Please use the hyperlinks on this contents page or search this Record Retention Schedule (RRS) using the CTRL+F facility to locate a record that relates to a specific function or business area.

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<td></td>
<td>Records documenting the development and establishment of the institution's student administration policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
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<td></td>
<td>Master copies of procedures relating to student administration.</td>
<td>Superseded + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tr>
<td></td>
<td>Student Recruitment Schemes and Campaigns</td>
<td>Records documenting the design, conduct and summary results of student recruitment campaigns.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
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<tr>
<td></td>
<td></td>
<td>Records documenting the design, operation and summary results of student recruitment schemes, events and campaigns.</td>
<td>Current academic year + 5 years OR Termination of scheme/campaign/event + 5 years.</td>
<td>Destroy</td>
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<tr>
<td></td>
<td></td>
<td>Records documenting the issue of student recruitment materials in bulk to schools and other organisations.</td>
<td>Current academic year</td>
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<tr>
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<td></td>
<td>Records documenting the handling of enquiries from prospective students (no further relationship).</td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<td>Records containing summaries and analyses of enquiry, recruitment and retention data.</td>
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<td>Student Admission</td>
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<td>Records documenting the handling of applications for admission: successful applications.</td>
<td>End of student relationship + 6 years</td>
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<tr>
<td></td>
<td>Records documenting the handling of applications for admission: unsuccessful applications.</td>
<td>Minimum: Completion of admissions process + 6 months. Recommended: Completion of admissions process + 1 year. Minimum: Actions under discrimination legislation must usually be brought within 6 months.</td>
<td>Destroy</td>
<td>The Equality Act 2010</td>
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<td>Records documenting the administration of the clearing process.</td>
<td>Current academic year + 1 year</td>
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<td>Student Registration</td>
<td>Records containing summaries and analyses of data on registration of students on programmes</td>
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<td>Records documenting the handling of individual students’/employers’ requests for statements of results/transcripts and requests for confirmation of individual students’ awards, attendance or conduct from employers and other educational institutions.</td>
<td>Last action on request + 1 year</td>
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<tr>
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<td>Records documenting the handling of requests for confirmation of individual students’ awards, attendance or conduct from employers and other educational institutions.</td>
<td>Last action on request + 1 year</td>
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<td>Records documenting the design and conduct of First Destination Surveys and (anonymised) summaries and analyses of the results of First Destination Surveys.</td>
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These should not be kept longer than necessary, and this should be 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.
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<td>Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress, the transfer of individual students to new programmes or to new courses within programmes, the withdrawal of individual students from the institution, and the termination of individual students' programmes</td>
<td>Termination of relationship with student + 6 years</td>
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<td>Immigration Advice and Compliance</td>
<td>Records documenting immigration casework/compliance for students, including the retention of immigration permission from students.</td>
<td>6 years from last interaction relating to casework or 6 years after permanent withdrawal relating to immigration permission.</td>
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<td>OISC Code of Standards: 2016</td>
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<td>STUDENT COMPLAINTS &amp; DISCIPLINE</td>
<td>Student Disciplinary Case Handling</td>
<td>Records documenting the conduct and results of disciplinary proceedings against individual students.</td>
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<td>Student Academic Appeal Handling</td>
<td>Records documenting the handling and results of academic appeals by individual students.</td>
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<td>Student Complaint Handling</td>
<td>Records documenting the handling of formal complaints made by individual students against the institution.</td>
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<td>Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.</td>
<td>Last action on complaint + 3 years</td>
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<td></td>
<td>Records documenting the development and establishment of the institution's academic programme administration policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
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<td>Master copies of procedures relating to academic programme administration.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
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<td>Academic Programme Co-ordination</td>
<td>Records documenting the administration of academic programmes.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
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<td>Academic Award Administration Policies and Procedures</td>
<td>Records documenting the development and establishment of the institution's academic award administration policies and procedures: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
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<td>Records documenting the development and establishment of the institution's academic award administration policies and procedures: working papers.</td>
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<td></td>
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<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Academic Award Conferment</td>
<td>Records documenting the notification of awards to students and the issue of awards certificates.</td>
<td>Conferment of award + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the process of inviting, receiving and considering nominations for honorary awards.</td>
<td>Conferment of award + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting offers of honorary awards and responses received.</td>
<td>Conferment of award + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Award Ceremony Administration</td>
<td>Records documenting the organisation of award ceremonies.</td>
<td>Completion of ceremony + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the production of award certificates.</td>
<td>Completion of ceremony + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>

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<tr>
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<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC AWARD ADMINISTRATION</td>
<td>Records documenting the mailing of award certificates to students who do not attend ceremonies.</td>
<td>Completion of ceremony + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>
### University of Warwick Records Retention Schedule (RRS)

