

# **The University of Manchester Information Governance Office Records Retention Schedule**

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## **Introduction**

This retention schedule describes the time periods for which records should be retained by the University in order to comply with operational and legal requirements, including data protection legislation.

The retention periods given in this document are taken largely from the JISC Record Retention Schedule which can be found at <http://bcs.jiscinfonet.ac.uk/he/default.asp>

Please note that the default action to be taken at the end of the retention period is the secure destruction or deletion of the record. Exceptions to this are where the retention period is described as "permanent" (i.e. the record will never be destroyed), or where "refer to archives" is mandated. In the latter instance the record should be offered to the University Archive Service for permanent retention before it is destroyed.

Only one copy of each record needs to be kept for the full length of the retention period. Duplicate and secondary copies should be destroyed as soon as they are no longer of immediate operational use.

A record is defined in the Records Management British Standard BS ISO 15489 as "*Information created, received and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business*". All records created and held by the University, both in paper and electronic form, and including data held in databases are subject to retention policies. Where a record contains personal data the retention periods stated in this schedule are mandatory requirements and must be followed unless a specific exception has been approved by the Information Governance Office. Entries marked with an \* indicate a record that is likely to contain personal data, this may not be exhaustive.

## **Unstructured information systems**

Email should not be used for storing University records. Emails that constitute a record which needs to be retained, including those containing personal data, must be stored in an appropriate filing system relevant to their confidentiality or criticality.

Shared drives or other unstructured information storage solutions (including cloud based storage) used to store any University record should be managed in accordance with this schedule, however where those records contain personal data the retention periods must be followed.

## **Structured systems storing personal data**

All structured information management systems that store records containing personal data must be managed in accordance with this schedule. These systems must have a deletion or archival capability and where appropriate be able to identify a skeleton record (a subset of the original information) for continued retention.

## **General principles**

University policy and strategy documents should be retained for 10 years or 5 years, depending on importance, and then referred to the University Archives for review.

Audits and reviews of performance against plans and strategies should be retained for 10 years or 5 years after the current academic year and then referred to the University Archives for review.

Contracts and customer service agreements should be retained for 6 years after the termination of the contract or agreement, and then referred to the University Archives for review.

Original financial records should generally be kept for 6 years after the current financial year to comply with the Limitation Act 1980 and HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts.

Contracts under seal and their related negotiation, establishment and review documents should be kept for 12 years after the termination of the contract and then referred to the University Archives for review.

Publications and promotional materials should be kept whilst current, and then 1 copy offered to the University Archives for review.

**Notes:**

- A. The letter A in the notes column indicates that documents should be referred to the University Archives section of the University of Manchester Library for review before a final disposition action is taken (email [james.peters@manchester.ac.uk](mailto:james.peters@manchester.ac.uk) ). University records which have significant evidential or informational value may need to be retained permanently. These archival records are transferred to the University Archives at the point of disposition.

## Section 1: Teaching

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Teaching</b>			
Teaching strategy and policy	Superseded + 10 years	<a href="#">A</a>	
Teaching procedure	Superseded + 5 years	<a href="#">A</a>	
Development of internal quality assurance processes	Retain whilst current	<a href="#">A</a>	
Conduct and results of internal and external Quality reviews	Current academic year + 5 years	<a href="#">A</a>	
Curriculum development	Superseded + 10 years	<a href="#">A</a>	
Curriculum reviews	Superseded + 10 years	<a href="#">A</a>	
Statistics (student numbers etc)	Current academic year + 5 years	<a href="#">A</a>	
Taught programme development	Life of programme + 10 years	<a href="#">A</a>	
Reviews, reports and feedback on taught programmes	Current academic year + 5 years	<a href="#">A</a> (formal documents only)	
Taught course development and teaching materials	Life of course		
Reviews, reports and feedback on taught courses	Current academic year + 5 years	<a href="#">A</a> (formal documents only)	
Taught course assessments, development and final versions	Life of course	<a href="#">A</a>	
Assessment marks, including appeals and mitigating circumstances data*	Current academic year + 6 years <b>But see section on individual student files below</b>		Limitation Act 1980

