

Function	Records	Record Group	Retention Period	Action	Citations and Notes
Student Administration	Student	Personal data on individual students APART FROM EXCEPTIONS LISTED BELOW	End of relationship + 6 years	Dispose	Limitation Act, 1980
Student Administration	Student	Core student record including: - Personal details to verify identity (name, dob, address) - Dates and programme of study, final award and classification, credit received i.e. transcript from 2001 onwards	Perpetuity	n/a	
Student Administration	Student	Degree apprenticeship student records for enrolments up to and including 2021/2022 academic year.	Until 2034	Dispose	ESFA funding linked to European funding. Degree apprenticeship student records for enrolments from 2022/2023 follow standard student records retention period.
Taught Student Assessment	Student assessed work	Undergraduate and taught postgraduate student hard copy and digital coursework, examination scripts, artefacts, projects and dissertations Including for withdrawn or terminated students	End of relationship + 5 years	Dispose	OfS guidance on retention of students' assessed work relating to conditions B4 and B5 published in March 2024. The University is currently formulating its approach to this requirement to ensure that it is compliant. As of March 2024 do not dispose of any records of assessed work.
Student Administration	Student awards administration	Award document orders and award verification for third parties	Current academic year + 6 years	Dispose	
Student Administration	Student information requests	Handling of requests for: - Ad hoc analyses of data from individual students' information - Statements of results/transcripts from individual students - Confirmation of individual students' awards, attendance or conduct from employers and other educational institutions	Last action on request + 1 year	Dispose	
Student Administration	Student surveys	Individual responses to surveys	Completion of analysis of responses	Dispose	
Student Administration	Examination administration	Organisation of examination facilities, including special arrangements for students with a disability Individual student's attendance at examinations	Current academic year + 2 years	Dispose	
Student academic work	Student research theses	Postgraduate research theses	Indefinitely	n/a	Digital coursework may be archived in Canvas VLE
Academic administration	Academic staff records	Academic staff constraints for timetabling	Current academic year + 3 years	Dispose	
Learning and Teaching Enhancement	Academic staff records	Academic staff development, HEA accreditation and event attendance	Current academic year + 6 years	Dispose	
Learning and Teaching Enhancement	Lecture capture	Video and audio recording in classrooms, online teaching sessions and other learning and teaching scenarios such as field trips and site visits	18 months	Dispose	
Quality Assurance & Enhancement	Quality audits and reviews	Conduct, results and actions taken for internal and external quality audits and periodic and risk based reviews, including but not limited to: - Documents submitted to the review panel, excluding any personal details - Review report - Response to conditions and recommendations	Completion of audit/review + 10 years	Dispose	Consult QAE before disposal
Quality Assurance & Enhancement	Monitoring and enhancement process	Reports from annual monitoring and enhancement process, including Module Enhancement Plans (MEPs), Course Enhancement Plans (CePs) and Head of Department Reports	Completion of review + 5 years	Dispose	Consult QAE before disposal
Quality Assurance & Enhancement	External examiners	Selection and appointment of external examiners: unsuccessful applications	Last activity + 2 years	Dispose	
Quality Assurance & Enhancement	External examiners	Selection, appointment and personal data of external examiners, including the institutions they are from: successful applications	End of relationship + 6 years	Dispose	Institutional rules about external examiners holding the post more than once, therefore basic personal details must be retained
Quality Assurance & Enhancement	External examiners	External examiner claim forms	Current academic year + 6 years	Dispose	
Quality Assurance & Enhancement	External examiner reports	External examiner reports, responses and any documentation raising serious concerns	10 years	Dispose	Consult QAE before disposal

Quality Assurance & Enhancement	PSRB management	Attainment and maintenance of the institution's accreditation by Professional, Statutory and Regulatory Bodies (PSRBs)	Termination of accreditation + 1 year	Dispose	Consult QAE before disposal
Quality Assurance & Enhancement	PSRB management	Formal documentation confirming the accreditation status from PSRBs	Termination of accreditation + 10 years	Dispose	Consult QAE before disposal
Quality Assurance & Enhancement	Course validation	Recruitment of external validation/substantive review panel members	Last activity + 2 years	Dispose	
Quality Assurance & Enhancement	Course validation	Panel presentation for the validation of new courses and revalidation of existing courses	10 years	Dispose	Consult QAE before disposal
Quality Assurance & Enhancement	Course validation	Module descriptors and programme specifications for courses validated by the university	Lifetime of course + 10 years	Dispose	Consult QAE before disposal
