Lancaster University Public Retention Schedule

Document Status	Live
Document Owner	Division of Strategic Planning & Governance
Target Audience	All
Review Period	2 years
Date of First Approval	June 2024
Date of Next Review	June 2028
Version Number	V.1.5

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.1.2	June 2026	Review completed, process for version numbering updated.
V.1.3	June 2026	Update to retentions

		Split cells merged and reformatted for accessibility purposes.
v.1.4	July 2026	Update to retentions
v.1.5	August 2026	Update to retentions

To ensure the University remains complaint, 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	Citation
Student inboxes	Student Inboxes	The IT procedure for students leaving the University can be found here.	Institutional Business Requirements
Student Administration and Support	Records containing personal data on individual students.	Minimum requirement varies for different types of personal data Recommended maximum retention: End of 'registered student' relationship with institution + 6 years.	Limitation Act, 1980. If the information forms part of the core record/transcript the retention may be longer (see below). 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. More stringent safeguards are needed for special category data which includes information about an individual's: race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation

			See the ICO website for more information.
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.	Sector norms/Institutional business requirements/Institutional charter/Institutional memory and archival requirements. For details on what may constitute the core student record see: 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 For more details on the HEAR, see the HEAR website and 'Beyond the Honours Degree – the Burgess Group Final Report' (October 2007) Guidelines for HE Progress Files, QAA (2001) Guide to the Diploma Supplement, UK HE Europe Unit (2006)
Student Progress Administration	Individualised Student Record (ISRS). Individualised Learner Records.	UNDER REVIEW Please contact records-management@lancaster.ac.uk for further guidance in the meantime.	Institutional business requirements.
Student Progress Administration	Records documenting the handling of individual students'/employers' requests for statements of results/transcripts and requests for	Last action on request + 1 year	Institutional business requirements.

	confirmation of individual students' 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 • Records documenting the registration of individual students on programmes. • the transfer of individual students to new programmes or to new courses within programmes • the withdrawal of individual students from the institution • 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 and Fitness to Practice	Minor Matters	End of student relationship* * In cases where students have several minor matters, these may be held for a longer period.	Institutional Business Requirements
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	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	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 from risk and to prevent fraudulent entry to a registered profession in the UK.	Lancaster Medical School (LMS) students' data entered onto the MSC Excluded Students' Database: 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 A copy of the outcomes letter at the end of fitness to practice proceedings	LMS: Completion and issues of procedure letter + 12 months 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.
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	Institutional Business Requirements

Doctorate in Clinical Psychology (DClinPsy) - Student Support and Fitness to Practice	Records documenting Fitness to Practice cases where student was **found unfit** to practice.	End of student relationship + 6 years	Institutional Business Requirements The Equality Act 2010
Social Work – Fitness to Practice (FtP)	• Initial report where case does not lead to a formal investigation. • Cases investigated resulting in no further action.	End of Student Relationship	Institutional Business Requirements
Social Work – Fitness to Practice (FtP).	Cases: • investigated resulting in informal warning and action plan. • referred to FtP committee where no action is taken – minutes of the committee and outcome letter. • referred to FtP committee resulting in written warning.	End of Student Relationship + 6 years	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* *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	Institutional Business Requirements
Frontline PG DIP Student Account	Frontline accounts for students studying Frontline PG DIP.	This account is kept active until: 1) Student returns for their third year: End of 90-day period of access in third year + 90 days 2) Student does not return for their third year: 30 days after third year would have started	Institutional Business Requirements

		The student delays their return: Account will be preserved until student returns (see 1) or student does not return (see 2).	
Student Support and Welfare Management	Records relating to Student counselling and mental health services. This includes: case notes, letters to doctors, etc.	End of student relationship + 6 years	Limitation Act 1980. British Association for Counselling and Psychotherapy (BACP) recommendations. Staff adhere to the 2018 Ethical Framework of the British Association for Counselling & Psychotherapy, the Standard of Conduct of the Nursing and Midwifery Council, the Health and Care Professions Council and the Standards of Conduct of the British Association of Behavioural and Cognitive Psychotherapies, which require the confidential maintenance of accurate records.
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.
Careers Support	Records relating to careers advice - Emails	**Email:** Last action + 1 year	Institutional Business Requirements
Careers Connect – Students	Student accounts for Careers Connect service.	Last use + 15 months	Institutional Business Requirements
Careers Connect - Employers	Employer accounts for Careers Connect service.	Last login + 5 years* *A reminder will be sent out close to this taking place to give an opportunity for contacts to renew this retention period.	Institutional Business Requirements
Careers Support – Graduate First	Records relating to accounts on the Graduate First Services*	Last action of account + 2 years	Institutional Business Requirements