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## Section 2: Research

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Research</b>			
Research strategy and strategy implementation	Superseded + 10 years	<a href="#">A</a>	
Research related policies	Superseded + 10 years	<a href="#">A</a>	
Internal quality assurance processes	Retain whilst current plus regulatory requirements	<a href="#">A</a>	
Conduct and results of internal and external quality assessments	Current academic year + 5 years	<a href="#">A</a>	
Research partnership formation	Life of partnership + 6 years and management		Limitation Act 1980
Research data	Research data should be managed in-line with the <a href="#">Research Data Management Policy</a> . Legal and regulatory guidance and the terms and conditions of funders should be adhered to. The minimum default period is 5 years after publication.		
Research management  *Examples of research management documentation which must be retained include funding proposals and supporting documents/research plans, associated approval forms or communications, award letters or other funding notifications, associated contracts, acceptance of award documents, starting certificates, project or programme related governance documents (committee membership, minutes and actions), project related ethical approvals, final reports and correspondence with funders and between other project participants or stakeholders.	Closure of project account + 6 years (or in-line with funder terms and conditions if these stipulate a longer retention period or regulatory requirements)		
Export controls documentation	3 years		Export control Order 2008 Regulation (EC) No 428/2009
Research outputs: Final versions of publications, presentations etc. arising from research	Publications will be retained in the University's repository for perpetuity.	<a href="#">A</a>	
<b>Postgraduate Research Programmes</b>			
PGR programme development	Life of programme + 10 years	<a href="#">A</a>	

Description of Record	Retention Period	Notes - see page 1	Legal Citation
PGR programme reviews	Current academic year + 5 years	<a href="#">A</a> (formal internal and external documents only)	
Research student assessment documentation*	Completion + 6 years		
Exam scripts*	1 year after assessment, unless examples need to be kept for audit purposes (5 years)		
Assessment marks, including appeals*	Current academic year + 6 years <b>But see section on individual student files below</b>		Limitation Act 1980
Advice and guidance to research students	Completion of programme + 6 years		Limitation Act 1980
<b>Research Ethics</b>			
Project reviews and minutes	Current year + 15 years	<a href="#">A</a>	
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Requests for information from official bodies	Last action + 5 years	<a href="#">A</a>	
University input to official bodies	Last action + 5 years	<a href="#">A</a>	
Requests for advice or information	Last action + 1 year		
Sponsor liaison documents	Current academic year + 5 years		
Consent forms and signed participant information sheets	Destroyed when relevant research data are destroyed or anonymized unless regulatory requirements stipulate otherwise.		

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### Section 3: Student Administration

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Student Administration</b>			
Student administration strategy and policy documents	Superseded + 10 years	<a href="#">A</a>	
Student administration strategy audits and reviews	Superseded + 10 years	<a href="#">A</a>	
Student recruitment campaigns	Current academic year + 5 years	<a href="#">A</a>	
Admission criteria	Superseded + 10 years	<a href="#">A</a>	
Clearing process administration	Current academic year + 1 year		
Student registration summaries and analyses	Current academic year + 6 years		
Student induction programme design	Superseded + 5 years	<a href="#">A</a>	
Records documenting the handling of applications for admission: unsuccessful applications, including CVs*	End of contact with applicant + 1 year		
Student photographs (Individual or groups)*	Current academic year + 6 years, or retained and disposed of in accordance with the terms of the specific collection notice.		
Record of DBS check – Student (Record of check not the certificate itself)	6 years after graduation		
<b>Individual Student Files*</b>			
Most student data should be kept for 6 years after the student's relationship with the University has ended. This is to comply with the Limitation Act 1980 and is in line with the principles set out in data protection law. Only basic records of students should be kept for longer periods: Name, dates of relationship with institution and final classification. Also, a full record of course units taken and the marks for these should be kept for at least 40 years for each student for the purposes of constructing student transcripts.			
<b>Examinations and Assessments</b>			
Examination rules and procedures	Superseded + 10 years	<a href="#">A</a>	
Selection and appointment of external examiners*	Termination of appointment+ 10 years		
Selection and appointment of examination invigilators*	Current academic year + 1 year		
Examination administration (timetabling, collation, attendance etc)	Current academic year + 1 year		
Pass / award lists*	Permanent	<a href="#">A</a>	
Award ceremony administration	Completion + 1 year		
<b>Student Relations</b>			
Staff / student liaison committees	Life of committee + 3 years	<a href="#">A</a>	
Student surveys	Completion + 5 years	<a href="#">A</a>	

