

Lancaster University Public Retention Schedule

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Version	Date	Description of changes and name and job title of person responsible for making changes
v.0.1	March 2023	Records Management Officer – Collated Public retention schedules to create Lancaster University Public Retention Schedule Updated formatting and made consistent. Updated 'Retention Period' column to 'Retention Period / Action at End of Retention'. Added introduction and content page.
v.1.0	June 2024	Public Retention Schedule approved by Vice-Chancellor.
v.1.1	October 2024	Update to retentions
v.1.1.2	December 2024	Update to retentions
v.1.1.3	March 2025	Update to retentions
v.1.1.4	March 2025	Update to retentions

v.1.1.5	April 2025	Update to retentions
v.1.1.6	May 2025	Update to retentions
v.1.1.7	June 2025	Update to retentions
v.1.1.8	June 2025	Update to retentions

To ensure the University remains compliant, the retention schedule is reviewed on an ongoing basis. For more information, please contact the records management team at records-management@lancaster.ac.uk.

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Academic Administration

Record Group	Records within Group	Retention Period / Action at End of Retention	Citation
Student Administration and Support	Records containing personal data on individual students.	<p>Minimum requirement varies for different types of personal data</p> <p>Recommended maximum retention: End of 'registered student' relationship with institution + 6 years.</p>	<p>Limitation Act, 1980.</p> <p>If the information forms part of the core record/transcript the retention may be longer (see below).</p> <p>Please note that this RRS applies to records from 01/08/2019 onwards, we advise users to observe any separate funding rules handed down by ESFA/appropriate funding bodies or any separate contract providers.</p> <p>More stringent safeguards are needed for special category data which includes information about an individual's:</p> <p>race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation</p> <p>See the ICO website for more information.</p>

Student Administration and Support	The core record of a student as a learner	This is the minimal record kept to provide references for former students and may be retained for the lifetime of the student (80 years). A core (minimal) transcript may be retained indefinitely after this time and transferred to the archive if the institution has one. This depends on the requirements of the individual institution and their archival facilities/policies. The core record may vary according to the policy of each institution but is likely to contain name and dates of study, modules studied, and the qualifications conferred.	<p>Sector norms/Institutional business requirements/Institutional charter/Institutional memory and archival requirements.</p> <p>For details on what may constitute the core student record see:</p> <p>The European Credit Transfer and Accumulation System (ECTS) User Guide 2015 What Is a Student Record? A Case Study by King's College London, Appendix IV</p> <p>For more details on the HEAR, see the HEAR website and 'Beyond the Honours Degree – the Burgess Group Final Report' (October 2007)</p> <p>Guidelines for HE Progress Files, QAA (2001)</p> <p>Guide to the Diploma Supplement, UK HE Europe Unit (2006)</p>
Student Administration and Support	Records documenting the initial assessment of students including: 1. Student Qualifications on Entry 2. Key Skills Assessments 3. Care Student Assessments	Termination of student relationship + 6 years	Limitation Act 1980 c.58 1973 Prescription and Limitation (Scotland) Act 1973
Student Progress Administration	Individualised Student Record (ISRS). Individualised Learner Records.	Termination of student relationship + 6 years	Institutional business requirements.
Student Progress Administration	Records documenting the handling of individual students'/employers' requests for statements of results/transcripts and requests for confirmation of individual students'	Last action on request + 1 year	Institutional business requirements.

	awards, attendance or conduct from employers and other educational institutions.		
Student Progress Administration	Graduate Outcomes Surveys: individual responses	Completion of analysis of responses	UK General Data Protection Regulation.
Student Progress Administration	Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress, the transfer of individual students to new programmes or to new courses within programmes, the withdrawal of individual students from the institution, and the termination of individual students' programmes	Termination of relationship with student + 6 years	Limitation Act 1980 c. 58 s 5
Student Disciplinary and Appeals Case Handling	Records documenting the conduct and results of disciplinary proceedings against individual students and academic appeals.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 5
Student Complaint Handling (Informal)	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	Institutional business requirements.
Student Complaint Handling (Formal)	Records documenting the handling of formal complaints made by individual students against the institution.	Last action on case + 6 years	Limitation Act 1980, c.58
Lancaster Medical School (LMS) - Student Support	Minor Matters	End of student relationship / Destroy*	Institutional Business Requirements

and Fitness to Practice		* In cases where students have several minor matters, these may be held for a longer period.	
Lancaster Medical School (LMS) - Student Support and Fitness to Practice	Reasonable adjustments, FTP Warning and anything noted in the Transfer of Information process	End of student relationship + 6 years / Destroy	Institutional Business Requirements
LMS - Student Support and Fitness to Practice – Applications	Records documenting Fitness to Practice produced during the application process: Successful Students.	See Minor Matters	Institutional Business Requirements
LMS - Student Support and Fitness to Practice – Applications	Records documenting Fitness to Practice produced during the application process: Unsuccessful Students.	Completion of admissions process + 1 year / Destroy	The Equality Act 2010
Medical Schools Council (MSC) Excluded Students' Database* *This is an externally managed databased used by Medical Schools (including LMS) to securely share fitness to practice information to protect the public	Lancaster Medical School (LMS) students' data entered onto the MSC Excluded Students' Database: <ol style="list-style-type: none"> 1. Known name(s) including any changes of name by Deed Poll 2. Current gender and gender at birth 3. Date of Birth 4. Name of the school which the student was excluded from 5. UCAS ID 6. Photograph 	LMS: Completion and issues of procedure letter + 12 months / Destroy. This information will be held for 10 years on the externally managed Excluded Students' Database.	Protocol for sharing information on students found unfit to practice on courses leading to entry to a registered profession.