	*This includes account information and use of account.		
Anti-Harassment and Bullying Service	Records relating to the services provided by the Anti-Harassment and Bullying Team.	Last interaction with service + 6 years	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	Limitation Act 1980.
Student Recruitment	Records documenting the handling of enquiries from prospective students.	**Subsequently registered as a student:** Current academic year + 6 years* **Where students <u>did not</u> subsequently enrol as a student**: 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 **Unsuccessful applicants:** Completion of admissions process + 1 year	Limitation Act 1980 c. 58 s 5 The Equality Act 2010
Student Admission	Records documenting the administration of the clearing process.	**Successful Applicants:** End of student relationship + 6 years **Unsuccessful Applicants:** Completion of clearing + 1 year	Limitation Act 1980 c. 58 s 5 The Equality Act 2010
Social Work Admissions - Suitability	Records documenting the suitability process of Social Student applications.	**Successful Students:** End of Student Relationship + 6 years **Unsuccessful Students**: Completion of Admissions process + 1 year	Limitation Act 1980
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
Student Induction	Records documenting the design, conduct and review of induction programmes for new students.	Completion of induction programme + 7 years	Limitation Act 1980 c.58 s 5
Student Induction	Records documenting the administration of induction programmes and events for new students. This includes tracking attendance.	Current academic year + 7 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	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	Institutional business requirements
Moodle Records	Postgraduate progress and attendance tracking	End of programme of study + 6 years	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 Recyle Bin – Deleted course content	1 year	Institutional business requirements
Moodle Records	Moodle Files	When no longer referenced on any Moodle space	Institutional business requirements

Moodle Records	Moodle activity logs	3 months in Moodle 3 years in external log store	Institutional business requirements
Learning Support Administration	Records relating to Inclusive Learning and Support Plan (ILSP) for Students with specific needs.	End of Student Relationship + year + 6 years	The Equality Act 2010
Library Learning Development	Records relating to Learning Development one-to-one support meetings.	Current academic years + 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
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: • the process of inviting, considering and receiving of nominations for honorary awards • offers of honorary awards and responses received.	Conferment of award + 3 years	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 section and appointment of external examiners & liaison with external examiners on administrative matters	Termination of appointment + 6 years	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.	**Successful applications:** Determination of application + 6 years **Unsuccessful applications:** Determination of application + 1 year	Limitation Act 1980 c. 58 s 5
Financial Aid Funds Administration	Records documenting the provision of student financial support to individual students, including: • Provision of financial aid funds • Provision of crisis hardship payments • Award of bursaries • Award of scholarships and fellowships	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Student Financial and Employment Support.	Records relating to student financial and employment support such as: • New Deal Records • Modern Apprenticeship Records • Access Fund Applications. • Lancaster Opportunity and Access Fund	**Administration:** Current year + 6 years **Provision:** Current Financial year + 6 years	Limitation Act 1980 c. 58 s 5

Staff and Student Accommodation

Record Group Name	Records within Group	Retention Period	Citation
Accommodation Contract	Records documenting the establishment of formal contractual relationship between institutional accommodation and student.	End of contractual relationship with accommodation + 6 years	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	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	Institutional Business Requirements
Admissions, Statistics and Questionnaires	- Admissions and statistical figures - Residence allocations - Residence statistics - Study beds project - Stats and prices questionnaire - Rent survey questionnaire	**Personal data** – Completion of analysis of records **Anonymised data –** Until no longer relevant	Data Protection Act 2018. Institutional Business Requirements

Accommodation Inventories	Records documenting the room facilities associated with the contracted room and common areas.	Records with personal information: Completion of inventory + 2 years	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	Institutional Business Requirements
Off-Campus Accommodation	Records documenting the establishment of formal contractual relationship between institution and landlord.	Termination of accreditation + 6 years	Limitation Act 1980
Off-Campus Accommodation	Records documenting landlord property ownership for information purposes: Business needs.	While current + 5 years	Institutional business requirements

Communications

Record Group Name	Records within Group	Retention Period	Citation
Issue Communications Management	Issue / crisis enquiries from members of the public / students / staff and the responses provided.	Last action on enquiry + 6 years	Institutional business requirements.
Emails from the public (eg sent to VC)	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	Complaints from members of the public, the internal handling of these complaints and the responses provided.	Last action on complaint + 6 years	Institutional business requirements.
Public Events Management	Records documenting the planning and impact / results of public events.	Completion of event + 3 years	Institutional business requirements.
Sponsorship Management	Records documenting the arrangements for corporate sponsorship of public events by the institution.	Termination of sponsorship + 6 years	Limitation Act 1980 c. 58 s 5
Media Communications Management	Records documenting the institution's media contacts.	Superseded	Institutional business requirements.
Media Communications Management	Records documenting media enquiries, the internal handling of these enquiries and responses provided.	Last action on enquiry + 3 years	Institutional business requirements.
Engagement – Community Relations Management	Enquiries from members of the local community and the responses provided.	Last action of enquiry + 1 year	Institutional business requirements.
Engagement – Community Relations Management	Unsolicited feedback from members of the local community, the internal	Last action on feedback + 1 year	Institutional business requirements.