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Student Support Services</b>			
Support services strategy and policy documents	Superseded + 10 years	<a href="#">A</a>	
Support services strategy reports and audit	Current academic year + 10 years	<a href="#">A</a>	
Student support services proposals and development	Life of service	<a href="#">A</a>	
Support services performance, audit and reviews	Current academic year + 5 years	<a href="#">A</a>	

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## Section 4: Commercial

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>University Related Companies</b>			
Related companies strategies and policies	Superseded + 10 years	<a href="#">A</a>	
Performance audits and reviews against companies policies and strategies	Current academic year + 10 years	<a href="#">A</a>	
Proposals to form a related company and related documents	Life of company + 10 years	<a href="#">A</a>	
Formation of company	Life of company + 10 years	<a href="#">A</a>	
University audit and reviews of related companies	Current academic year + 5 years	<a href="#">A</a>	
Annual reports and accounts of related companies	Life of company + 10 years	<a href="#">A</a>	
Winding up or sale of related companies	Disposal + 10 years	<a href="#">A</a>	
<b>Commercial Services</b>			
Commercial services strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Commercial services policy and strategy reviews and audit	Current academic year + 5 years	<a href="#">A</a>	
Commercial services performance reviews and audits	Current academic year + 5 years	<a href="#">A</a>	
Promotional materials	Whilst current	<a href="#">A</a>	
Customer surveys	Completion + 3 years		
Customer complaints*	Last action + 6 years		
<b>Retail Trading</b>			
Retail trading strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Retail trading strategy audits and reviews	Superseded + 5 years	<a href="#">A</a>	
Retail outlet management and operation procedures	Superseded + 3 years		
Proposal for retail outlet, evaluation and development	Life of outlet + 5 years	<a href="#">A</a>	
Retail outlet performance reviews and audits	Current year + 5 years	<a href="#">A</a>	
Promotional materials	While current	<a href="#">A</a>	
Retail sales transactions	Current financial year + 6 years		Limitation Act 1980 HM Revenue and Customs Notice 700/21: Keeping VAT Records and Accounts
Customer complaints	Last action + 6 years		Limitation Act 1980

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## Section 5: External Relations

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Public Relations</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Corporate identity design and style guides	Whilst current	<a href="#">A</a>	
<b>Commercial</b>			
Corporate event sponsorship	Termination of relationship+ 5 years		
Nominations and decisions on honorary awards*	Current academic year + 10 years	<a href="#">A</a>	
<b>Media Relations</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Media contacts	Retain while current		
Transcripts of media briefings and interviews	Last action + 5 years	<a href="#">A</a>	
Press releases	Issue + 5 years	<a href="#">A</a>	
Media enquiries	Last action + 5 years		
Media monitoring	5 years	<a href="#">A</a>	
<b>HE Sector Relations</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Communications with other sector organisations and institutions	Current year + 5 years	<a href="#">A</a>	
Publications	Whilst current + 1 year	<a href="#">A</a>	
<b>Community Relations</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Public enquiries	Last action + 1 year		
Community surveys	Completion of survey + 3 years	<a href="#">A</a>	
Individual survey responses	Completion of survey		
<b>Fundraising and Alumni and Supporter Relations</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Personal Data – on alumni, in DDAR systems (includes individual responses to surveys, complaints, fundraising etc.)	For the life of the institution		
Personal Data – on non-alumni supporters and donors, in DDAR systems (includes individual responses to surveys, complaints, fundraising etc.)	For the life of the institution		

