retail trading strategy audits and reviews	Superseded + 5 years	A	
Retail outlet management and operation procedures	Superseded + 3 years		
Proposal for retail outlet, evaluation and development	Life of outlet + 5 years	A	
Retail outlet performance reviews and audits	Current year + 5 years	A	
Promotional materials	While current	A	
Retail sales transactions	Current financial year + 6 years		Limitation Act 1980 HM Revenue and Customs Notice 700/21: Keeping VAT Records and Accounts
Customer complaints	Last action + 6 years		Limitation Act 1980

Section 6: External Relations

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Public Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Corporate identity design and style guides	Whilst current	A	
Commercial			
Corporate event sponsorship	Termination of relationship+ 5 years		
Nominations and decisions on honorary awards*	Current academic year + 10 years	A	
Media Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Media contacts	Retain while current		
Transcripts of media briefings and interviews	Last action + 5 years	A	
Press releases	Issue + 5 years	A	
Media enquiries	Last action + 5 years		
Media monitoring	5 years	A	
HE Sector Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Communications with other sector organisations and institutions	Current year + 5 years	A	
Publications	Whilst current + 1 year	A	
Community Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Public enquiries	Last action + 1 year		
Community surveys	Completion of survey + 3 years	A	
Individual survey responses	Completion of survey		
Alumni Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Personal data on alumni*	Lifetime of the institution		To be compliant with the Data Protection Act 2018 (UK GDPR); Data (Use and Access) Act 2025 (DUAA)

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Alumni surveys	Completion + 3 years	A	
Individual survey responses (*if they identify individuals)	Completion of survey		
Complaints*	Last action + 6 years		Limitation Act 1980
Fundraising			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Fundraising campaigns	Last action + 5 years	A	
Individual responses to campaigns (*if they identify individuals)	Completion of campaign		To be compliant with the Data Protection Act 2018(UK GDPR); Data (Use and Access) Act 2025 (DUAA)
Publishing			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Design, editing, commissioning, and production of publications	Issue of publication + 1 year		
Publications	Whilst current	A	

Section 7: Governance

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Strategic planning and performance management			
Strategy and policy documents	Superseded + 10 years	A	
Strategy and policy review and audit	Current year + 10 years	A	
Governance			
Records documenting the establishment and development of governance structure	Life of institution	A	
Appointments to governing body*	Termination of appointment + 6 years	A	Limitation Act 1980
Governing body minutes, agendas and reports	Current year + 50 years	A	
Establishment and terms of reference of executive committees	Life of committee	A	
Executive Committees minutes, agendas and reports	Current year + 50 years	A	
Appointment and designation of institution's senior officers*	Termination of appointment + 5 years	A	
Faculty and School committees minutes, agendas and reports	Current year + 10 years	A	
Risk Management			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Records documenting identified risks and risk assessments	Superseded + 3 years		
Disaster response and recovery plans	Superseded + 1 year		
Quality Management			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Quality audits and resultant actions	Completion + 3 years	A	
Attainment and maintenance of accreditations	Termination of accreditation + 1 year	A	
Audit			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Audits and resultant actions	Completion + 5 years	A	
Legal Affairs Management			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Agreements and contracts under seal and related documents	Termination of contract+ 12 years	A	Limitation Act 1980
Agreements and contracts and related documents	Termination of contract+ 6 years	A	Limitation Act 1980
Legal support and representation related to claims against UCFB which do not proceed to litigation or agreement*	Settlement or withdrawal of claim + 6 years	A	Limitation Act 1980
Litigation leading to legal precedent*	Life of UCFB	A	Limitation Act 1980
Litigation not setting precedent*	Settlement + 6 years	A	Limitation Act 1980

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Legal Affairs Management (Continued)			
Legal advice to UCFB re: legal framework, operations, governance responsibilities, relationship with government and HE regulators, industrial relations and H&S and environment	Life of UCFB	A	
Legal advice to UCFB: other	Superseded + 6 years		
Government Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Requests for information from government bodies and responses	Last action + 1 year		
Formal government surveys and consultations	Last action + 1 year	A	
Government or public enquiries	Last action + 10 years	A	
UCFB input to legislation preparation for HE sector or UCFB legal status and activities	Last action + 5 years	A	
HE Regulator Relations			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Requests for information from HE regulators and responses	Last action + 1 year		
Formal HE surveys and responses	Last action + 1 year	A	
HE regulator reviews of UCFB and responses	Last action + 5 years	A	