Quality Assurance & Enhancement	Collaborative academic partnerships	Operation of the university's collaborative academic partnerships e.g. due diligence reports, institutional agreements, annual institutional monitoring reports	Life of the partnership + 10 years	Dispose	Consult QAE before disposal
Business Engagement	Customer/clients	Business engagement contacts and business partner staff Short course and summer school students	End of relationship + 6 years	Dispose	
Business Engagement	Customer/clients	Open short course enquirers	Last action + 2 years	Dispose	
Research & GRS	Research student assessment	Marks, awards and classifications of completed assessments, including reviews in response to notifications of mitigating circumstances and academic appeals; training in research-related skills	Current academic year + 6 years	Dispose	
Research & GRS	Research supervision and support	Appointment of supervisors for research students; academic advice and guidance to students	End of relationship + 6 years	Dispose	
Research Impact	REF records	Research Excellence Framework (REF) records	7 years	Dispose	
Research Systems, Governance & Funding	Research business development	Liaison with research sponsors to monitor research policies and promote institution's capabilities Identification and exploration of new research opportunities that do not lead to research projects Design of research projects and the preparation of formal research project proposals that do not lead to research projects	Current academic year + 6 years	Dispose	
Research Systems, Governance & Funding	Research business development	Identification and exploration of new research opportunities that lead to research projects	Completion of project	Review for archival value	
Research Systems, Governance & Funding	Research projects	Formulation and management of partnerships and other collaborative arrangements to undertake research Design of research projects and the preparation of formal research project proposals that lead to research projects Conduct and management of medical and non-medical research, funded internally or by external organisations	End of relationship + up to 20 years	Dispose	REF timescales Case by case basis as determined by legal, commercial, ethical and other external factors, funding agreements, sponsor requirements. E.g. Medical Research Council's 'Good Research Practice: principles and guidelines' External project sponsors may require a longer period
Research Systems, Governance & Funding	Research dissemination	Final versions of publications, presentations	Current academic year + 6 years	Review for archival value	In perpetuity, minimum publication delivery + 7 years
Research Systems, Governance & Funding	Research dissemination	Datasets generated from research	Last activity + 10 years	Dispose	Dependent on the nature of the research, funder regulations and regulatory requirements Redacted data or metadata only may be available where full data is sensitive. Full datasets should be retained inaccessibly to fulfil external policies for the full period the reduced data is publicly available

Research Systems, Governance & Funding	Research exploitation	<p>Identification of new intellectual property and liaison with specialists regarding applications for patents etc</p> <p>Identification of opportunities for commercial exploitation of research results and liaison with specialist staff regarding formulation of spin-out companies to develop commercial products</p> <p>Identification of new intellectual property that does not require specialist input</p>	Last action + up to 20 years	Review for archival value	Consult RBI before disposal
Planning	Statutory returns	HESA, Graduate Outcomes and other statutory returns	Current academic year + 6 years	Review for archival value	
Planning	Student relations management	Establishment and operation of staff-student liaison committees	Life of committee + 3 years	Review for archival value	
Planning	Student relations management	Content and action of staff-student liaison committees	Current academic year + 3 years	Review for archival value	
Planning	Student relations management	Responses to student suggestion schemes/feedback sessions/working groups	Last action + 1 year	Dispose	
Planning	Student data for institutional research	Student data processed for research purposes relating to strategic University questions, for monitoring the university commitments made to the OfS, fulfilling university staff data requests	Last activity + 10 years	Dispose	

Function	Records	Record Group	Retention Period	Action	Citations and Notes
Compliance and Information Governance	GDPR compliance management	Data Subject Rights requests, third party requests Requests for data protection advice and responses	Last activity + 3 years	Dispose	Anonymised data in log retained indefinitely
Compliance and Information Governance	GDPR compliance management	Handling of data breaches	Last activity + 6 years	Dispose	Anonymised data in log retained indefinitely
Compliance and Information Governance	FOI compliance management	Request for access to information under the Freedom of Information Act 2000	Last activity + 6 years	Dispose	Limitation Act 1980
External Relations	Government liaison	Ministerial visits and MP correspondence and meetings	Last activity + 10 years	Dispose	
