

## Research

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Document Owner	SPG
Target Audience	All
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### Version Control Table

Version	Date	Description of changes and name and job title of person responsible for making changes
1	01/06/2020	First version produced in draft

<b>Record Group Name</b>	<b>Retention Period</b>	<b>Citation</b>	<b>Action at end of retention period</b>	<b>Where information to be retained</b>
<b>Research Formulation and proposal documents</b>	Completion of project + 10 years	JISC	Review/Destroy	RES/Academic departments
<b>Research Data</b>	Varies by project. Should be agreed at outset of project. Legal & regulatory guidance and the wishes of sponsors to be taken into account.	JISC	Review/Destroy	RES/Academic departments
<b>Research Management</b>	Completion of project + years	Limitation Act 1980 c. 58	Review/Destroy	RES/Academic departments
<b>Final versions of Publications and Presentations arising from Research</b>	Publication + 3 years	JISC	Review/Destroy	RES/Academic departments
<b>Research Partnership Formation</b>	Life of Partnership + 6 years	Limitation Act 1980 c. 58	Review/Destroy	RES/Academic departments
<b>Sponsor Liaison Documents</b>	Current Academic Year + 5 Years	JISC	Review/Destroy	RES/Academic departments