from risk and to prevent fraudulent entry to a registered profession in the UK.	A copy of the outcomes letter at the end of fitness to practice proceedings		
Doctorate in Clinical Psychology (DClinPsy) - Student Support and Fitness to Practice	Records documenting Concerns which do not lead to decision that Student is unfit to practice.	End of student relationship + 6 years / Destroy	Institutional Business Requirements
Doctorate in Clinical Psychology (DClinPsy) - Student Support and Fitness to Practice	Records documenting Fitness to Practice cases where student was <u>found unfit</u> to practice.	End of student relationship + 6 years / Destroy except except: <ol style="list-style-type: none"> 1. Name 2. Date of Birth 3. Student Number 4. How the student was deemed to be unfit to practice. 	Institutional Business Requirements The Equality Act 2010
Social Work – Fitness to Practice.	Cases investigated resulting in no further action.	End of Student Relationship / Destroy	Institutional Business Requirements
Social Work – Fitness to Practice.	Cases investigated resulting in informal warning and action plan.	End of Student Relationship + 6 years/ Destroy	Limitation Act 1980.
Social Work - Fitness to Practice Meeting.	Cases referred to Fitness to Practice committee where no action is taken – minutes of the committee and outcome letter.	End of student relationship + 6 years / Destroy	Limitation Act 1980.

Social Work – Fitness to Practice Meeting.	Cases referred to Fitness to Practice committee resulting in written warning.	End of student relationship + 6 years / Destroy	Limitation Act 1980.
Social Work – Fitness to Practice Meeting.	Cases referred to Fitness to Practice committee resulting in other sanctions (undertakings, conditions, suspension, expulsion)	End of Student relationship + 10 years / Destroy In cases where training is terminated, this information will be sent to Social Work England who will maintain this in line with their retention schedule.	Institutional Business Requirements Social Work England
Social Work – Fitness to Practice.	Cases investigated resulting in no further action.	End of Student Relationship / Destroy	Institutional Business Requirements
Student Support and Welfare Management	Social Work – Fitness to Practice Meeting.	End of student relationship + 6 years	Limitation Act, 1980. British Association for Counselling and Psychotherapy (BACP) recommendations.
Student Support and Welfare Management	Records relating to the provision of advice through the University's Advice, Support and Knowledge (ASK) service, including the Student Money Advice Service.	Interaction + 6 years	Limitation Act 1980.
Student Support and Welfare Management	Records relating to careers advice.	Duration of enrolment +3 years	The Equality Act 2010.
Anti-Harassment and Bullying Service	Records relating to the services provided by the Anti-Harassment and Bullying Team.	Last interaction with service + 6 years / Destroy	Limitation Act 1980
Lancaster Medical School (LMS) - Student Support	Records relating to the provision of advice through the LMS Student Support Services	End of Student Relationship + 6 years / Destroy	Limitation Act 1980.

Student Recruitment	Records documenting the handling of enquiries from prospective students (subsequently registered as student).	Current academic year + 5 years Where students did not subsequently enrol at the institutional, the records can be retained current academic year + 1 year.	Competitive Market Authority
Student Admission	Records documenting the handling of applications for admission: successful applicants.	End of student relationship + 6 years / Destroy	Limitation Act 1980 c. 58 s 5
Student Admission	Records documenting the handling of applications for admission: unsuccessful applicants.	Completion of admissions process + 1 year / Destroy	The Equality Act 2010
Student Admission	Records documenting the handling of enquiries.	Current academic year + 1 year	Institutional business requirement
Student Admission	Records documenting the administration of the clearing process: Unsuccessful applicants.	Successful Applicants: End of student relationship + 6 years / Destroy	Limitation Act 1980 c. 58 s 5 The Equality Act 2010
Student Admission	Records documenting the administration of the clearing process: Unsuccessful applicants.	Completion of clearing process + 1 year / Destroy	Limitation Act 1980 c. 58 s 5 The Equality Act 2010
Student Admission	Records containing data on overall student numbers.	Current academic year + 1 year	Institutional business requirements.
Social Work Admissions - Suitability	Records documenting the suitability process of Social Student applications (Successful)	End of Student Relationship + 6 years / Destroy	Limitation Act 1980

Social Work Admissions - Suitability	Records documenting the suitability process of Social Student applications (Unsuccessful)	<p>Completion of Admissions process + 1 year / Destroy</p> <p>In the case of a complaint, this retention should be extended to cover the complaint process. This should be done on a case-by-case basis.</p> <p>Records_management@lancaster.ac.uk can advise on any records you think may need to be kept longer than stated above.</p>	Institutional Business Requirements
Immigration Advice and Compliance	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.	OISC Code of Standards: 2016
Student Registration	Records documenting the registration of individual students on programmes.	Termination of student relationship + 6 years	Limitation Act 1980 c. 58 s 5
Taught Programme Review	Routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	Institutional business requirements.
Taught Programme Review	Routine solicited feedback on taught programmes from students: individual feedback	Completion of analysis of feedback	Institutional business requirements
Taught Student Monitoring & Support	Feedback on academic progress, and general academic guidance and support, given to individual taught students.	Completion of student's programme + 6 years	Limitation Act 1980 c. 58 s 5
Moodle Records	Student non-collaborative user data (assessment, gradebook data, enrolments, etc.)	End of student's programme + 6 years / Destroy	Limitation Act 1980 c. 58 s 5