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Personal Data – on non-alumni non-supporters, in DDAR systems (includes individual responses to surveys, complaints, fundraising etc.)	Retain whilst current		
<b>Publishing</b>			
Strategy and policy documents	Superseded + 5 years	A	
Strategy and policy review and audit	Current year + 5 years	A	
Design, editing, commissioning, and production of publications	Issue of publication + 1 year		
Publications	Whilst current	A	

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## Section 6: Governance

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Strategic planning and performance management</b>			
Strategy and policy documents	Superseded + 10 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 10 years	<a href="#">A</a>	
<b>Governance</b>			
Records documenting the establishment and development of governance structure	Life of institution	<a href="#">A</a>	
Appointments to governing body*	Termination of appointment + 6 years	<a href="#">A</a>	Limitation Act 1980
Governing body minutes, agendas and reports	Current year + 50 years	<a href="#">A</a>	
Establishment and terms of reference of executive committees	Life of committee	<a href="#">A</a>	
Executive Committees minutes, agendas and reports	Current year + 50 years	<a href="#">A</a>	
Appointment and designation of institution's senior officers*	Termination of appointment + 5 years	<a href="#">A</a>	
Faculty and School committees minutes, agendas and reports	Current year + 10 years	<a href="#">A</a>	
Requests under the Freedom of Information Act and Data Protection legislation	Current year + 3 years		
<b>Risk Management</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Records documenting identified risks and risk assessments	Superseded + 3 years		
Disaster response and recovery plans	Superseded + 1 year		
<b>Quality Management</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Quality audits and resultant actions	Completion + 3 years	<a href="#">A</a>	
Attainment and maintenance of accreditations	Termination of accreditation + 1 year	<a href="#">A</a>	
<b>Audit</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Audits and resultant actions	Completion + 5 years	<a href="#">A</a>	
<b>Legal Affairs Management</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Agreements and contracts under seal and related documents	Termination of contract+ 12 years	<a href="#">A</a>	Limitation Act 1980
Agreements and contracts and related documents	Termination of contract+ 6 years	<a href="#">A</a>	Limitation Act 1980

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Legal support and representation related to claims against the University which do not proceed to litigation or agreement*	Settlement or withdrawal of claim + 6 years	<a href="#">A</a>	Limitation Act 1980
Litigation leading to legal precedent*	Life of University	<a href="#">A</a>	Limitation Act 1980
Litigation not setting precedent*	Settlement + 6 years	<a href="#">A</a>	Limitation Act 1980
Legal advice to University re: legal framework, operations, governance responsibilities, relationship with government and HE regulators, industrial relations and H & S and environment	Life of University	<a href="#">A</a>	
Legal advice to University: other	Superseded + 6 years		
<b>Government Relations</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Requests for information from government bodies and responses	Last action + 1 year		
Formal government surveys and consultations	Last action + 1 year	<a href="#">A</a>	
Government or public enquiries	Last action + 10 years	<a href="#">A</a>	
University input to legislation preparation for HE sector or University legal status and activities	Last action + 5 years	<a href="#">A</a>	
<b>HE Regulator Relations</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Requests for information from HE regulators and responses	Last action + 1 year		
Formal HE surveys and responses	Last action + 1 year	<a href="#">A</a>	
HE regulator reviews of University and responses	Last action + 5 years	<a href="#">A</a>	

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## Section 7: Health and Safety