External Relations	Public communication management	Local stakeholder engagement Residents' enquiries and complaints	Last activity + 10 years	Dispose	
External Relations	Media communication management	Institution's media contacts	End of relationship	Dispose	
External Relations	Media communication management	Planning, organisation and transcripts of media briefings and interviews Press releases; proactive media activity Media enquiries, internal handling and responses provided; reactive media activity Monitoring and analysis of media coverage of a situation	Last activity + 2 years	Review for archival value	
External Relations	Staff and student promotional and communications activity	Student and staff internal promotional and communications activity	Last activity + 2 years	Dispose	
External Relations	Staff and student promotional and communications activity	Staff and student external promotional activity	Last activity + 5 years	Dispose	
Health, Safety and Security	Health and safety audit	Conduct and results of health and safety audits and actions taken	Completion of audit + 6 years	Review for archival value	Consult H&S team before disposal Health & Safety at Work Act 1974
Health, Safety and Security	Health and safety consultation	Notifications of appointments of safety representatives by trade unions Election of members of a safety committee Election of employee safety representatives	Termination of appointment/membership + 1 year	Dispose	Safety Representatives and Safety Committees Regulations 1977
Health, Safety and Security	Health and safety consultation	Provision of time off, other facilities, assistance and training for safety representatives	Current academic year + 6 years	Dispose	Health and Safety (Consultation with Employees) Regulations 1996
Health, Safety and Security	Health and safety consultation	Consultations and other communications with safety representatives Proceedings and decisions of a safety committee	Current academic year + 50 years	Dispose	Safety Representatives and Safety Committees Regulations 1977 Health and Safety (Consultation with Employees) Regulations 1996
Health, Safety and Security	Health and safety consultation	Formation of a safety committee, including the objectives, role, functions, composition and administration of the committee	Life of committee + 50 years	Dispose	Safety Representatives and Safety Committees Regulations 1978

Health, Safety and Security	Health and safety information, instruction and training provision	Provision of information, instruction and training for employees, students and others on health and safety in the institution's premises Information, instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery	Current academic year + 6 years	Dispose	Health and Safety (First Aid) Regulations 1981 (S.I. 1981/917) Electricity at Work Regulations 1989 (S.I. 1989/635) Health and Safety Information for Employees Regulations 1989 (S.I. 1989/682) The Noise at Work Regulations 1989 Health and Safety (Display Screen Equipment) Regulations 1992 (S.I. 1992/2792) Manual Handling Operations Regulations 1992 (S.I. 1992/2793) The Provision and Use of Work Equipment Regulations 1992 Personal Protective Equipment Regulations 1992 (S.I. 1992/2966) Health and Safety (Safety Signs and Signals) Regulations 1996 (S.I. 1996/341) The Fire Precautions (Workplace) Regulations 1997 Provision and Use of Work Equipment Regulations 1998 (S.I. 1998/2306) Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242) Control of Asbestos at Work Regulations 2002 Control of Lead at Work Regulations 2002 (S.I. 2002/2676) Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677)
Health, Safety and Security	Hazardous substance exposure control	List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations) Accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations)	Last activity + 40 years	Dispose	Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677)
Health, Safety and Security	Hazardous substance exposure control	Conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure	Last activity + 6 years	Dispose	Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677)
Health, Safety and Security	Hazardous substance exposure control	Conduct and results of monitoring of exposure of employees to substances hazardous to health, including lead, asbestos: exposure of identifiable individual employees Health surveillance information of identifiable individual employees who are exposed to substances hazardous to health, including lead, asbestos	Last activity + 40 years	Dispose	Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) Control of Lead at Work Regulations 2002 (S.I. 2002/2676) Control of Asbestos at Work Regulations 2005
Health, Safety and Security	Hazardous substance exposure control	Conduct and results of risk assessments of work which exposes employees to lead	Elimination of risk + 6 years OR Review/updating of assessment + 6 years	Dispose	Control of Lead at Work Regulations 2002 (S.I. 2002/2676)
Health, Safety and Security	Hazardous substance exposure control	Conduct and results of risk assessments of work which exposes employees to asbestos	Completion of all work to which the assessment relates + 6 years	Dispose	Control of Asbestos at Work Regulations 2003
Health, Safety and Security	Hazardous substance exposure control	Certificates of medical examination of identifiable individual employees who are exposed to asbestos	Date of certificate + 40 years	Dispose	Control of Asbestos at Work Regulations 2007