Moodle Records	Moodle spaces (course materials, staff user data, staff enrolments)	Until no users with student role are enrolled via students records / Destroy	Institutional business requirements
Moodle Records	Postgraduate progress and attendance tracking	End of programme of study + 6 years / Destroy	Limitation Act 1980 c. 58 s 5
Moodle Records	Ad Hoc Moodle spaces	12 months after specified end date	Institutional business requirements
Moodle Records	Moodle Recycle Bin – Deleted course content	1 year / Destroy	Institutional business requirements
Moodle Records	Moodle Files	When no longer referenced on any Moodle space / Destroy	Institutional business requirements
Moodle Records	Moodle activity logs	3 months in Moodle / Destroy	Institutional business requirements
		3 years in external log store / Destroy	
Learning Support Administration	Records relating to Inclusive Learning and Support Plan (ISLP) for Students with specific needs.	End of Student Relationship + year + 6 years	The Equality Act 2010
Student Communications Management	Records documenting student surveys: Personal data.	Completion of analysis of survey responses	Institutional Business Requirements* Data Protection Act 2018 <i>*The retention period will depend on what was stated in the privacy notice when the data was collected. After this period, responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.</i>
Student Communications Management	Records documenting the design of, and overall response to, student suggestion schemes.	Closure of scheme + 5 years	Institutional business requirements.
Student Communications Management	Records documenting the handling of suggestions from individual students.	Last action on suggestion + 1 year	Institutional business requirements.
Academic Award Conferment	Records documenting the notification of awards to students	Conferment of award + 1 year	Institutional business requirements.

	and the issue of awards certificates.		
Academic Award Conferment	Records documenting the process of inviting, receiving and considering nominations for honorary awards.	Conferment of award + 1 year	Institutional business requirements.
Academic Award Conferment	Records documenting offers of honorary awards and responses received.	Conferment of award + 1 year	Institutional business requirements.
Award Ceremony Administration	Records documenting the mailing of award certificates to students who do not attend ceremonies.	Completion of ceremony + 1 year	Institutional business requirements.
Prizes Administration	Records documenting nominations for prizes, the consideration of nominations and notifications to recipients of prizes.	Current academic year + 5 years	Institutional business requirements.
Prizes Administration	List of prize winners	While prize is awarded	Institutional business requirements.
External Examiner Administration	Records documenting the selection and appointment of external examiners & liaison with external examiners on administrative matters	Termination of appointment + 6 years / Destroy	Limitation Act 1980.
Assessment Administration	Records documenting the selection and appointment of examination invigilators.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Current academic year + 1 year	Institutional business requirements.

Assessment Administration	Records documenting individual students' attendance at examinations, and the handling of reports of mitigating circumstances.	Current academic year + 1 year (minimum)	Institutional business requirements.
Assessment Administration	Records documenting the collation of examination results and compilation of pass lists and individual notifications of results.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Records documenting the issue of awards lists and individual notifications of awards.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Qualification Lists/Pass Lists/Awards lists.	Issue of list + 10 years	Institutional business requirements.
Dissertations (UG & PGT only)	Certain specified examples of past dissertations made available as examples to students of an excellent display of academic rigor.	Preserve in relevant University department once student consent for ongoing storage and access by third parties is received	Institutional business requirements.
PhD Theses	Copies of a student's doctoral thesis	Retain indefinitely. Lancaster University doctoral theses must be deposited with the Library when a degree is awarded. They will be searchable in OneSearch as soon as possible.	Institutional Business Requirements
Tuition Fee Remission	Records documenting the handling of applications for remission of tuition fees: successful applications.	Determination of application + 6 years	Limitation Act 1980 c. 58 s 5

Tuition Fee Remission	Records documenting the handling of applications for remission of tuition fees: unsuccessful applications.	Determination of application + 1 year	Institutional business requirements.
Financial Aid Funds Administration	Records documenting the provision of financial aid funds to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Crisis/Hardship Funds Administration	Records documenting the provision of crisis/hardship payments to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Bursaries Administration	Records documenting the award of bursaries to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Crisis/Hardship Funds Administration	Records documenting the provision of crisis/hardship payments to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Scholarships and Fellowships Administration	Records documenting the award of scholarships and fellowships to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Student Financial and Employment Support.	Records of administration of Student Financial and employment support such as: -New Deal Records -Modern Apprenticeship Records -Access Fund Applications.	Current year + 6 years	Institutional business requirements.