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Health and Safety Management</b>			
Strategy and policy documents, implementation plans, documents relating to development of strategy and policy, monitoring, auditing and review processes	Superseded + 50 years	<a href="#">A</a>	Health and Safety at Work Act 1974
Formation and terms of reference of health and safety committees, proceedings and decisions of committees	Life of committee + 50 years	<a href="#">A</a>	The Safety Representatives and Safety Committees Regulations 1977
Consultations and communications with employee safety representatives	Superseded + 50 years	<a href="#">A</a>	The Safety Representatives and Safety Committees Regulations 1977
Health and Safety training	End of employment + 5 years (If training relates to exposure to hazardous substances – see below)		The Management of Health and Safety at Work Regulations 1999 And others
Risk assessments (including control measures and action)	Period of relevance + 5 years (If assessment includes plans, as appropriate references to hazardous substances – see below)		The Management of Health and Safety at Work Regulations 1999
Health and safety inspections	Current year + 5 years		
Health and Safety Management Profile (HASMAPP) health & safety audit reports	Until superseded		
All records relating to assessments of exposures to hazardous substances (including known or suspected carcinogens, mutagens, teratogens, group 3 or 4 biological agents, GMOs, or where health surveillance is indicated (including respiratory / skin sensitizers)); all records relating to measures to control such exposures, and environmental monitoring	Last use of substance + 40 years		The Control of Substances Hazardous to Health Regulations 2002
Records relating to radiation*	Keep in line with the Radiation Safety Unit's 'Guidance for the Retention of Records' which can be found on the RSU pages <a href="#">HERE</a>		
All records relating to personal health surveillance and personal exposure monitoring*	Date of last entry on record + 40 years		Limitation Act 1980

Description of Record	Retention Period	Notes - see page 1	Legal Citation
			The Management of Health and Safety at Work Regulations 1999
Occupational health records including pre-employment screening*	Termination of employment + 40 years		Limitation Act 1980
Records of notification of accidents to enforcing authorities (under RIDDOR)*	Date of known injury + 4 years		
Records of accidents, diseases and dangerous occurrences, and their Investigation*	Closure of investigation + 40 years		The Control of Substances Hazardous to Health Regulations 2002
For further specific health and safety record retention periods see relevant legislation, including that relating to exposure to specific substances, fire wardens and first aiders.			
<b>Emergency Planning</b>			
Arrangements with external emergency services	Review of arrangements + 5 years		The Fire Precautions (Workplace) Regulations 1997 The Management of Health and Safety at Work Regulations 1999

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## Section 8: Estates Management

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Environmental Management</b>			
Strategy and policy documents	Superseded + 10 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
Records documenting identified environmental hazards	Elimination of risk or update of assessment + 5 years		
Attainment and maintenance of accreditation	Termination of accreditation + 1 year	<a href="#">A</a>	
Internal awareness raising	Current year + 5 years	<a href="#">A</a>	
Records of environmental incidents	Last action + 40 years		
Investigation of environmental incidents	Last action + 40 years		
Notification and reporting of environmental incidents	Notification + 5 years		
<b>Energy Management</b>			
Energy use monitoring	Current year + 5 years		
Reviews of energy use	Completion + 5 years		
<b>Waste Management</b>			
Controlled waste management	Removal of waste + 2 years		The Environmental Protection (Duty of Care) Regulations 1991
Register of controlled waste	Removal of waste + 2 years		The Environmental Protection (Duty of Care) Regulations 1991
Hazardous waste management	Removal of waste + 3 years		Hazardous Waste (England and Wales) Regulations 2005
Register of hazardous waste	Removal of waste + 3 years		Hazardous Waste (England and Wales) Regulations 2005
<b>Estates Management</b>			
Strategy and policy documents	Superseded + 10 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 10 years	<a href="#">A</a>	
Inspection and maintenance records	Completion + 2 years		The Fire Precautions (Workplace) Regulations 1997
Major maintenance records	Life of property	Transfer to new owner if sold	



Description of Record	Retention Period	Notes - see page 1	Legal Citation
Asbestos inspections	Until superseded		The Control of Asbestos at Work Regulations 2002
Hazardous substances removal	Removal + 5 years		
Asbestos condition monitoring	Removal or new inspection+ 5 years		The Control of Asbestos at Work Regulations 2002
Disposal of properties	Disposal of property + 6 years		Limitation Act 1980
Inspections of properties by enforcing authorities	Whilst current		
Fire certificates	Whilst current		
Specifications and undertaking of fit-outs	Next fit-out + 1 year		
Relocation of facilities planning	Completion + 10 years		
Relocation documentation	Completion + 2 years		
<b>Security Management</b>			
Security inspections	Whilst current		
Property access controls (e.g. access / key registers)	Creation + 2 years		
Security pass lists*	Expiry of pass + 1 year		
Routine security surveillance	Creation + 1 month		
Security breaches	Last action + 1 year		
CCTV recordings	Maximum of 30 days (unless required as evidence for internal investigations or law enforcement purposes)		