Health, Safety and Security	Health and safety incident recording, reporting and investigation	Accident books, reports of accidents and dangerous occurrences Recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institutions premises Notification and reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities	Date of recording/notification + 3 years	Dispose	The Social Security (Claims and Payments) Regulations 1987 Statutory Instrument 1993 No. 1985 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Health, Safety and Security	Health and safety incident recording, reporting and investigation	Investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institutions' premises	Closure of investigation + 40 years	Dispose	Potential long-term liability
Health, Safety and Security	Employee health surveillance	Pre-employment health screening of an employee	Termination of employment + 40 years	Dispose	

Health, Safety and Security	Health and safety emergency planning	Nomination/appointment of fire stewards and first aiders	End of relationship	Dispose	Health and Safety at Work Act 1974 The Fire Precautions (Workplace) Regulations 1997 Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242)
Health, Safety and Security	Health and safety emergency planning	Provision of role-specific training for fire stewards and first aiders	End of relationship + 6 years	Dispose	Health and Safety at Work Act 1974 The Fire Precautions (Workplace) Regulations 1997 Health and Safety (First-Aid) Regulations 1981 (S.I. 1981/917)
Legal Counsel	Legal claims and litigation management	Legal support and representation for the institution dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement Litigation between the institution and third parties which does not set legal precedents	Settlement/withdrawal of claim/case + 6 years	Review for archival value	Limitation Act 1980 c.58 s.5
Legal Counsel	Litigation management	Litigation between the institution and third parties where legal precedents are set	Life of institution	Review for archival value	
Legal Counsel	Legal advice	Legal advice requested by and provided to the institution concerning: - interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations - proposals for new legislation affecting the institution's legal framework, governance, responsibilities or operations - the institution's relationships with government bodies and HE regulators - industrial relations issues - health, safety and environment issues	Life of institution	Review for archival value	
Legal Counsel	Legal advice	Legal advice on other matters requested by and provided to the institution	Superseded + 6 years	Dispose	
Risk, Business Continuity, Insurance and Internal Audit	Insurance and risk management	Insurance underwriting information Claims handling and claims made under insurance policies Risk management data	Current academic year + 6 years	Dispose	Limitation Act 1980 C.58 s. 5
Risk, Business Continuity, Insurance and Internal Audit	Business continuity and emergency planning	Business Impact Analysis, Business Continuity Plans, Tender documentation and Mutual aid agreements Emergency Planning data	End of relationship + 6 years	Dispose	
Corporate Governance and Committees	Governance	University organisation charts	While current	Dispose	Updated monthly, no previous versions retained
Corporate Governance and Committees	Governing body management	Appointment of members of the institution's governing body and its sub-committees Provision of training and development for members of the institution's governing body	End of appointment + 6 years	Review for archival value	Limitation Act 1980 c.58 s.5
Corporate Governance and Committees	Governing body management	Conduct and proceedings of meetings of the institution's governing body and its sub-committees	Current academic year + 50 years	Review for archival value	
Senior Executive Support Team	Student casework	Records of complaints made by students passed on to Faculty/Directorate for response Student suspensions and fitness to practice outcome letters from VC or nominee.	4 years	Dispose	
Senior Executive Support Team	Senior Leadership Team	Contact data to provide administrative support and manage duty rota	End of relationship	Dispose	
Senior Executive Support Team	Honorary award management	Nominations for honorary awards, Emeritus Professorships, Visiting Professorships and Visiting Senior Fellows	Current academic year + 4 years	Dispose	

Function	Records	Record Group	Retention Period	Action	Citations and Notes
Estates	Environmental awareness promotion	Action taken by the institution to raise awareness of environmental issues among its employees, other staff and students, including training	Current year + 6 years	Review for archival value	
Estates	Staff locations	Allocation of staff to workplaces	Up to 40 years	Dispose	Control of Asbestos at Work Regulations 2007
Estates	Biodiversity activities	Biodiversity volunteer management, circulation lists, events	Current year + 6 years		
Estates	Biodiversity trail cameras	Capture of human activity	Immediately	Dispose	Deleted immediately on viewing unless they indicate a person or persons committing an act of vandalism or criminal act. In such cases the images or videos are provided to Security as evidence and then deleted from Estates records.