	handling of this feedback and the responses provided.		
Engagement Communications Management	Results of Engagement surveys.	**Individual responses:** Completion of analysis of survey responses	*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.*
Engagement Events Partnerships	Records documenting the institution's engagement partnerships	Termination of partnership + 6 years* *__IF__ these are covered by Memorandum of Agreement, these should be kept for 12 years	Limitation Act 1980.
Engagement Events Partnerships Representation	Records documenting the institution's participation in the activities of local community organisations and partnerships (including committees)	Termination of involvement + 1 year	Engagement Events Partnerships Representation
Students' Union Operations Monitoring	Records documenting the investigation and reporting on complaints against the students' Union by independent investigators appointed by the institution's governing body.	Settlement of complaint + 6 years	Limitation Act 1980 c.58 s 5
Alumni Records Administration	Records containing personal data on individual alumni.	Maximum: Superseded + 6 years	Institutional business requirements
Alumni Communications Management	Alumni responses to surveys, event invitations, communications campaigns and engagement opportunities.	**Individual responses:** Completion of analysis of survey responses **Summaries and analyses of responses:** Completion of survey + 3 years	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.
Alumni Communications Management	Responses documenting enquiries from alumni and responses provided.	Last action on enquiry + 1 year	Institutional Business Requirements
Alumni Communications Management	Alumni interactions* and unsolicited feedback from alumni. The internal handling of this and responses provided.	Last action on feedback + 6 years	Institutional Business Requirements

	*** Check other rows for more specific retentions prior to applying this retention to a record.**		
Alumni Communications Management	Records documenting the handling of complaints from alumni.	Last action on complaint + 6 years	Limitation Act 1980 c.58 s 5
Fundraising Campaign Management	Analyses of responses to fundraising campaigns	**Personal Data –** Completion of analysis of results	Institutional Business Requirements Data Protection Act 2018
Donations Management	Records documenting the management of the institution's relationship with donors to the institution (other than in response to fundraising campaigns).		
Alumni Support	Requests for contact details for alumni, action taken, and the responses provided.	Last action on request + 1 year	
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	Citation
Accommodation Contract	Records documenting the establishment of formal contractual relationship between institutional accommodation and student.	End of contractual relationship with accommodation + 6 years	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	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	Institutional Business Requirements
Admissions, Statistics and Questionnaires	- Admissions and statistical figures - Residence allocations - Residence statistics - Study beds project - Stats and prices questionnaire - Rent survey questionnaire	**Personal data** – Completion of analysis of records **Anonymised data –** Until no longer relevant	Data Protection Act 2018. Institutional Business Requirements

Accommodation Inventories	Records documenting the room facilities associated with the contracted room and common areas.	Records with personal information: Completion of inventory + 2 years	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	Institutional Business Requirements
Off-Campus Accommodation	Records documenting the establishment of formal contractual relationship between institution and landlord.	Termination of accreditation + 6 years	Limitation Act 1980
Off-Campus Accommodation	Records documenting landlord property ownership for information purposes: Business needs.	While current + 5 years	Institutional business requirements
Pre-School Administration – Visitors signing in book	Pre-School visitors signing in book.	Creation + 2 years	Institutional Business Requirements
Pre-School Administration - Customer Surveys / Parental Feedback	Records documenting individual responses and analyses of responses to customer surveys / parental feedback.	**Personal data** - Completion of analysis of results **Anonymised data –** Until next Ofstead inspection	Institutional Business Requirements Data Protection Act 2018
Pre-School Administration - Waiting Lists	Pre-School waiting list	Current year + 3 years	Institutional business requirements
Pre-School Administration - Parent correspondence	Records documenting correspondence with parents	Child leaving year + 3 years	Institutional business requirements
Pre-School H&S – Accidents / incidents	Accident Documentation including: • Childs accident log • Existing injury • Incident Report Form	21 years and 3 months	Limitation Act 1980
Pre-School H&S – Medical	• Medicine documentation • Long term medication	21 years and 3 months	Limitation Act 1980
Pre-School H&S - Medical	Care plans medical consent forms	Child leaving year + 3 years or retained until next Ofsted inspection after child has left the centre	Limitation Act 1980