Staff and Student Accommodation

Record Group Name	Records within Group	Retention Period / Action at End of Retention	Citation
Accommodation Contract	Records documenting the establishment of formal contractual relationship between institutional accommodation and student.	End of contractual relationship with accommodation + 6 years / Destroy	Limitation Act 1980
Accommodation – Staff and family accommodation	Records documenting staff using accommodation is treated in line with student accommodation records. Please refer to relevant entries for further information.	Records documenting staff using accommodation are treated in line with student accommodation records. Please refer to relevant entries for further information.	Institutional Business Requirements
Academic Withdrawal Requests	Records documenting Student's withdrawal request that may result in termination of accommodation licence: [Institution] accommodation resident.	Termination of contract + 6 years / Destroy	Limitation Act 1980
Accommodation Application	Records documenting the student's application to accommodation provided by institution's accommodation.	Successful Applications: Superseded by the contract if accepted (See Accommodation Contract)	Limitation Act 1980 Institutional Business Requirements
Accommodation Enquiries	Records documenting the handling of enquiries from prospective and current students.	Successful applicant – End of relationship + 6 years Unsuccessful applicant – Last action on enquiry + 1 year / Destroy	Institutional Business Requirements
Admissions, Statistics and Questionnaires	<ul style="list-style-type: none"> - Admissions and statistical figures - Residence allocations - Residence statistics - Study beds project - Stats and prices questionnaire 	Personal data – Completion of analysis of records / Destroy Anonymised data – Until no longer relevant / Destroy	Data Protection Act 2018. Institutional Business Requirements

	- Rent survey questionnaire		
Accommodation Inventories	Records documenting the room facilities associated with the contracted room and common areas.	Records with personal information: Completion of inventory + 2 years / Anonymised	Limitation Act 1980
Student Lists	Records documenting the collation of students in list format for information purposes: Business needs.	Superseded or end of academic year / Destroy	Institutional Business Requirements
Off-Campus Accommodation	Records documenting the establishment of formal contractual relationship between institution and landlord.	Termination of accreditation + 6 years / Destroy	Limitation Act 1980
Off-Campus Accommodation	Records documenting landlord property ownership for information purposes: Business needs.	While current + 5 years / Destroy	Institutional business requirements

Communications

Record Group Name	Records within Group	Retention Period / Action at End of Retention	Citation
Public Communications Management	Enquiries from members of the public and the responses provided.	Last action on enquiry + 1 year	Institutional business requirements.
Public Communications Management	Unsolicited feedback from members of the public, the internal handling of this feedback and the responses provided.	Last action on feedback + 1 year	Institutional business requirements.
Public Communications Management	Results of public surveys: summaries and analyses of responses	Completion of survey + 3 years	Institutional business requirements.
Public Communications Management	Complaints from members of the public, the internal handling of these complaints and the responses provided.	Last action on complaint + 6 year	Institutional business requirements.
Community Communications Management	Enquiries from members of the local community and the responses provided.	Last action of enquiry + 1 year	Institutional business requirements.
Community Communications Management	Unsolicited feedback from members of the local community, the internal handling of this feedback and the responses provided.	Last action on feedback + 1 year	Institutional business requirements.
Community Communications Management	Results of community surveys: individual responses.	Completion of analysis of survey responses	<i>The retention period will depend on what was stated in the privacy notice when the data was collected. After this period, responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.</i>

Community Communications Management	Complaints from members of the local community, the internal handling of these complaints and the responses provided.	Last action on complaint + 1 year	Institutional business requirements.
Community Events Management	Records documenting the planning and impact/results of local community events.	Completion of event + 3 years	Institutional business requirements.
Community Events Management	Records documenting the organisation and administration of local community events.	Completion of event + 1 year	Institutional business requirements.
Community Representation	Records documenting the institution's membership of local community organisations.	Termination of membership + 1 year	Institutional business requirements.
Community Representation	Records documenting the institution's participation in the activities of local community organisations (including committees).	Termination of involvement + 1 year	Institutional business requirements.
Alumni Records Administration	Records containing personal data on individual alumni.	While current (or likely to be current)	Institutional business requirements.
Alumni Communications Management	Records documenting enquiries from alumni and the responses provided.	Last action on enquiry + 1 year	Institutional business requirements.
Alumni Communications Management	Unsolicited feedback from alumni, the internal handling of this feedback and the responses provided.	Last action on feedback + 1 year	Institutional business requirements.
Alumni Communications Management	Results of alumni surveys: individual responses	Completion of analysis of survey responses	<i>The retention period will depend on what was stated in the privacy notice when the data was collected. After this period, responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.</i>

Alumni Communications Management	Records documenting the handling of complaints from alumni.	Last action on complaint + 6 years	Limitation Act 1980
Alumni Support	Requests for contact details for alumni, action taken, and the responses provided.	Last action on request + 1 year	Institutional business requirements.
Fundraising Campaign Management	Individual responses to fundraising campaigns.	Completion of analysis of data	Institutional business requirements.
Donations Management	Records documenting the handling of enquiries about making donations to the institution.	Last action on enquiry + 1 year	Institutional business requirements.
Donations Management	Records documenting donations to the institution.	Current year + 5 years	<i>A shorter/longer period may be appropriate for small/substantial donations.</i>
Market Research	Market research data: data relating to identifiable individuals.	Completion of analysis of data	Institutional business requirements. The institution may wish to transfer these records to the archive once they are no longer in active use.