#### Business area: ASSESSMENT ADMINISTRATION

<table>
<thead>
<tr>
<th>BUSINESS AREA</th>
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<th>RECORD GROUP</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ASSESSMENT ADMINISTRATION</td>
<td>Academic Assessment Administration Policies and Procedures</td>
<td>Records documenting the development and establishment of the institution's academic assessment administration policies and procedures: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's academic assessment administration policies and procedures: working papers.</td>
<td>Issue of policy + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to academic assessment administration.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>External Examiner Administration</td>
<td>Records documenting the selection and appointment of external examiners.</td>
<td>Termination of appointment + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting liaison with external examiners on administrative matters.</td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Assessment Administration</td>
<td>Records documenting the selection and appointment of examination invigilators.</td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the design and delivery of training for examination invigilators.</td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the control of examination papers and examination scripts.</td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Records documenting the timetabling of examinations.</td>
<td></td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the organisation of examination facilities, including special arrangements for students with special needs.</td>
<td></td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting individual students’ attendance at examinations, and the handling of reports of mitigating circumstances (e.g. Medical notes etc.)</td>
<td></td>
<td>Graduation + 2 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the collation of examination results and compilation of pass lists and individual notifications of results.</td>
<td></td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting individual students’ submission of assessed work and handling of reports of mitigating circumstances (e.g. Medical notes etc.)</td>
<td></td>
<td>Graduation + 2 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the issue of awards lists and individual notificatons of awards.</td>
<td></td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Qualification Lists/Pass Lists/Awards lists</td>
<td></td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Examination Board Administration</td>
<td>Records documenting the arrangements for meetings of a Board.</td>
<td></td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tbody>
<tr>
<td></td>
<td>Records documenting the conduct of the business of a committee: agenda, minutes and papers.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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<td>RETENTION PERIOD</td>
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<td>CITATION</td>
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<tr>
<td>--------------</td>
<td>---------</td>
<td>--------------</td>
<td>-----------------</td>
<td>----------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>SCHOLARSHIPS</td>
<td>Scholarships and Fellowships Administration</td>
<td>Records documenting the award of scholarships and fellowships to individual students. Records documenting the award of scholarships and fellowships to individual students in relation to students funded by external funders e.g. Research Councils UK (RCUK), may needs to be kept for a period that fits in with the T&amp;C of the grant funding agreement.</td>
<td>Life time of grant + 6 years RCUK funded students – “The Research Organisation must retain all accounting information relating to the Grant for the current financial year plus the subsequent six years after the submission date of the final expenditure statement.”</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIZES</td>
<td>Prizes Administration</td>
<td>Records documenting nominations for prizes, the consideration of nominations and notifications to recipients of prizes.</td>
<td>Current academic year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>List of prize winners</td>
<td></td>
<td>While prize is awarded</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>
### University of Warwick Records Retention Schedule (RRS)