Pre-School Staff Records – Staff files	As appropriate: • Induction • Contact information • Disclosure numbers • PDR's • Supervision • Peer-to peer observation • Training records and certification • Sickness records • Return to work interview	End of Employment + 6 years	Limitation Act 1980 / Early Years Handbook April 2018
Pre-School Staff Records - Volunteer	Records relating to volunteers.	End of volunteer relationship + 6 years	Limitation Act 1980
Pre-School Staff Records – Student Placement / Work Experience	Records relating to work experience.	Completion of placement + 6 years	Limitation Act 1980
Pre-School Staff Records – Staff Incident Documentation	Any records relating to the injury of a child at home or the pre-school.	Until the child concerned reaches 21	Limitation Act 1980, S 28(1), (6), 38(2)
General Child Records	• Application Form • Childplay Database and backup • Observation assessment and tracking • Registers • 'All about me' documentation	Child leaving year + 3 years or retained until next Ofsted inspection after child has left the centre	Early Years Foundation Stage (EYFS) / Pre-School Alliance
Child records – Activities Planning	Weekly details of activities for a group of children (Weekly logs may refer to a group of children)	Last child to leave + 3 years	Pre-School Alliance
Child Records – Safeguarding / welfare	Records resulting in referral to Child Protection or Child in Need to the local authority	Until Child is 25 (75 for Looked After Children)	Pre-School Alliance
Child Records – Safeguarding / welfare	Records resulting in referral to CAF and other early help support service	6 years from date of referral	Pre-School Alliance

Special Education Needs Co-Ordinator (SENCO)	• Targeted learning plans • Reports • Provision mapping • SEN files	Until child is 25 (75 for Looked After Children)	Pre-School Alliance
Learning and Development	• Learning journals • Home link books	Child leaving	Pre-School Alliance
Sports Centre membership records	To Include: • Application form • Sales information • Pre-exercise questionnaire • GP letters	Termination of membership + 6 years	Limitation Act 1980
Sports centre Customer Feedback	• Feedback forms • Complaints	Last action + 3 years	JISC
Sports centre Customer Feedback	Compliments	Received + 1 year	JISC
Sports Centre Health & Safety – Climbing Wall	Registration / Consent forms	Deleted after 6 years or superseded + 5 years	Limitations Act 1980.
Insurance Claim Administration	Records documenting claims, and the outcomes of claims, against insurance policies.	Settlement of claim + 6 years	Limitation Act 1980 c. 58 s 2
Driver's Declaration Forms	Records of driving license checks for staff driving vehicles owned, leased or loaned to the University, and on insurance provided by Lancaster University or relevant insurance company.	Active record: Insurance coverage period ends + 12 months* Superseded copies: Superseded + 6 months *in the case on an incident or claim whilst driving on this insurance, a longer retention period may be appropriate	Institutional Business Requirements
Education and Training Programme Review	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 6 years	Institutional Business Requirements

Education and Training Programme Assessment	Records documenting submitted/completed assessments: Formative assessments	Current academic year	Institutional Business Requirements
Education and Training Programme Assessment	Records documenting submitted/completed assessments: Summative assessments	Confirmation of marks / grades + 6 months	Institutional Business Requirements
Education and Training Programme Assessment	Records documenting marks / grades given to submitted / completed summative assessments and, where appropriate, awards and classifications.	Current academic year + 6 years	Limitation Act 1980 c. 58 s 5
Education and Training Programme Assessment	Records documenting the negotiation and establishment of contracts.	Current academic year + 6 years	Limitation Act 1980 c. 58 s 5
Lancaster Arts (LA) Administration	• Hire Agreements • Contracts for artists and freelancers • Credit Card Payments (taken over phone)	Current Financial Year + 6 years	Limitation Act 1980.
LA Administration	Staff Emergency Contact Sheet	Until member leaves post	Institutional Business Requirements
LA Administration	Supplier Forms and Bank Details	1 Month	Institutional Business Requirements
LA Volunteer Records	• Qualtrics – Volunteer sign up. • Volunteer Applications **(Unsuccessful)**	Current Financial Year + 1 year	Institutional Business Requirements
LA Volunteer Records	• Volunteer Applications **(Successful)** • Records documenting Volunteer attendance	Current Financial Year + 6 years	Limitation Act 1980.
LA Public Engagement	Email and poster lists	Until Data Subject unsubscribes	Institutional Business Requirements
LA Public Engagement	Activity sign-up sheets	Current Financial Year + 1 year	Institutional Business Requirements
LA Donor Records	Records relating to donations and gifts	Current Financial Year + 6 years	Lancaster Arts
LA Membership	Membership Subscriptions	Current Financial Year + 6 years	Institutional Business Requirements
LA Membership	Group Memberships	Until Member leaves Group	Institutional Business Requirements