Corporate Resources

Record Group Name	Records within Group	Retention Period / Action at End of Retention	Citation
Insurance Claim Administration	Records documenting claims, and the outcomes of claims, against insurance policies.	Settlement of claim + 6 years / Destroy	Limitation Act 1980 c. 58 s 2

Corporate Management and Compliance

Record Group Name	Records within Group	Retention Period / Action at End of Retention	Citation
Discrimination Complaints Handling	Records documenting the handling of formal complaints about discrimination by or within the institution.	Last action on case + 6 years / Destroy	Limitation Act 1980 c. 58 s 2
Ethnic Minority Mentoring Scheme Co-ordination	Records documenting the mentoring scheme including: <ul style="list-style-type: none"> - Applications for the scheme - Monitoring of the mentor-mentee relationship - Outcomes 	Last interaction with mentoring scheme + 6 years / Destroy	Institutional business requirements.
Lancaster Arts Administration	Hire Agreements	Current Financial Year + 6 years / Destroy	Limitation Act 1980.
Lancaster Arts Administration	Staff Emergency Contact Sheet	Until member leaves post / Destroy	Institutional Business Requirements
Lancaster Arts Administration	Annual Survey data	Submission of Report + 1 year / Destroy	Required for Arts Council
Lancaster Arts Administration	Contracts for artists and freelancers	Current Financial Year + 6 years / Destroy	Institutional Business Requirements
Lancaster Arts Administration	Credit Card Payments (taken over phone)	Current Financial year + 6 years / Destroy	Limitation Act 1980.
Lancaster Arts: Volunteer Records	Qualtrics – Volunteer sign up.	Current Financial Year + 1 year / Destroy	Institutional Business Requirements
Lancaster Arts Volunteer Records	Facebook volunteer communications	Current Financial Year + 6 years / Destroy	Limitation Act 1980.

Lancaster Arts Volunteer Records	Volunteer Applications (Successful)	Current Financial Year + 6 years / Destroy	Limitation Act 1980.
Lancaster Arts Volunteer Records	Volunteer Applications (Unsuccessful)	Current Financial Year + 1 year / Destroy	Institutional Business Requirements.
Lancaster Arts Volunteer Records	Records documenting Volunteer attendance	Current Financial Year + 6 years / Destroy	Limitation Act 1980.
Lancaster Arts: Public Engagement	Events Public Booking	Current Financial Year + 6 years / Destroy	Limitation Act 1980.
Lancaster Arts Public Engagement	Email and poster lists	Until Data Subject unsubscribes / Destroy	Institutional Business Requirements
Lancaster Arts Public Engagement	Website analytics	3 years after creation / Destroy	Institutional Business Requirements
Lancaster Arts Public Engagement	Marketing Emails	Until Data Subject unsubscribes	Institutional Business Requirements
Lancaster Arts Public Engagement	Public Engagement	Activity sign-up sheets	Current Financial Year + 1 year / Destroy
Lancaster Arts: Donor Records	Records relating to donations and gifts	Current Financial Year + 6 years / Destroy	Lancaster Arts
Lancaster Arts: Membership	Membership Subscriptions	Current Financial Year + 6 years / Destroy	Institutional Business Requirements
Lancaster Arts Membership	Group Memberships	Until Member leaves Group / Destroy	Institutional Business Requirements
Lancaster Arts: Survey Data	Arts Council Survey Data	Current Financial Year + 1 year / Destroy	Institutional Business Requirements

Human Resources

Record Group Name	Records within Group	Retention Period / Action at End of Retention	Citation
Successful applicants	CV/application form / academic profile <ul style="list-style-type: none"> • Successful applicant profile • Engagement Form • Proof of HESA number • Pre-employment checks • Interview notes and panel wash up form • Approved request to appoint • Offer details • Pre-employment form • Copy of qualifications • Relocation agreements • References • Job description /person specifications • ID • New starter checklist • Pre-employment health questionnaire • Health Management Report/Occupational Health Records (from OH provider) 	End of employment + 6 years / Destroy <u>Research Grants</u> If directly allocated or directly indicated staff costs retention period may need to be longer due to audit requirements / HR: Review <u>Not involved in a research grant:</u> Destroy <u>Involved in a research grant:</u> Determine retention period, dependent on funder. ERS: anonymise through e-employ	Limitation Act 1980
Successful applicants	<ul style="list-style-type: none"> • Occupational Health clearance and subsequent records for employees exposed to hazards 	See Health & Safety	See Health and Safety Retention Schedule

Successful applicants (visa holders)	<ul style="list-style-type: none"> • Advert screenshots • Certificate of sponsorship /pro-forma • Visa • Work permit • Copy of Resident permit • Copy of passport • Letter from UKBA approving application for extension to stay • Birth certificate • Copy of national insurance care 	<p>End of employment + 6 years / Destroy</p> <p>Research Grants If directly allocated or directly indicated staff costs retention period may need to be longer due to audit requirements</p> <p>HR: Review Not involved in a research grant: Destroy</p> <p>Involved in a research grant: Determine retention period, dependent on funder.</p> <p>ERS: anonymise through e-ploy</p>	<p>Border and Immigration Agency <i>Prevention of Illegal Working</i></p>
Unsuccessful applicants	<ul style="list-style-type: none"> • CV • Application form • Academic profile / letter of application (information on HR Recruitment Portal (Stone Fish)) 	<p>12 months after closing date, make data not viewable by university staff</p> <p>Data is maintained indefinitely, provided applicant logged in within the past 12 months / Destroy</p>	<p>1975 c. 65 1976 c. 74 1995 c. 50 SI 2006/1031 Regulations 7, 36 and 42 SI 2003/1660 Regulations 6, 28 and 34 SI 2003/1661 Regulations 6, 28 and 34</p>
Unsuccessful applicants	Unsuccessful applicant interview notes and panel wash up form	3 months after interview / Destroy	1975 c. 65 1976 c. 74 1995 c. 50 SI 2006/1031 Regulations 7, 36 and 42 SI 2003/1660 Regulations 6, 28 and 34 SI 2003/1661 Regulations 6, 28 and 34
Applicants never employed through ERS	Applicant profile / Incomplete applications	Last active date on E-Ploy + 12 months / Destroy	Institutional business requirements
Contracts of employment	Records relating to initial contract and contract variations:	End of employment + 6 years / Destroy	Limitation Act 1980