Estates	Sustainability activities	Staff and student responses to travel survey, bicycle maintenance event attendees	Last activity + 2 years	Dispose	
Estates	Green impact	Staff and student registrations on Green Impact portal	End of registration	Dispose	
Estates	Security management	Security passes issued to visitors, employees, other staff and students	Expiry of pass + 1 year	Dispose	
Estates	Security management	Conduct of routine security surveillance of properties	Creation + 1 month	Dispose	
Estates	Security management	Security breaches or incidents and action taken, including unauthorised access to facilities	Last action + 1 year	Dispose	
Estates	Security management	Conduct and results of security inspections of facilities, and action taken to address issues raised, including inspections by enforcing authorities	Completion of subsequent inspection	Dispose	Longer retention periods may be required by enforcing authorities concerned with particular types of facilities. Information should be sought from the enforcing authority before disposal.
Finance	Financial accounting	Issue of sales invoices and processing of incoming payments Receipt and payment of purchase invoices Payment and/or reimbursement of employees' expenses Payment of honoraria to third parties (unless administered through payroll) Payment of expenses to third parties (e.g. honorary appointees) Handling of petty cash Receipt and processing of students' fees Preparation of annual accounts Income Tax and National Insurance returns including correspondence with the Tax office Calculating Holiday Pay accrual Disclosure of Higher Paid employees Restructuring costs TRAC files	Current financial year + 6 years	Dispose	Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 Value Added Tax Act 1994 c23 HMCE 700/21
Finance	Financial accounting	Annual accounts	Current financial year + 6 years	Review for archival value	Taxes Management Act 1970 c9 Limitation Act 1980 c.58 s. 5 Value Added Tax Act 1994 c23 HMCE 700/21
Finance	Financial accounting	PGCE Bursary schedule Landlord return - international	End of relationship + 6 years	Dispose	
Finance	Management, statutory and internal accounting	Analyses of internal deployment of the institution's financial resources Preparation of the institution's statutory accounts Processing of internal accounting transactions between operating units (i.e. cross-charges)	Current financial year + 6 years	Review for archival value	Limitation Act 1980 c. 58 s. 5
Finance	Management, statutory and internal accounting	Negotiation and administration of formal contracts between operating units (e.g. for the provision of services)	Termination of contract + 6 years	Review for archival value	
Finance	Funding administration	Administration of annual funding allocations from the appropriate statutory funding body	Current financial year + 10 years	Dispose	
Finance	Funding administration	Administration of research grants provided by research councils or corporate sponsors	Termination of grant + 6 years	Dispose	Limitation Act 1980 c. 58 s. 5

Finance	Funding administration	Administration of scholarship funds SLC remittance processing Credit note requests	Current financial year + 6 years	Dispose	Limitation Act 1980 c. 58 s. 5
Finance	Budget management	Preparation of annual operating budgets Monitoring of income and expenditure against annual operating budgets and action taken to deal with variances	Current financial year + 6 years	Review for archival value	
Finance	Cash management	Opening, closure and routine administration of bank accounts	Closure of account + 6 years	Review for archival value	Limitation Act 1980 c. 58 s. 5
Finance	Cash management	Standing orders, direct debits etc.	Life of instruction + 6 years	Dispose	Limitation Act 1980 c. 58 s. 5
Finance	Cash management	Routine bank account deposits/withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.) Card detail records Legal recoveries	Current financial year + 6 years	Dispose	Taxes Management Act 1970 c. 9 Limitation Act 1980 c. 58 s. 5
Finance	Procurement	Applications from prospective suppliers, evaluation of applications, notifications of the outcome - Unsuccessful applications Pre-qualification and due diligence submissions from prospective suppliers	Rejection + 1 year	Dispose	
Finance	Procurement	Applications from prospective suppliers, evaluation of applications, notifications of the outcome - Successful applications Contract award report (as required by the Regulations cited), variations to contracts (e.g. revisions, extensions), monitoring of supplier performance and action taken regarding under-performance	End of contract + 6 years	Dispose	Limitation Act 1980 PCR 2015
Finance	Procurement	Purchase Orders, Goods Received Notes/Goods Inwards Notes	Current financial year + 6 years	Dispose	HMCE 700/21 Limitation Act 1980 c. 58 s. 5