Lancaster Arts Collections: Student Involvement	Records documenting student's involvement with Lancaster Arts, including the exhibition of their work as part of their studies.	End of Student Relationship + 6 years	Limitation Act 1980
Lancaster Arts (LA) Administration	Hire Agreements	Current Financial Year + 6 years	Limitation Act 1980.
LA Administration	Staff Emergency Contact Sheet	Until member leaves post	Institutional Business Requirements
LA Administration	Annual Survey data	Submission of Report + 1 year	Required for Arts Council
LA Administration	Contracts for artists and freelancers	Current Financial Year + 6 years	Institutional Business Requirements
LA Administration	Credit Card Payments (taken over phone)	Current Financial year + 6 years	Limitation Act 1980.
LA Volunteer Records	Qualtrics – Volunteer sign up.	Current Financial Year + 1 year	Institutional Business Requirements
LA Volunteer Records	Facebook volunteer communications	Current Financial Year + 6 years	Limitation Act 1980.
LA Volunteer Records	Volunteer Applications (Successful)	Current Financial Year + 6 years	Limitation Act 1980.
LA Volunteer Records	Volunteer Applications (Unsuccessful)	Current Financial Year + 1 year	Institutional Business Requirements.
LA Volunteer Records	Records documenting Volunteer attendance	Current Financial Year + 6 years	Limitation Act 1980.
LA Public Engagement	Events Public Booking	Current Financial Year + 6 years	Limitation Act 1980.
LA Public Engagement	Email and poster lists	Until Data Subject unsubscribes	Institutional Business Requirements
LA Public Engagement	Website analytics	3 years after creation	Institutional Business Requirements
LA Public Engagement	Marketing Emails	Until Data Subject unsubscribes	Institutional Business Requirements
LA Public Engagement	Public Engagement	Activity sign-up sheets	Current Financial Year + 1 year
LA Donor Records	Records relating to donations and gifts	Current Financial Year + 6 years	Lancaster Arts
LA Membership	Membership Subscriptions	Current Financial Year + 6 years	Institutional Business Requirements
LA Membership	Group Memberships	Until Member leaves Group	Institutional Business Requirements
LA Survey Data	Arts Council Survey Data	Current Financial Year + 1 year	Institutional Business Requirements

Corporate Management and Compliance

Record Group Name	Records within Group	Retention Period	Citation
Senior Officers' Appointments Administration	Records documenting the appointment / election / designation of the Institution's senior officers.	Termination of appointment + 6 years	Limitation Act 1980 c. 58 s 5
Public Interest Disclosure (Whistle Blowing) Investigation	Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998 (c.23).	Closure of case + 6 years	Limitation Act 1980 c. 58 ss 2 and 5
Official External Representation	Records documenting the appointment / designation of staff to officially represent the institution.	Termination of representation + 6 years	Institutional Business Requirements
Statutory / Non-Statutory Committee Administration	Records documenting the appointment / election / designation of members of a committee, training undertaken by individual members of a statutory committee and register of interests of members of the institution's governing body.	Termination of appointment + 6 years	Limitation Act 1980 c. 58 s 5
Discrimination Complaints Handling	Records documenting the handling of formal complaints about discrimination by or within the institution.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 2
Ethnic Minority Mentoring Scheme Co-ordination	Records documenting the mentoring scheme including: - Applications for the scheme - Monitoring of the mentor-mentee relationship - Outcomes	Last interaction with mentoring scheme + 6 years	Institutional business requirements.

Health and Safety

The following retention schedule is JISC recommended guidance for University Retention Schedules. This has not yet been reviewed or adapted for Lancaster University. The listed retentions should serve as an indication of what records the University *may* produce and how these records *may* be managed, although this is liable to change following an internal review.

Record Group Name	Records within Group	Retention Period	Citation
Appointments of safety representatives by trade unions	Notifications	Termination of appointment + 1 year	Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500; Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513
Safety Representatives (employee and union reps)	• Consultation documents • Other communications	Current year + 50 years	Safety Representatives and Safety Committee Regulations 1977, S.I. 1977/500; Health & Safety (Consultation with Employees) Regulations 1996, S.I. 1996/1513
Risk Assessments	Display Screen (DSE) Assessments	Superseded + 6 years	The Health and Safety (Display Screen Equipment) Regulations Institutional Business Requirements
Risk Assessments	Travel risk assessments and itineraries	Minimum: Date of return + 6 years	Management of Health and Safety at Work Regulations 1999. Institutional Business Requirements
Risk Assessments	Vulnerable person risk assessment	Superseded OR termination of employment + 6 years	Management of Health and Safety at Work Regulations 1999. Institutional Business Requirements
Risk Assessments	New and Expectant Mothers Risk Assessment	Birth + 6 years	Management of Health and Safety at Work Regulations 1999. Institutional Business Requirements