	<ul style="list-style-type: none"> • Change in hours/job title/salary/extension of FTC etc. • Flexible working requests and confirmations 	<p><u>Research Grants</u></p> <p>If directly allocated or directly indicated staff costs retention period may need to be longer due to audit requirements</p> <p>HR: Review</p> <p>Not involved in a research grant: Destroy</p> <p>Involved in a research grant: Determine retention period, dependent on funder.</p> <p>ERS: anonymise through e-employ</p>	
Probation	<p>Records relating to probation:</p> <ul style="list-style-type: none"> • Probation Form • Confirmation of completion / extension of probation 	<p>End of employment + 6 years / Destroy</p> <p><u>Research Grants</u></p> <p>If directly allocated or directly indicated staff costs retention period may need to be longer due to audit requirements</p> <p>HR: Review</p> <p>Not involved in a research grant: Destroy</p> <p>Involved in a research grant: Determine retention period, dependent on funder.</p>	Limitation Act 1980

		ERS: anonymise through e-employ End of employment + 6 years / Destroy	
Redeployment / Secondment	Records relating to deployment / secondment: <ul style="list-style-type: none"> Secondment agreements Redeployment confirmation	<p>Research Grants</p> <p>If directly allocated or directly indicated staff costs retention period may need to be longer due to audit requirements</p> <p>HR: Review</p> <p>Not involved in a research grant: Destroy</p> <p>Involved in a research grant: Determine retention period, dependent on funder.</p> <p>ERS: anonymise through e-employ</p>	Limitation Act 1980
Performance Management Documentation	<ul style="list-style-type: none"> PDR Review Forms Meeting Notes 	<p>ERS: anonymise through e-employ End of employment + 6 years / Destroy</p> <p>See 2.1 for DA or DI staff costed into research grants</p>	JISC
End of Fixed Term Contract/Redundancy/ Resignation	<ul style="list-style-type: none"> Acceptance of Resignation letter Death in Service End of FTC confirmation letter Exit interview notes Notification of FTC not being extended End of FTC consultation 	<p>End of employment + 6 years / Destroy</p> <p>Research Grants</p> <p>If directly allocated or directly indicated staff costs retention period may need to be longer due to audit requirements</p>	Limitation Act 1980

	<ul style="list-style-type: none"> • Notification of resignation/redundancy • Redundancy letters • Redundancy calculation sheets • Redundancy Continuous Service Form 	<p>HR: Review Not involved in a research grant: Destroy</p> <p>Involved in a research grant: Determine retention period, dependent on funder.</p> <p>ERS: anonymise through e-employ</p>	
Voluntary Severance	<ul style="list-style-type: none"> • Notification of resignation / redundancy • Redundancy letters • Redundancy calculations sheets • Redundancy Continuous Service Form • Voluntary Severance Scheme (VSS) Redundancy Panel Papers 	<p>End of employment + 6 years / Destroy</p> <p><u>Research Grants</u> If directly allocated or directly indicated staff costs retention period may need to be longer due to audit requirements</p> <p>HR: Review Not involved in a research grant: Destroy</p> <p>Involved in a research grant: Determine retention period, dependent on funder.</p> <p>ERS: anonymise through e-employ</p>	Limitation Act 1980
Retirement	<ul style="list-style-type: none"> • Acceptance of Retirement letter • Notification of ill health retirement • Notification of retirement 	<p>End of employment + 6 years / Destroy</p> <p><u>Research Grants</u> If directly allocated or directly indicated staff costs retention period</p>	Limitation Act 1980

		<p>may need to be longer due to audit requirements</p> <p>HR: Review</p> <p>Not involved in a research grant: Destroy</p> <p>Involved in a research grant: Determine retention period, dependent on funder.</p> <p>ERS: anonymise through e-ploy</p>	
Hours worked (ERS)	Timesheets	<p>2 years from date on which made / Destroy</p> <p><u>Research Grants</u></p> <p>If directly allocated or directly indicated staff costs retention period may need to be longer due to audit requirements</p> <p>HR: Review</p> <p>Not involved in a research grant: Destroy</p> <p>Involved in a research grant: Determine retention period, dependent on funder</p> <p>ERS: anonymise through e-ploy</p>	The Working Time Regulations 1998 (SI 1998/1833)
Training and Development Attended / Completed	Training and development programmes attended/completed	<p>Superseded or End of Employment + 6 years / Destroy</p>	Limitation Act 1980.