Human Resources	Workforce recruitment	Handling of applications for vacancies: unsuccessful applications including internal applications	Last activity + 1.5 years unless the successful applicant requires UKVI sponsorship when all unsuccessful applications must be held for completion of appointment + 6 years	Dispose	Equality Act 2010
Human Resources	Employee	Personal, contractual, payroll and pension information about an employee APART FROM EXCEPTIONS LISTED BELOW	Termination of employment tax year + 6 years APART FROM EXCEPTIONS LISTED BELOW	Dispose	Limitation Act 1980 c. 58 s. 5 Taxes Management Act 1970 c. 9 The Income Tax (Employments) Regulations 1993 The National Minimum Wage Regulations 1999 The Statutory Maternity Pay (General) and Statutory Sick Pay (General) (Amendment) Regulations 2005
Human Resources	Organisational projects and workforce analysis	Management of individual organisational restructuring processes Reporting of employee data for workforce planning etc. Pay reviews including bonus scheme	Current year + 6 years unless related to redundancy: completion of process + 12 years	Review for archival value	
Human Resources	Workforce surveys	Individual feedback on training and development programmes Identifiable individual responses to workforce surveys and consultations	Completion of analysis of feedback	Dispose	
Human Resources	Employee contract management	Employee absence due to sickness	Termination of employment + 40 years	Dispose	Social Security Contributions and Benefits Act 1992
Human Resources	Industrial relations management	Communications, minutes of meetings, consultations and negotiations with trade union representatives	Current year + 20 years	Review for archival value	
IT Services	IT systems user support	User requests for technical and application support and assistance provided	Last action on request + 1 year	Dispose	
IT Services	IT systems user support	Development/test/training environments for corporate applications	Up to 1 year	Dispose	Data is refreshed from live systems as per business requirements

Function	Records	Record Group	Retention Period	Action	Citations and Notes
Development, Alumni Relations and Engagement (DARE)	Alumni, donors and friends	Personal data on individual alumni, donors and friends	Indefinite	Dispose	While current (or likely to be current) or required for the data processing purposes documented in our privacy policy
Development, Alumni Relations and Engagement (DARE)	Alumni, donors and friends	Mass email communications Internal requests for alumni data	3 months	Dispose	
Development, Alumni Relations and Engagement (DARE)	Alumni, donors and friends	Telephone fundraising	Up to 1 year	Dispose	
Development, Alumni Relations and Engagement (DARE)	Fundraising campaign management	Individual responses to fundraising campaigns	Completion of analysis of data	Dispose	
Student Development and Graduate Success	Student placements	Organisation of student placements, including Study Abroad, Erasmus, Turing schemes	End of student relationship + 1 year	Dispose	
Student Development and Graduate Success	Award ceremonies	Production of award certificates Mailing of award certificates to students who do not attend ceremonies	Ceremony + 6 years	Dispose	
Student Development and Graduate Success	Award ceremonies	Recording of award ceremony	Ceremony + 1 year		
Student Recruitment & Admissions	Web & digital records	Staff and student profiles on website	End of relationship + 2 years	Dispose	
Student Recruitment & Admissions	Web & digital records	Images of staff, students, models and photographer details	Last activity + 5 years	Dispose	
Student Recruitment & Admissions	Marketing	Photos/videos of students Student testimonials	Last activity + 5 years	Dispose	
Student Recruitment & Admissions	Student recruitment	Enquiries from prospective students	Last activity + 3 years	Dispose	
Student Recruitment & Admissions	International student recruitment	Enquiries at overseas agent events International scholarship applications	Last activity + 2 years	Dispose	
Student Recruitment & Admissions	Education liaison	Pupil and teacher personal data	End of current year	Dispose	
Student Recruitment & Admissions	Student admission	Handling of applications for admission: unsuccessful applications	Current cycle + 1.5 years	Dispose	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34 Actions under discrimination legislation must usually be brought within 6 months
Student Recruitment & Admissions	Student admission	UKVI application and immigration documents for admission: successful and unsuccessful applications	End of relationship + 1 year	Dispose	The shorter period of either: - one year from the date you end your sponsorship of the migrant OR - if the migrant is no longer sponsored by the university, the point at which a compliance officer has examined and approved the document
