

RECORDS RETENTION SCHEDULE

1. Introduction

1.1. The following, high level, document details the retention periods of key University central records. A more granular mapping of data held locally by University departments is recorded in the University's Data Map document. If you cannot find an appropriate record contact the University Data Protection Officer at dpofficer@chi.ac.uk.

1.2. Records are organised in alphabetical order under the following headings:

- 2.1 Campus management
- 2.2 External Contacts
- 2.3 Finance
- 2.4 Health and Safety
- 2.5 Information Technology Services
- 2.6 Legal compliance
- 2.7 Library
- 2.8 Management information
- 2.9 Press office/PR/Website
- 2.10 Research Office
- 2.11 Staff documents
- 2.12 Student documents

2. Retention schedule

2.1 Campus management

Record description	Retention period
Accommodation and Conference information	1 year
Accommodation portal for students	Completion of studies – then archived (retention currently under discussion)
Car Parking Permits Information	For length of permit plus 6 months
CCTV footage	28 days (auto deletion)
Facilities Management information	Still in Project
Incident Management information	Live for 3 days and then moved to secure archive (retention currently under discussion)
Shred-it - all secure data destruction	2 weeks (maximum) between collections by Shred-it

2.2 External Contacts

Record description	Retention period
Alumni information	In perpetuity unless alumni opt out
Archive of all jobs/work produced for external clients (containing contact information)	3 years
Bid paperwork	If bid unsuccessful - destroy after 1 year (under review). If successful - retain for length of contract plus 7 years.
Bid/grant paperwork	Closure of finance file + 6 years, unless a longer time is required by the funding body.
External Engagement contact records	Assess records monthly and remove any contacts who are no longer current.
External Engagement project documentation	Kept for 5 years after project ends
Gallery Supporter/Friends Lists	Continually updated based on preferences of those on the list, and any new additions.
Public Accommodation Records (summer B&B)	1 year after event
Sport Performance and Rehabilitation Unit patient files	6 years following last appointment/discharge in line with health regulatory bodies.

2.3 Finance

Record description	Retention period
Credit card information	Duration of payment plan
Debtor/Creditor records	6 years plus current financial year
Invoices unpaid/paid	6 years
Online Payments including online store and student fee payments	6 years plus current financial year
Payroll information including claim forms	6 years plus current for payroll / normal retirement age, plus 10 years for pension information.
Student Loans Company records	6 years

2.4 Health and Safety

Record description	Retention period
Emergency team training records and list	Duration of staff employment
Field trips risk assessments - some emails include a list of emergency contacts	3 years
Fire incident team training records and list	Held in perpetuity – currently under review as part of mapping exercise

Incident and Accident Reports	Accidents - 3 years. Illness - 40
List of First Aiders and locations/departments	Duration of staff employment
Personal Emergency Evacuation Plans	Duration of time as a student
Student Care Plans	8 years

2.5 Information Technology Services

Record description	Retention period
Email - Office 365	Emails stored in the 'Deleted Items' folder will be automatically deleted after 12 months. Emails in the 'Sent Items' folder, and calendar appointments, will be automatically deleted after 24 months. When an email account is marked as closed, emails and other data (including OneDrive) will be permanently deleted after 30 days.
Firewall log	12 months and the data is pseudonymised
Lecture Capture (Chiplayer)	Dependent on the nature of the content - in accordance with Lecture Capture Policy
Staff and Student log of internet access (Prevent agenda, Computer misuse Act)	12 months
Staff and Student Network and system logs	1 year
Telephone records	Current plus previous month
Virtual Learning Environment (VLE) access logs	3 years

2.6 Legal compliance

Record description	Retention period
Breach log and associated documents	High level log in perpetuity. Supporting documentation and correspondence 6 years
Data arising during legal case management	Settlement of claim + 6 years
Deeds and related documents	End of contract period + 12 years
FOIA requests and related information	Closure of request + 6 years
Insurance claim paperwork	Settlement of claim + 6 years or withdrawal of claim + 6 years
Legal advice to the University (internal or external) re: legal framework, operations, governance responsibilities, relationship with government and HE regulators, industrial relations and H & S and environment	Lifetime of the University
Other agreements and contracts	End of contract period + 6 years
Other legal advice	Superseded +6

Overseas travel authorisation forms	Forms deleted once essential info (name, dates, location) extracted to database. Database info retained for 12 months.
Records relating to disputes between the University and third parties which does not set precedent	Settlement of claim + 6 years or withdrawal of claim + 6 years (+ 12 years if by deed)
Records relating to disputes between the University and third parties which sets legal precedent	Lifetime of the University
Subject Access Requests and responses	Hard copy - 1 year after response sent, to avoid duplication of time if the same request is received.