Training for employees, students and others on health and safety	Training records e.g. - First Aid Training - Fire Safety - Manual Handling - COSHE - Staff induction and refresher training	**Centrally held records:** Current year + 5 years **Records held on personnel file:** End of employment + 6 years	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.
Health Monitoring	Personal exposure records for hazardous substances including Occupational Hygiene Monitoring reports, Health Exposure Record and personal exposure records relating to Hazard Group 3 and 4 biological agents.	**Local Departments:** End of employment **Health & Safety Office:** Last exposure + 40 years	The Control of Substances Hazardous to Health Regulations 2002 Regulation 10(5)(a)
Health Monitoring	Personal exposure records for hand-arm vibration Personal exposure records for asbestos	**Local Department:** End of employment **Health and Safety Office:** Last exposure + 40 years	Control of Vibration at Work 2005 Control of Asbestos at Work 2012

Occupational Health Surveillance	Occupational health surveillance log, fit records and referral outcomes.	**Local Department:** End of employment **Health & Safety Office:** Last exposure + 40 years	• Control of Substances Hazardous to Health Regulations 2002 • Managing Health and Safety at Work Regulations 1999. • Control of Lead at Work Regulations 2002 • Control of Noise at Work Regulations • Control of Vibration at Work Regulations
Vaccinations	Vaccination records	**Local Departments:** End of employment **Health & Safety Office:** Last exposure to biological agent + 40 years	Control of Substances Hazardous to Heath Regulations 2002
Personal Protective Equipment	Personal protective equipment – issue logs, face fit certificates	Return or replacement of issued equipment + Six years	Personal Protective Equipment at Work Regulations 1992 (as amended).
Record of Incident Report	Records documenting the internal reporting of incidents, dangerous occurrences, near misses, safety observations and outbreaks of notifiable diseases including those required to be notified to the relevant enforcing authorities.	Record of recording + 4 years ***unless****:* 1. Incidents involve a child/young person – Retained to 18th birthday + 4 years / OR 2. Incident involves a hazardous substance or other health hazard which may lead to a long-term health condition: • COSHH/GM regulations (including chemicals and HG3/4 biological agents: Date of recording + 40 years • Asbestos: Date of recording + 40 years **or** until the employee concerned reaches the age of 80 • Lead: Date of recording + 40 years • IRR (personal exposure): Date of recording + 40 years • Radioactive materials (contamination): until area fully decommissioned/de-registered • Other: Termination of employment + 4 years	• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) Regulation 7(3) • The Social Security (Claims and Payments) Amendment (No. 3) Regulations (SI 1993/2113) Regulation 2 • Control of Substances Hazardous to Health Regulations 2002. S.I. 2002/2677* • Ionising Radiations Regulations 2017 • Genetically Modified Organisms (Contained Use) Regulations 2014 • Control of Lead at Work 2005 • Control of Asbestos 2012 • Control of Vibration at Work Regulations 2005 • The contents of records to be kept are specified in Schedule 4 of (SI 2013/1471) • Limitation Act 1980 c. 58 s 11
Record of report of an incident to an enforcement agency	Records documenting the reporting of injury, occupational disease, dangerous occurrences, outbreaks of	See above	See above

	notifiable diseases or any other notifiable incident to a relevant enforcing authority.		
Record of an incident investigation and associated documents	Records of investigations carried out	See above	See above
Incident report summary / log	Anonymised incident summary / logs	Point of anonymisation + 4 years	Institutional Business Requirements
Evacuation Support	Personal Emergency Evacuation Statements	Superseded + 1 year	Regulatory Reform (Fire Safety) Order 2005 Institutional Business Requirements
Ionizing radiation exposure and health monitoring	• Personal exposure records for ionizing radiation, including dosimetry records • Ionising Radiation medical surveillance records for classified persons or employees who have received an overexposure and are not the classified persons	**Local Department:** End of employment **Health and Safety Office:** The person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from the date of the last entry made in it	Ionising Radiation Regulations 2017
Appointment of First Aiders	List of appointments	Termination of appointment	
Provision of approved training for first aiders		Termination of appointment + 5 years	SI 1981/917
Dose records for individual employees.		30 years or up until the age of 75*	The Ionising Radiation Regulations 2017/* Reg.(22).
Exposure to radiation following an accident.		30 years following the accident*	The Ionising Radiation Regulations 2017/* Reg.(24).
Investigation report of accidental exposure to radiation.		2 years following the investigation*	The Ionising Radiation Regulations 2017/* Reg.(24).