Section 8: Health and Safety

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Health and Safety Management			
Strategy and policy documents, implementation plans, documents relating to development of strategy and policy, monitoring, auditing and review processes	Superseded + 50 years	A	Health and Safety at Work Act 1974
Formation and terms of reference of health and safety committees, proceedings and decisions of committees	Life of committee + 50 years	A	The Safety Representatives and Safety Committees Regulations 1977
Consultations and communications with employee safety representatives	Superseded + 50 years	A	The Safety Representatives and Safety Committees Regulations 1977
Health and Safety training	End of employment + 5 years (If training relates to exposure to hazardous substances - see below)		The Management of Health and Safety at Work Regulations 1999 And others
Risk assessments (including control measures and action)	Period of relevance + 5 years (If assessment includes plans, as appropriate references to hazardous substances - see below)		The Management of Health and Safety at Work Regulations 1999
Health and safety inspections	Current year + 5 years		
All records relating to assessments of exposures to hazardous substances (including known or suspected carcinogens, mutagens, teratogens, group 3 or 4 biological agents, GMOs, or where health surveillance is indicated (including respiratory / skin sensitizers)); all records relating to measures to control such exposures, and environmental monitoring	Last use of substance + 40 years		The Control of Substances Hazardous to Health Regulations 2002
Records relating to exposure to ionising radiation*	Last use of substance + 50 years		
All records relating to personal health surveillance and personal exposure monitoring*	Date of last entry on record + 40 years		Limitation Act 1980 The Management of Health and Safety at Work Regulations 1999
Occupational health records including pre employment screening*	Termination of employment + 40 years		Limitation Act 1980

Legal Affairs Management	Legal Affairs Management	Legal Affairs Management	Legal Affairs Management
Health and Safety Management (Continued)			
Records of notification of accidents to enforcing authorities (under RIDDOR)*	Date of known injury + 4 years		
Records of accidents, diseases and dangerous occurrences, and their Investigation*	Closure of investigation + 40 years		The Control of Substances Hazardous to Health Regulations 2002
Records relating to the transport of dangerous goods	5 years		ADR 2023 - Agreement concerning the International Carriage of Dangerous Goods by Road UNECE.
For further specific health and safety record retention periods see relevant legislation, including that relating to exposure to specific substances, fire wardens and first aiders.			
Emergency Planning			
Arrangements with external emergency services	Review of arrangements + 5 years		The Fire Precautions (Workplace) Regulations 1997 The Management of Health and Safety at Work Regulations 1999

Section 9: Estates Management

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Environmental Management			
Strategy and policy documents	Superseded + 10 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Records documenting identified environmental hazards	Elimination of risk or update of assessment + 5 years		
Attainment and maintenance of accreditation	Termination of accreditation + 1 year	A	
Internal awareness raising	Current year + 5 years	A	
Records of environmental incidents	Last action + 40 years		
Investigation of environmental incidents	Last action + 40 years		
Notification and reporting of environmental incidents	Notification + 5 years		
Energy Management			
Energy use monitoring	Current year + 5 years		
Reviews of energy use	Completion + 5 years		
Waste Management			
Controlled waste management	Removal of waste + 2 years		The Environmental Protection (Duty of Care) Regulations 1991
Register of controlled waste	Removal of waste + 2 years		The Environmental Protection (Duty of Care) Regulations 1991
Special waste management	Removal of waste + 3 years		The Special Waste Regulations 1996
Register of special waste	Removal of waste + 3 years		The Special Waste Regulations 1996
Estates Management			
Strategy and policy documents	Superseded + 10 years	A	
Strategy and policy review and audit	Current year + 10 years	A	
Inspection and maintenance records	Completion + 2 years		The Fire Precautions (Workplace) Regulations 1997
Major maintenance records	Life of property	Transfer to new owner if solid	

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Estates Management (Continued)			
Asbestos inspections	Until superseded		The Control of Asbestos at Work Regulations 2002
Hazardous substances removal	Removal + 5 years		
Asbestos condition monitoring	Removal or new inspection+ 5 years		The Control of Asbestos at Work Regulations 2002
Disposal of properties	Disposal of property + 6 years		Limitation Act 1980
Inspections of properties by enforcing authorities	Whilst current		
Fire certificates	Whilst current		
Specifications and undertaking of fit-outs	Next fit-out + 1 year		
Relocation of facilities planning	Completion + 10 years		
Relocation documentation	Completion + 2 years		
Security Management			
Security inspections	Whilst current		
Property access controls (e.g. access / key registers)	Creation + 2 years		
Security pass lists*	Expiry of pass + 1 year		
Routine security surveillance	Creation + 1 month		
Security breaches	Last action + 1 year		