(Non-statutory)			
Training for employees, students, and others on health & safety	<p>Training records e.g.</p> <ul style="list-style-type: none"> - First Aid Training - Fire Safety - Manual Handling - COSHE - Staff induction and refresher training <p>See Health and Safety for more information.</p>	<p>Centrally held records: Current year + 5 years</p> <p>Records held on personnel file: End of employment + 6 years / Destroy</p>	<p>The Health & Safety (First-Aid) Regulations 1981, S.I. 1981/917; Health & Safety Information for Employees Regulations 1989, S.I. 1989/682; Health & Safety (Display Screen Equipment) Regulations 1992, S.I. 1992/2792; Manual Handling Operations Regulations 1992, S.I. 1992/2793; Management of Health & Safety at Work Regulations 1999, S.I. 1999/3242; Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677 Regulatory Reform (Fire Safety) Order 2005, S.I. 2005/1541;</p>
Rewards documentation	<ul style="list-style-type: none"> • Long service • Academic promotion 	End of employment + 6 years / Destroy	Limitation Act 1980
Ex-gratia payment	<ul style="list-style-type: none"> • Business case • Approval <p>Employee letter</p>	End of employment + 6 years / Destroy	Limitation Act 1980
Grievance raised against an employee	<ul style="list-style-type: none"> • Correspondence with concerns • Outcomes of informal/formal reviews • Appeals 	Last action on case + 6 years / Destroy files and outcome	JISC
Complaints against an employee	<ul style="list-style-type: none"> • Correspondence with concerns • Outcomes of informal/formal reviews • Appeals 	Last action on case + 6 years / Destroy files and outcome	Limitation Act 1980
Capability	<ul style="list-style-type: none"> • Correspondence with concerns 	Superseded + 3 years / Destroy files and outcome	JISC

	<ul style="list-style-type: none"> • Outcomes of informal/formal reviews • Appeals 		
Disciplinary	<ul style="list-style-type: none"> • Outcomes of informal/formal reviews • Appeals 	Closure of case + 6 years / Destroy files and outcome	Limitation Act 1980
Settlement Agreements	<ul style="list-style-type: none"> • Case records • Calculations • Invoice / payment records • HMRC records 	End of Employment + 6 years / Destroy	Limitation Act 1980
Grievance raised by employee		End of Employment + 6 years / Destroy	Limitation Act 1980
Tribunal Cases	Tribunal case files	End of Tribunal Case / Archive	Institutional business requirements
Annual Leave Entitlement	Administration of Annual Leave entitlement	End of current year + 1 year / Destroy	JISC
Absence Management	Administration of an employer's sickness absence and sickness pay	End of Employment + 6 years	Obligations to keep records were abolished in: The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2015/55) CIPD advise end of employment + 6 years
Sabbatical	Documentation relating to administration of leave	End of Employment + 6 years / Destroy	Limitation Act 1980.
Maternity and Paternity Leave	Documentation relating to administration of leave	Completion of entitlement (5 years from birth / adoption of child or 18 years if the child receives a disability allowance) + 6 years / Destroy	The Maternity & Parental Leave etc. Regulations S.I. 1999/3312, Limitation Act, 1980 c. 58
Other Leave / Action	Records relating to: <ul style="list-style-type: none"> • Unauthorised leave • Unpaid leave confirmation letter • Compassionate leave • Study leave Absence due to industrial action	End of Employment + 6 years / Destroy	Limitation Act 1980

Payroll	<p>Payroll records relating to individuals e.g.</p> <ul style="list-style-type: none"> • P45/46 • Change of bank details • Claim form • Timesheets • Correspondence • Leaver notifications <p>(hourly paid staff)</p> <ul style="list-style-type: none"> • Overpayments • Overtime claim form • Payroll instruction • Season ticket loan form • Staff loan form • Student loan • Foreign payments • Payment Vouchers • BACS redirection • NI <p>Exemptions/Deferments</p> <ul style="list-style-type: none"> • /Notifications • Jury Duty Notification • Payroll calculations <p>(absence, unpaid leave)</p> <ul style="list-style-type: none"> • Relocation expenses • Flexible benefits • Tusker documents • Direct Earnings <p>Assessments/Court Orders/Child Support Agency</p> <p>Misc payroll calculations (overrides, FTC adjustments, staff awards)</p>	End of employment + 6 years / Destroy	Limitation Act 1980
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Payroll (ERS Staff)	Payroll records	Finance department: Current year + 6 years External Provider: Current tax year + 3 years / Destroy	Lancaster University Financial Delegations and Regulations HMRC
Employer and employee contributions to the pension schemes	Monthly returns to pension provider	End of employment + 75 years / Destroy	Limitation Act 1980
Pension administration	All documentation relating to an individual's pension: <ul style="list-style-type: none"> • Pre DMS pensions • Auto enrolment letter / email • Change to 50/50 scheme form • Change to main scheme form • Member request / query • Leaver form • Opt-in form • Opt-out form • Retirement information • Notification to pensions of retirement • AVCs (LGPS, USS, Prudential) 	End of Employment + 6 years / Destroy	Limitation Act 1980
Staff Survey	Only anonymised data is held by the University	Until superseded + 5 years / Destroy	Institutional Business Requirements
CEDA – Educational Development Programme	<ul style="list-style-type: none"> • Qualification • Recognition • Award • Graduation Certificates 	Permanent	Institutional business requirements