Human Resources

Record Group Name	Records within Group	Retention Period	Citation
Successful applicants	• CV / application form / academic profile • 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) **Visa Holders** • Advert screenshots • Certificate of sponsorship / pro-forma • Visa • Work permit	End of employment + 6 years	Limitation Act 1980

	• Copy of Resident permit • Copy of passport • Letter from UKBA approving application for extension to stay • Birth certificate • Copy of national insurance care		
Successful applicants	• Occupational Health clearance and subsequent records for employees exposed to hazards	See Health & Safety	See Health and Safety Retention Schedule
Unsuccessful applicants	• CV • Application form • Academic profile / letter of application (information on HR Recruitment Portal (Stone Fish)	12 months after closing date Data is maintained indefinitely, provided applicant logged in within the past 12 months	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
Unsuccessful applicants	Unsuccessful applicant interview notes and panel wash up form	3 months after interview	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	Institutional business requirements
Contracts of employment	**Contracts of Employment** Records relating to initial contract and contract variations: • Confirmation of - Change in hours / job title / salary / extension of FTC etc. Probation Form - Flexible working requests and confirmations **Probation** • Probation Form • Confirmation of completion / extension of probation	End of employment + 6 years	Limitation Act 1980

	Redeployment / Secondment • Secondment agreements • Redeployment confirmation **Training** Records of training funding agreements **Performance Management Documentation** • PDR Review Forms • Meeting Notes **End of Fixed Term Contract / Redundancy / Resignation** • 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 • Notification of resignation / redundancy • Redundancy letters • Redundancy calculation sheets • Redundancy Continuous Service Form **Voluntary Severance** • Notification of resignation / redundancy • Redundancy letters		

	• Redundancy calculations sheets • Redundancy Continuous Service Form • Voluntary Severance Scheme (VSS) Redundancy Panel Papers **Retirement** • Acceptance of Retirement letter • Notification of ill health retirement • Notification of retirement		
Hours worked (ERS)	Timesheets	2 years from date on which made	The Working Time Regulations 1998 (SI 1998/1833)
Training and Development Attended / Completed (Non-statutory)	Training and development programmes attended/completed	Superseded or End of Employment + 6 years	Limitation Act 1980.
Training for employees, students, and others on health & safety	Training records e.g. First Aid Training - Fire Safety - Manual Handling - COSHE - Staff induction and refresher training See Health and Safety for more information.	End of employment + 6 years	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;
Renumeration and Rewards Management	**Rewards documentation** • Long service • Academic promotion **Ex-gratia payment**	End of employment + 6 years	Limitation Act 1980

	• Business case • Approval • Employee letter		
1. Grievance / complaints raised against an employee 2. Capability 3. Disciplinary	• Correspondence with concerns • Outcomes of informal/formal reviews • Appeals	1. Last action on case + 6 years 2. Superseded + 3 years 3. Closure of case + 6 years	JISC Limitation Act 1980
Settlement Agreements	• Case records • Calculations • Invoice / payment records • HMRC records	End of Employment + 6 years	Limitation Act 1980
Grievance raised by employee		End of Employment + 6 years	Limitation Act 1980
Tribunal Cases	Tribunal case files	End of Tribunal Case	Institutional business requirements
Personal Relationship Disclosure	Disclosure forms documenting relationships with an existing / potential student or existing potential staff member at the University, or relevant third party.	End of employment + 6 years	Limitation Act 1980
Annual Leave Entitlement	Administration of Annual Leave entitlement	End of current year + 1 year	JISC
Absence Management	**Sickness Absence** Administration of an employee's sickness absence and sickness pay **Other Leave** • Unauthorised leave • Unpaid leave confirmation letter • Compassionate leave • Study leave • Absence due to industrial action	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	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	The Maternity & Parental Leave etc. Regulations S.I. 1999/3312, Limitation Act, 1980 c. 58
Payroll	Payroll records relating to individuals e.g.: • P45/46 • Change of bank details • Claim form • Timesheets • Correspondence • Leaver notifications (hourly paid staff) • Overpayments • Overtime claim form • Payroll instruction • Season ticket loan form • Staff loan form • Student loan • Foreign payments • Payment Vouchers • BACS redirection • NI Exemptions / Deferments / Notifications • Jury Duty Notification • Payroll calculations (absence, unpaid leave) • Relocation expenses • Flexible benefits • Tusker documents	End of employment + 6 years	Limitation Act 1980

	• Direct Earnings Assessments/Court Orders/Child Support Agency • Misc payroll calculations (overrides, FTC adjustments, staff awards)		
Payroll (ERS Staff)	Payroll records	Current year + 6 years	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	Limitation Act 1980
Pension administration	All documentation relating to an individual's pension: • 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 / opt-out form • Retirement information • Notification to pensions of retirement • AVCs (LGPS, USS, Prudential)	End of Employment + 6 years	Limitation Act 1980
Staff Survey	Only anonymised data is held by the University	Until superseded + 5 years	Institutional Business Requirements
CEDA – Educational Development Programme	• Qualification • Recognition • Award / Pass lists • Graduation Certificates	Permanent	Institutional business requirements
CEDA Programme Applications	Successful applications	Completion of Programme + 6 years	Limitation Act 1980