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## Section 9: Finance

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Finance</b>			
Strategy and policy documents	Superseded + 10 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 10 years	<a href="#">A</a>	
Financial audits	Last action + 6 years		Limitation Act 1980
Issue and processing of invoices	Current financial year + 6 years		Taxes Management Act 1970 Limitation Act 1980 VAT Act 1994 HM Customs and Excise Notice 700/21
Expenses*	Current financial year + 6 years		Taxes Management Act 1970 Limitation Act 1980
Petty cash	Current financial year + 6 years		Limitation Act 1980 VAT Act 1994 HM Customs and Excise Notice 700/21
Preparation of annual accounts	Current financial year + 6 years		Taxes Management Act 1970
Annual statutory body funding	Current financial year + 10 years		
Financial records relating to research grants and contracts.*  *Examples include financial transaction and budget reports, financial reconciliations, claims to funders, PI or other approvals relating to financial reports, budget changes or claims.	Closure of project account + 6 years		Limitation Act 1980
ERDF project funding documents and project papers	Current financial year + 15 years		
Scholarship funds	Current financial year + 6 years		Limitation Act 1980
Tax returns	Current tax year + 6 years		
Bank account administration	Closure of account + 6 years		
Standing orders, direct debits	Life of instruction + 6 years		
Investment portfolio	Divestment + 6 years	<a href="#">A</a>	
Purchase/ sale of investments	Current financial year + 6 years		
Capital assets value	Current financial year + 6 years		

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>Payroll</b>			
Non statutory deductions authorisation*	Current tax year + 6 years		Limitation Act 1980
Payroll payments to employees*	Current tax year + 6 years		Taxes Management Act 1970 Limitation Act 1980 Income Tax (Employment) Regulations 1993 National Minimum Wage regulations 1998
Sick pay*	Current tax year + 3 years		Statutory Sick Pay (General) Regulations 1982
Maternity pay*	Current tax year + 3 years		Statutory Maternity Pay (General) Regulations 1986
Pension contributions*	Termination of employment + 75 years		
<b>Personnel</b>			
Strategy and policy documents	Superseded + 10 years	<a href="#">A</a>	
Strategy and policy reviews and audits	Current year + 10 years	<a href="#">A</a>	
Management succession plans	Superseded + 5 years	<a href="#">A</a>	
Job specification development	Superseded + 5 years		
Recruitment authorisation	Current year + 1 year		
Vacancies advertising	Completion of appointment + 6 months		Equality Act 2010
Unsuccessful employment applications, including CVs*	Completion of appointment + 6 months		Equality Act 2010
Successful employment applications, including CVs*	Termination of employment + 6 years		Equality Act 2010
Successful applications supporting documents (references etc)*	Termination of employment		
Record of DBS check – Staff (Record of check not the certificate itself)	Until superseded, then termination of employment + 6 years		
Statistical analyses of applications	Current year + 5 years		
Unsolicited applications*	Last action + 1 year		
Induction programmes	Current year + 5 years		
Workforce training*	Current year / completion of programme+ 5 years		
Records of individual members of staff where not otherwise covered in this schedule	Termination of employment + 6 years		
Staff development (such as training and development undertaken, courses and conferences attended)	Current year + 6 years		