2.7 Library

Record description	Retention period
Attendee Lists for workshops	Destroyed after event
Catalogue of Otter Gallery collection and Archives and Special Collections including Contact details for obtaining permission/copyright, donator info, to record provenance.	In perpetuity
Inter-library loan signed copyright declaration forms	6 years (in accordance with British Library guidance)
Library Management/Borrower Information	Staff records retained until employment ceases; borrower details retained until borrower expiry date and then anonymised.
Library Services Staff Records	6 years after leaving employment
One-day access to library - application forms	1 year
Otter gallery mailing list - paper forms completed and then info uploaded to Raiser's Edge	1 year
Parental consent forms for pupils who wish to join the library	18 months from date of signature
Public library members - application forms	Anonymised when membership expires
Records of archives	Students historical achievements kept since 1940s
Research repository	In perpetuity unless individuals request for their content to be removed.
SCONUL library members list	Anonymised when membership expires
Student PhD Theses - Repository	In perpetuity unless permission withdrawn by student

2.8 Management information

Record description	Retention period
Board and committee minutes	Held in perpetuity
Council tax spreadsheets provided to local Councils	Current + 1 year
Governor information	5 years after completion of term(s)
HESA returns and queries from HESA. Student, ITT, Provider Profile, NCTL, ILR	Current + 6 years
Operational management meetings paperwork including internal committee meetings.	Printed paperwork shredded at end of meeting. Meeting minutes retained in perpetuity
Repeating internal reports / requests & data checking with academic departments (e.g. annual monitoring & periodic review)	Current + 5 years
Service Desk Management Information	Customer call information retained for 3 years. Internal calls logged by IT services are retained in perpetuity. Data breach records are retained for 5 years.
Student Data for HEA and Internal Student Surveys	Current + 1 year

2.9 Press office/PR/Website

Record description	Retention period
Booking forms for events in schools	Current + 1 year
Case studies of individual students	3 years
List of journalist contacts	Updated each year
Photographs and other personal information including case studies on the University website	Various - detailed on consent forms
Photographs for journalists	3 years
Photographs to promote the University and events	3 years or as detailed on consent forms.
Student contact list (individuals who journalists may wish to interview e.g. for sporting achievements)	Completion of studies
VIP guests for university events - names and contact info	Updated annually - anyone no longer in role is removed

2.10 Research Office

Academic CVs	Kept whilst academic in employ of University or if supervising an active student
Applications for Ethical Approval	Kept for 5 years after research project ends
Enquiries from Potential Research Students	Current year
External Examiners/Advisors Personal Details	2 Years after last engagement
Information on payment of bursaries to research students	Kept while student is active then for 5 years after award
Notification of Research Office Changes	Kept for 2 years
Postgraduate research student files/records/academic references (electronic & paper)	for 5 years after student completes award
Research Candidates Referee details	Kept while student is active
Research Excellence Framework Documentation	Kept in perpetuity

2.11 Staff documents

Record description	Retention period
Academic CVs on Programme Approval/Review Documentation (hard copy and electronic)	For the life of the programme and updated every 5 years as part of periodic review.
Academic Partner approval paperwork including CVs for any new staff members	Lifecycle of the programme/staff employment at partner college
Academic partner information	Reviewed annually in November - any partner staff who have left are removed from the database.
DBS (Disclosure and Barring Scheme) documentation	Only DBS date and number held, no documentation
Exit Survey	1 year then anonymised/aggregated
External Advisors Personal Details (hard copy and electronic)	Current academic year for new starters
External Examiners Personal Details log including bank details for payment (hard copy and electronic)	Duration of appointment + 12 months (Finance hold payroll records for current year + 6 years)
Names and contact details of staff (including Associate Lecturers and External Examiners) - department copy	Retained for duration of employment or destroyed sooner at staff member's request.
Right to Work/UK Border Agency information	2 years after leaving
Staff records	6 years after leaving
Unsuccessful job applications/Interview and shortlisting records/notes (including GIS)	12 months