CEDA Programme Applications	Unsuccessful applications	1 year	The Equality Act 2010
CEDA Programme	• Programme tracking and cohort spreadsheets • Attendance lists Submissions • Mark sheets • Feedback	Completion of programme + 6 years	Limitation Act 1980
CEDA Programme	Moodle sites	Completion of programme + 5 years	Institutional business requirements
Advanced Teaching: Lancaster Accreditation Scheme (ATLAS)	ATLAS Senior Fellows Network (LUSFN) webpage and Excel listing	End of employment	Institutional business requirements
ATLAS	Reviewers / Mentors	Until end of role as Reviewer / Mentor + 6 years	Limitation Act 1980
CEDA Graduation	• Introduction to Teaching for Lancaster • Sharing Practice • Graduation Data	Completion of programme + 6 years	Limitation Act 1980
CEDA Graduation	Attendance lists	Completion of ceremony + 1 year	Institutional business requirements
CEDA Graduation	Photos	Graduation Ceremony + 6 months	Limitation Act 1980
CEDA Graduation	• Teaching Committee Minutes • Assessment Board / Review Panel Minutes	Life of Committee + 3 years	Institutional business requirements
CEDA Graduation	• External Examiners Reports • Suppliers (MoUs, request forms)	Current academic year + 6 years	Limitation Act 1980
Training Records	General training and development programmes attended	Completion of programme + 6 years	Limitation Act 1980
Training Records	Where there is a statutory or regulatory requirement	Expiry of relevant certification + 6 years	Limitation Act 1980

Information Compliance

Record Group Name	Records within Group	Retention Period	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	Common practice
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	Freedom of Information Act 2000
Police Requests for Information	Records relating to police requests for information (DP1 Forms)	**Records relating to individual requests:** Date of Completion + 10 years **Tracking Spreadsheet:** Current year + 10 years	UK GDPR 5(2)
External Requests for Information	Records relating to requests for information from external 3rd parties (e.g requests made by insurance companies)	Completion of request + 3 years	Institutional Business Requirements
Data Protection Complaints	Records documenting the handling of data protection complaints.	Last action on case + 6 years	Limitation Act 1980
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	*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 (The National Archives).* *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
Archives Access Control	Requests for access to archives	Last action on request + 6 years	Limitation Act 1980.
Archives Promotion	Records documenting enquiries about (items in) the archives, and the responses provided. Note: Key information from substantive enquiries may be extracted and indexed to avoid repetitive research.	Last action on enquiry + 6 years	Limitation Act 1980. Institutional Business Requirements.
Archives Promotion	Records documenting the selection and use of items from the archives by institutional staff	Current + 6 years	Limitation Act 1980.
Archives Promotion	Records documenting the selection and use of items from the archives by third parties	Last action on project + 6 years	Limitation Act 1980.
Archives Promotion	Records documenting loans of items from the archives to third parties.	Termination of loan + 6 years	Limitation Act 1980.

Research

Personal data in research records are covered by their own unique privacy notices / research agreements. This will identify a retention period 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.

Record Group Name	Records within Group	Retention Period	Citation
Research Business Development	Liaison with research sponsors to monitor their research policies and to promote the institution's capabilities.	Current academic year + 6 years	Limitation Act 1980
Research Business Development	Records documenting the formation and management of partnerships and other collaborative arrangements to undertake research.	Life of partnership / arrangement + 6 years	Limitation Act 1980
Research enterprise and engagement contracts	Records documenting contracts and agreements relating to research, enterprise and engagement.	Completion of project + 6 years OR 6 years after validity of agreement specified in contracts	Limitation Act 1980
Research Design & Planning	Records documenting the planning, application and delivery of externally funded Knowledge Exchange projects: Key records including: • Full payroll information for LU and external partners. • Contact details for all companies and individuals assisted. • Legal contracts and NDAs, including for IP agreements; capital investment, agreements, and financial claims to the UK government. • Etc	Typically: Formal closure of funding programme + 10 years	ESIF website and individual project agreements with funding bodies. Interreg Europe Programme Manual, 19 December 2018 (version 6)

Research Misconduct	Case files on investigations and outcomes of research misconduct allegations	Last action on case + 6 years Note – if related to a research project, records retained in line with project retention period if > 6 years	Limitation Act 1980.
Research Programme Assessment	Records documenting awards and classifications, including reviews in response to notifications of mitigating circumstances or academic appeals.	Current academic year + 6 years	Limitation Act 1980.
Research Supervisor Appointment & Training	Records documenting the appointment of supervisors for research students.	Termination of appointment + 1 year	Institutional Business Requirements
Research Student Monitoring & Support	Academic Advice and guidance to individual students on the selection of research subjects and on the progress and standard of their work.	Completion of student's programme + 6 years	Limitation Act 1980