CEDA Programme Tracking	Programme tracking and cohort spreadsheets	Completion of programme + 6 years / Destroy	Limitation Act 1980
CEDA Programme Applications	Successful applications	Completion of Programme + 6 years / Destroy	Limitation Act 1980
CEDA Programme Applications	Unsuccessful applications	1 year / Destroy	The Equality Act 2010
CEDA Programme	<ul style="list-style-type: none"> Attendance lists Submissions Mark sheets Feedback 	Completion of programme + 6 years / Destroy	Limitation Act 1980
CEDA Programme	Moodle sites	Completion of programme + 5 years* / Destroy *The retention of Moodle sites is currently under review and subject to change.	Institutional business requirements
Advanced Teaching: Lancaster Accreditation Scheme (ATLAS)	ATLAS Senior Fellows Network (LUSFN) webpage and Excel listing	End of employment / Destroy	Institutional business requirements
ATLAS	Reviewers / Mentors	Until end of role as Reviewer / Mentor + 6 years / Destroy	Limitation Act 1980
CEDA Graduation	<ul style="list-style-type: none"> Introduction to Teaching for Lancaster Sharing Practice Graduation Data 	Completion of programme + 6 years / Destroy	Limitation Act 1980
CEDA Graduation	Attendance lists	Completion of ceremony + 1 year / Destroy	Institutional business requirements
CEDA Graduation	Certificates	Permanent	Institutional business requirements
CEDA Graduation	Photos	Graduation Ceremony + 6 months / Destroy	Limitation Act 1980
CEDA Graduation	Teaching Committee Minutes	Life of Committee + 3 years / Destroy	Institutional business requirements
CEDA Graduation	Assessment Board / Review Panel Minutes	Life of Committee + 3 years / Destroy	Institutional business requirements
CEDA Graduation	Award / Pass lists	Permanent	Institutional business requirements

CEDA Graduation	External Examiners Reports	Current academic year + 6 years / Destroy	Limitation Act 1980
CEDA Graduation	Suppliers (MoUs, request forms)	Current academic year + 6 years / Destroy	Limitation Act 1980
Training Records	General training and development programmes attended	Completion of programme + 6 years / Destroy	Limitation Act 1980
Training Records	Where there is a statutory or regulatory requirement	Expiry of relevant certification + 6 years / Destroy	Limitation Act 1980

Information Compliance

Record Group Name	Records within Group	Retention Period / Action at End of Retention	Citation
Subject Access Request / Data Subject Rights Requests	Records documenting the handling of requests for access to personal data held by the institution / other data subject rights requests under the General Data Protection Regulation (GDPR).	Last action on request + 3 years, unless a complaint received concerning the response; then – Last action on request + 6 years	<p>Common practice</p> <p>GDPR does not prescribe a retention period for these records and the ICO does not advise a specific retention period.</p> <p>A longer retention period may be appropriate for records documenting the handling of requests which resulted in complaints or appeals.</p>
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)	Completion of request handling process + 3 years	<p>Freedom of Information Act 2000</p> <p>Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000 (The National Archives).</p> <p>The National Archives recommends '3 Years after date of creation'. See Model Retention Schedule for Records Created by a Public Body Fulfilling FOI obligations (The National Archives).</p> <p>Records (or information extracted from them) relating to cases which set legal precedents, or which</p>

			<p>establish principles for handling requests for certain types of information should be kept for longer, possibly as part of policy development records (see INFORMATION COMPLIANCE MANAGEMENT - INFORMATION COMPLIANCE POLICY DEVELOPMENT).</p> <p>A request handling process is completed when the request has been fulfilled or when all complaints and/or appeals (against non-disclosure of information or methods of handling the request) have been determined.</p> <p>See 'Definition document for universities and other higher education institutions' and 'Definition document for colleges of further education' ICO (2013).</p>
Environmental Information Compliance	Records documenting the handling of requests for environmental information held by the institution, made under the Environmental Information Regulations 2004 (SI 2004/3391)	Completion of request handling process + 3 years	<p><i>This recommended retention period is in line with the period recommended by The National Archives for retention of records relating to the handling of requests for information under the Freedom of Information Act 2000. See Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000</i></p>

			<p><i>(The National Archives).</i></p> <p><i>Records (or information extracted from them) relating to cases which set legal precedents, or which establish principles for handling requests for certain types of information should be kept for longer, possibly as part of policy development records (see INFORMATION COMPLIANCE MANAGEMENT - INFORMATION COMPLIANCE POLICY DEVELOPMENT).</i></p>
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Research

Personal data in research records are covered by their own unique privacy notices / research agreements. This will identify a retention schedule for any records produced from the research project. For more information on how long your records are being held in relation to a research project, please ask your research team by contacting them using the details provided on your initial Participant Information Sheet.

Sports Centre

Record Group Name	Records within Group	Retention Period / Action at End of Retention	Citation
Sports Centre membership records	To Include: <ul style="list-style-type: none"> • Application form • Sales information • Pre-exercise questionnaire GP letters	Termination of membership + 6 years / Destroy	Limitation Act 1980
Sports centre Customer Feedback	<ul style="list-style-type: none"> • Feedback forms Complaints	Last action + 3 years / Destroy	JISC
Sports centre Customer Feedback	<ul style="list-style-type: none"> • Compliments 	Received + 1 year / Destroy	JISC
Sports Centre Health & Safety – Climbing Wall	Registration / Consent forms	Deleted after 6 years or superseded + 5 years / Destroy	Limitations Act 1980.