2.12 Student documents (including Apprenticeships)

Record description	Retention period
Academic Standards committee paperwork	In perpetuity
Appeals Against Board of Examiners	10 years after date of appeal
Applicant information	Up to four years (duration of course)
Application forms for exchanges outside Erasmus	Completion of studies + 6 years in line with Erasmus regulations
Applications for Ethical Approval	Kept for 5 years after research project ends
Apprenticeship commitment statement/contract (contains student full name and address)	Retained in perpetuity by legal office
Apprenticeship student and employer details	Completion of studies + 7 years
Boards of Examiners Minutes (hard copy and electronic)	In perpetuity
Careers Management information	Held in perpetuity – currently under review as part of mapping exercise
Contact details for graduating students	15 months when graduate destinations report is complete
Disciplinary paperwork for students (hard copy)	7 years after completion of studies
Documents relating to all exchange students and staff	Completion of studies + 6 years in line with Erasmus regulations
Documents to meet Quality Audit requirements internal and external	Completion of studies + 3 years
Education Placements Information	Completion of studies + 2 years
Enquirer information	Current + 1 year
Enquiries from Potential Research Students	Current year
Ethics Forms (Undergraduate and Masters)	Current year for undergraduates. PhD ethics forms are held by the Research office.
Exam board papers (mark transcripts)	Current year only
Examination details	Current + 1 year
Extension Forms and Hand-in Sheets	6 months/end of semester
External Examiner/Adviser nominations	Hard copy kept for current year then destroyed. Electronic papers retained for 5 years.
HEAR - Higher Education Achievement Report for Students	In perpetuity until contract terminated by Student with HEAR provider.
Letters to students detailing outcome of board of examiners - central record	Current + 5 years
Mitigating Circumstances Forms (hard copy and electronic)	Completion of studies + 1 year
Module Assessment Feedback	Completion of studies + 2 years
Paper Registers for UKVI Students	Completion of studies
Pass Lists/Mark Schedules (electronic & paper)	Pre-SITS electronic system (1994) archived electronic. Post 1994 (generated using SITS) current year plus previous one year (registry).
Photographs from events and performances	Various - detailed on consent forms

Placement students' destination information	Completion of studies + 2 years
Postgraduate research student files/records/academic references	Completion of award + 5 years
Qualification Check for Employers	In perpetuity.
Records relating to Education students required for Ofsted inspections	Annual review; retention period 4-8 years dependent on external reporting requirements
Report on exchange applications received	Completion of studies - then anonymised
Results	In perpetuity
School Partnership Office (SPO) Archive	Completion of studies + 6 years
Student Academic Malpractice documents (hard copy and electronic)	Current + 6 years
Student Accommodation Records	After student leaves and account is settled
Student attendance data	1 year
Student Change in Registration Database	Current + 5 years
Student Complaints	10 years after date of complaint
Student Field Trip Information (including personal information and payment records)	Destroyed on completion of trip
Student files	Completion of studies + 5 years
Student files/records/academic references: (electronic & paper)	Current + 5 years
Student forum paperwork	Printed paperwork shredded at end of meeting. Meeting minutes retained in perpetuity
Student Information System - Student lifecycle	Current + 5 years
Student support documentation	Completion of studies + 3 years unless we are required to keep the information for longer than this for legal or contractual reasons.
Student support plans	Updated each academic year
Student Union Online Voting information	14 days after the voting closes
Students' Examination scripts - printed and electronic	Current + 5 years
Students' work (current students)	Students are given until the end of the second week of the following semester, or the end of the week of Graduation for final year students, to collect their work. After this time the work will be destroyed.
Timetabling and Room Booking details	Current + 1 year