Section 10: Finance

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Finance			
Strategy and policy documents	Superseded + 10 years	A	
Strategy and policy review and audit	Current year + 10 years	A	
Financial audits	Last action + 6 years		Limitation Act 1980
Issue and processing of invoices	Current financial year + 6 years		Taxes Management Act 1970 Limitation Act 1980 VAT Act 1994 HM Customs and Excise Notice 700/21
Expenses*	Current financial year + 6 years		Taxes Management Act 1970 Limitation Act 1980
Petty cash	Current financial year + 6 years		Limitation Act 1980 VAT Act 1994 HM Customs and Excise Notice 700/21
Preparation of annual accounts	Current financial year + 6 years		Taxes Management Act 1970
Annual statutory body funding	Current financial year + 10 years	A	
Financial records relating to research grants and contracts.* *Examples include financial transaction and budget reports, financial reconciliations, claims to funders, PI or other approvals relating to financial reports, budget changes or claims.	Closure of project account + 6 years		Limitation Act 1980
ERDF project funding documents and project papers	Current financial year + 15 years	A	
Scholarship funds	Current financial year + 6 years		Limitation Act 1980
Tax returns	Current tax year + 6 years		
Bank account administration	Closure of account + 6 years		
Standing orders, direct debits	Life of instruction + 6 years		
Investment portfolio	Divestment + 6 years	A	
Purchase/ sale of investments	Current financial year + 6 years		
Capital assets value	Current financial year + 6 years		

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Payroll			
Non statutory deductions authorisation*	Current tax year + 6 years		Limitation Act 1980
Payroll payments to employees*	Current tax year + 6 years		Taxes Management Act 1970 Limitation Act 1980 Income Tax (Employment) Regulations 1993 National Minimum Wage regulations 1998
Sick pay*	Current tax year + 3 years		Statutory Sick Pay (General) Regulations 1982
Maternity pay*	Current tax year + 3 years		Statutory Maternity Pay (General) Regulations 1986
Pension contributions*	Termination of employment + 75 years		

Section 11: Human Resources

Description of Record	Retention Period	Notes- see Page 1	Legal Citation
Human Resources - Personnel			
Strategy and policy documents	Superseded + 10 years	A	
Strategy and policy review and audit	Current year + 10 years	A	
Management succession plans	Superseded + 5 years	A	
Job specification development	Superseded + 5 years		
Recruitment authorisation	Current year + 1 year		
Vacancies advertising	Completion of appointment + 6 months		Equality Act (2010); Data Protection Act 2018(UK GDPR); Data (Use and Access) Act 2025 (DUAA)
Unsuccessful employment applications*	Completion of appointment + 6 months		Equality Act (2010); Data Protection Act 2018(UK GDPR); Data (Use and Access) Act 2025 (DUAA)
Successful applications*	Termination of employment + 6 years		Equality Act (2010); Data Protection Act 2018(UK GDPR); Data (Use and Access) Act 2025 (DUAA)
Successful applications supporting (references etc)*	Termination of employment		
Statistical analyses of applications	Current year + 5 years		
Unsolicited applications*	Last action + 1 year		
Induction courses	Current year + 5 years		
Workforce training*	Current year / completion of course+ 5 years		
Performance assessment (such as probation reviews, PDR records etc.)*	Current year + 6 years		
Contracts of employment*	Termination of employment + 6 years		Limitation Act 1980
Terms and conditions changes*	Termination of employment + 6 years		Limitation Act 1980
Disciplinary proceedings*	Closure of case + 6 years		
Sickness absence*	6 years		

(*N.B. If they identify individuals)

Description of Record	Retention Period	Notes- see Page 1	Legal Citation
Human Resources – Personnel (Continued)			
Statutory leave*	Termination of employment + 6 years		Maternity and Parental Leave Regulations 1999
Pre employment health screening*	Termination of employment + 6 years		Limitation Act 1980
Pre employment health screening*	Termination of employment + 40 years employee exposed to hazardous waste		Control of Asbestos at Work regulations 2002 Control of Lead at Work Regulations 2002 Control of Substances Hazardous to Health Regulations 2002
Major injuries/accidents*	Termination of employment + 40 years		Limitation Act 1980
Termination of employment*	Termination of employment + 6 years		Limitation Act 1980
References provided*	Provision of reference + 1 year		
Remuneration structure	Current year + 10 years		
Pay reviews	Current year + 5 years		
Hours monitoring*	Date of record + 2 years		Working Time Regulations 1998
Workforce surveys design	Completion + 5 years	A	
Individual responses (*if they identify individuals)	Completion of analysis		
Summary results of surveys	Completion + 5 years	A	

Section 12: ICT management

Description of Record	Retention Period	Notes - see page 1	Legal Citation
ICT Management			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
IT systems management	Decommissioning + 5 years		
Software licences management	Whilst current		
ICT security arrangements	Decommissioning of system + 5 years		
User accounts*	Closure + 1 year		
System monitoring	Current year + 1 year		
Security breaches	Last action + 1 year		