Student Recruitment & Admissions	Student admission	Disclosure and Barring Service (DBS) Certificates and Certificate information (criminal records): unsuccessful applications	Receipt of information + 6 months	Dispose	
Student Recruitment & Admissions	Student admission	Disclosure and Barring Service (DBS) Certificates and Certificate information (criminal records): successful applications	Student registration + 6 months	Dispose	
Student Recruitment & Admissions	Student induction	Design, conduct and review of induction programmes for new students	Completion of induction + 6 years	Review for archival value	Limitation Act 1980 c. 58 s. 5
Student Recruitment & Admissions	Student induction	Administration of induction programmes and events for new students	Current academic year + 1 year	Dispose	
Student Services	Archives and special collections	Selection and governance of individual archives and special collections Personal details of archive and special collections donors	Life of archive	Dispose	
Student Services	Archives and special collections	Personal details for access to the archives and special collections Self-service photography/scanning forms	7 years	Dispose	
Student Services	Copyright	Applications for permission to copy material outside the scope of the Higher Education License Agreement, and the results Requests from third parties to use material in which the institution owns the copyright	Last activity + 6 years	Dispose	Limitation Act 1980 c. 58 s. 5
Student Services	Information Centre	Student/staff access to library resources - LMS ALMA Student enquiries in Student Information Desk (SID)	End of student/staff relationship + 6 years	Dispose	

Student Services	Information Centre	Student personal data to provide replacement ID cards External library membership Incidents in library buildings Student applications for TfL/Oyster cards	Current academic year + 1 year	Dispose
Student Services	Information Centre/LLS	Student and staff feedback Banned students	Current academic year + 4 years	Dispose
Student Services	Information Centre	Lost property	1 year	Dispose
Student Services	Information Centre	Personal data for the "Live Chat" tool used to support all Information Centre and LLS services	Completion of enquiry	Dispose
Student Services	Information Centre	Sconul access scheme	3 years	Dispose
Student Services	Information Centre	Correspondence with local councils on student Council Tax Accommodation references provided for students	6 months	Dispose
Student Services	Information Centre	Purchase orders, invoicing and payment for university sports facilities including Tolworth Court	End of club usage + 6 months	Dispose
Student Services	Information Centre	Booking of library study spaces by members of the public/visitors	48 hours	Dispose
Student Services	Library enquiries	Requests to the library for materials or assistance relating to the REF	Until the next REF cycle	Dispose
Student Services	Library enquiries	Requests to the library for materials or assistance relating to theses	Indefinite	Dispose
Student Services	Library enquiries	Direct messages on LLS social media accounts	Last activity + 3 years	Dispose
Student Services	Library enquiries	Other requests to the library for materials or assistance	Last activity + 4 years	Dispose
Student Services	Library support	Library one to one training and support sessions	End of relationship	Dispose
Student Services	Sports development	Students on sports development schemes	End of relationship	Dispose
Student Services	Student engagement	Individual students' attendance	End of student relationship + 1 year	Dispose
Student Services	Student life, health & wellbeing	Modified test/exam arrangements	Current academic year + 1 year	Dispose
Student Services	Student life, health & wellbeing	Requests for counselling and personal data provided by student Reports of bullying, harassment and safeguarding issues Personal evacuation plans	Current academic year + 6 years	Dispose

Function	Records	Record Group	Retention Period	Action	Citations and Notes
Faculty offices	Minutes and action lists	Meeting minutes for Faculty Management Groups etc. FRDC Chair's action list	Current academic year + 6 years	Dispose	
Faculty offices	Accreditation submissions	HR personnel information for accreditations Application, enrolment and ceremony data for accreditations	Current academic year + 6 years	Dispose	
Faculty offices	Newsletters	Faculty newsletter with staff success stories, images and videos	Current academic year + 6 years	Dispose	
Faculty offices	Staff information	Staff distribution lists and organisation charts	Current academic year + 6 years	Dispose	
Faculty offices	General enquiries	General enquiries	Last activity + 2 years	Dispose	
Faculty offices	Student stipend payment	Student stipend payment record	Current academic year + 6 years	Dispose	