Description of Record	Retention Period	Notes - see page 1	Legal Citation
Performance assessment (such as probation reviews, PDR records etc.)*	Current year + 6 years		
Contracts of employment*	Termination of employment + 6 years		Limitation Act 1980
Terms and conditions changes*	Termination of employment + 6 years		Limitation Act 1980
Workforce Planning (such as Fixed Term Contract consultation meeting documentation, contract extension details)	Current year + 6 years		
Discipline and Grievance	Closure of case plus 6 years then passed to HR Services for review		
Sickness absence* (Central Record)	Termination of employment + 40 years		Social Security Contributions and Benefits Act 1992 Statutory Sick Pay for Employers CA30
Absence and Attendance (such as annual/ maternity/ paternity/special leave/ flexible working/academic leave, etc. Return to work meetings following sickness, maternity, etc. Self certs and Fit Notes)	Termination of employment + 6 years		Maternity and Parental Leave Regulations 1999
Pre-employment health screening*	Termination of employment + 6 years		Limitation Act 1980
Pre-employment health screening*	Termination of employment + 40 years employee exposed to hazardous waste		Control of Asbestos at Work regulations 2002 Control of Lead at Work Regulations 2002 Control of Substances Hazardous to Health Regulations 2002
Major injuries / accidents*	Termination of employment + 40 years		Limitation Act 1980
Termination of employment*	Termination of employment + 6 years		Limitation Act 1980
References provided*	Current year + 1 year		
Remuneration structure	Current year + 10 years		
Pay reviews	Current year + 5 years		
Hours monitoring*	Date of record + 2 years		Working Time Regulations 1998
Workforce surveys design	Completion + 5 years	<a href="#">A</a>	
Individual responses (*if they identify individuals)	Completion of analysis		
Summary results of surveys	Completion + 5 years	<a href="#">A</a>	

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**Section 10: ICT Management**

Description of Record	Retention Period	Notes - see page 1	Legal Citation
<b>ICT Management</b>			
Strategy and policy documents	Superseded + 5 years	<a href="#">A</a>	
Strategy and policy review and audit	Current year + 5 years	<a href="#">A</a>	
IT systems management	Decommissioning + 5 years		
Software licences management	Whilst current		
ICT security arrangements	Decommissioning of system + 5 years		
User accounts*	Closure + 1 year		
System monitoring	Current year + 1 year		
Security breaches	Last action + 1 year		

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## Contact list for queries related to this procedure

Role	Name	Telephone	email
Head of Information Governance	Tony Brown	0161 306 2106	<a href="mailto:tony.brown@manchester.ac.uk">tony.brown@manchester.ac.uk</a>
Records Manager	Alan Carter	0161 275 8111	<a href="mailto:alan.carter@manchester.ac.uk">alan.carter@manchester.ac.uk</a>

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## Version amendment history

Version	Date	Reason for change
20180116	16/01/2018	Introduction: added mandatory PII retention; added structured and unstructured sections
20180427	27/04/2018	p.11, references to Special Waste updated to Hazardous Waste, Legal Citation updated; p.3-5, multiple changes to Research and Research Ethics record categories, addition of Postgraduate Research Programmes subsection; p.14-15, minor changes to descriptions for Personnel records
20180518	18/05/2018	p.12, addition of CCTV to Security Management; References to Sex Discrimination Act, Race Relations Act and Disability Discrimination Act replaced with Equality Act 2010; Records of DBS checks added, p.5 – Students, p.14 – Staff
20180523	23/05/2018	Addition of HASMAP audit reports, p.10; amendment to radiation record retention, p.10; references to person identifying information replaced with personal data; p.7-8, merging of Alumni and Fundraising categories.

## Document control box

Procedure title:	Standard Operating Procedure – Records Retention Schedule
Version:	20180116
Date approved:	January 2018
Approved by:	Information Governance Committee
Supersedes:	20180110
Next review date:	January 2019
Related Statutes, Ordinances, General Regulations	<ul style="list-style-type: none"> <li>Ordinance XIV Intellectual Property Rights (IPR), Data Protection and the Use of Information Systems</li> <li>University General Regulation XV Use of Information Systems</li> </ul>
Related policies and procedures:	Data Protection Policy: <a href="http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14914">http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14914</a> Records Management Policy: <a href="http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14916">http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14916</a>
Procedure owner:	Head of Information Governance