**Business area: TAUGHT PROGRAMME**

<table>
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<tr>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAUGHT PROGRAMME</td>
<td>Taught Programme Development</td>
<td>Records documenting the design and development of (modules of) taught programmes.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the process of obtaining approval and/or accreditation for (modules of) taught programmes from professional, statutory or other accreditation bodies.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Taught Programme Review</td>
<td>Records containing data on, and analyses of, student numbers and other taught programme statistics.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback.</td>
<td>Current academic year + 5 years OR Life of course + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting routine solicited feedback on taught programmes from students: individual feedback</td>
<td>Completion of analysis of feedback</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records containing (anonymised) summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students.</td>
<td>Current academic year + 5 years OR Life of course + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records containing reports of routine internal reviews of taught programmes.</td>
<td>Current academic year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the conduct and results of formal independent reviews of taught programmes, and the responses to the results.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</thead>
<tbody>
<tr>
<td>Taught Programme</td>
<td>Records documenting the</td>
<td>Records documenting the preparation of teaching and learning materials.</td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Delivery</td>
<td>preparation of teaching and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>learning materials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the planning and conduct of teaching and learning events.</td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taught Student</td>
<td>Records documenting the</td>
<td>Records documenting the design and development of assessments.</td>
<td>Transfer to University Archives</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Assessment</td>
<td>design and development of</td>
<td></td>
<td>once the record has passed out of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>assessments.</td>
<td></td>
<td>active use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Scripts written in</td>
<td>Scripts written in invigilated examinations which are held by the University</td>
<td>Retained for two years following</td>
<td>Destroy</td>
<td>University of Warwick Examination Regulations</td>
</tr>
<tr>
<td>Scripts</td>
<td>invigilated examinations</td>
<td>and which contribute to final degree credit, and all assessed work which</td>
<td>the meeting of the final year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>which are held by the</td>
<td>contributes to final degree credit.</td>
<td>Board of Examiners in the case of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>University and which</td>
<td></td>
<td>successful candidates, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>contribute to final degree</td>
<td></td>
<td>for two years after the final</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>credit, and all assessed</td>
<td></td>
<td>Board of Examiners at which an</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>work which contributes to</td>
<td></td>
<td>unsuccessful candidate was</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>final degree credit.</td>
<td></td>
<td>considered in the case of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>unsuccessful candidates.</td>
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</thead>
<tbody>
<tr>
<td>Undergraduate Scripts</td>
<td>• First year examination answers or assessed essays which individually contribute less than 1 per cent of the final degree result.</td>
<td>Retained until 30 September following the Summer term meeting of the first year Board of Examiners in the case of successful candidates, or until 31 December following the September meeting of the first year Board of Examiners in the case of candidates allowed to proceed to the second year after the September examinations, and for two years following the final Board of Examiners at which the candidate is considered for all others.</td>
<td>Destroy</td>
<td>University of Warwick Examination Regulations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Scripts and assessed work not contributing to final degree credit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postgraduate Scripts</td>
<td>Scripts and assessed work of postgraduate courses.</td>
<td>Retained until two years after the date of the final invigilated examination.</td>
<td>Destroy</td>
<td>University of Warwick Examination Regulations</td>
<td></td>
</tr>
<tr>
<td>Dissertations</td>
<td>Certain specified examples of past dissertations made available as examples to students of an excellent display of academic rigor</td>
<td>Preserve in relevant University department once student consent for ongoing storage and access by third parties is received</td>
<td>Retain in Relevant Department and dispose when no further value as a learning tool</td>
<td>Best Practice at University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Marks/Grades</td>
<td>Records documenting marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications.</td>
<td>Current academic year + 6 years (once this data has been uploaded to SITS).</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
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</thead>
<tbody>
<tr>
<td>Taught Student Monitoring &amp; Support</td>
<td>Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.</td>
<td>Completion of student's programme + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Teaching Quality &amp; Standards Management</td>
<td>Records documenting the development of the institution's internal quality assurance processes.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
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<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct and results of external reviews and audits of teaching quality and standards.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tbody>
<tr>
<td>RESEARCH - GENERAL</td>
<td>Research Strategy and Policy Development</td>
<td>Records documenting the development and establishment of the institution's research strategy and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Research Strategy, Policy and Procedures Development</td>
<td>Records documenting the development and establishment of the institution's research strategy, policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Research Procedure Development</td>
<td>Records documenting the development of the institution's procedures relating to research.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to research.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
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</thead>
<tbody>
<tr>
<td>QUALITY &amp; ASSURANCE</td>
<td>Research Quality &amp; Standards Management</td>
<td>Records documenting the development of the institution's internal quality assurance processes.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tr>
<td></td>
<td></td>
<td>Records documenting the conduct and results of formal internal reviews of research quality, and responses to the results.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the conduct and results of external reviews and audits of research quality and standards.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPONSORS &amp; BUSINESS DEVELOPMENT</td>
<td>Research Business Development</td>
<td>Records documenting liaison with research sponsors to monitor their research policies and to promote the institution’s capabilities.</td>
<td>Current academic year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the identification and exploration of new research opportunities which lead to research projects.</td>
<td>Completion of project</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the identification and exploration of new research opportunities which do not lead to research projects.</td>
<td>Last action + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the formation and management of partnerships and other collaborative arrangements to undertake research.</td>
<td>Life of partnership/arrangement + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH DESIGN &amp; PLANNING</td>
<td>Research Design &amp; Planning</td>
<td>Records documenting the design and planning of research projects which are not undertaken.</td>
<td>Abandonment of plans + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the design and planning of research projects which are undertaken: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the design and planning of research projects which are undertaken: working papers.</td>
<td>Completion of project</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>

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### University of Warwick Records Retention Schedule (RRS)

**Business area: RESEARCH CONDUCT**

<table>
<thead>
<tr>
<th>BUSINESS AREA</th>
<th>ACTIVITY</th>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH CONDUCT</td>
<td>Research Conduct</td>
<td>Records documenting the conduct of research funded by the Medical Research Council, except where other requirements are specified.</td>
<td>Completion of project + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the conduct of clinical or public health studies funded by the Medical Research Council, except specific categories of records in studies for which consent was obtained.</td>
<td>Completion of project + 20 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the protocol, the consent procedure, the participants and adverse effects in all studies (for which consent was obtained) funded by the Medical Research Council.</td>
<td>Completion of project + 30 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the conduct of all other research funded by all other organisations.</td>
<td>Completion of project + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>

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</tr>
</thead>
<tbody>
<tr>
<td>REPORTING</td>
<td>Research Reporting</td>
<td>Working papers for the preparation of publications, audio-visual presentations etc. to disseminate research results (NOT interim or final research reports).</td>
<td>Publication/Delivery + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final versions of publications and presentations made to disseminate research results (NOT interim or final research reports).</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td></td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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</tr>
<tr>
<td>PROJECT MANAGEMENT (RESEARCH)</td>
<td>Research Project Management</td>
<td>Records documenting the management of internally-funded research projects.</td>
<td>Completion of project + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the management of externally-funded research projects.</td>
<td>Completion of project + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
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### University of Warwick Records Retention Schedule (RRS)
#### Business area: RESEARCH PROGRAMME (INCL. ASSESSMENT)

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<tr>
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</thead>
<tbody>
<tr>
<td>RESEARCH PROGRAMME (INCL. ASSESSMENT)</td>
<td>Research Programme Development</td>
<td>Records documenting the development of the institution's research programmes.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting routine monitoring of external developments and trends to inform the development of the institution's research programmes.</td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Research Programme Review</td>
<td>Records containing data on, and analyses of, student numbers and other programme statistics.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records containing reports of routine internal reviews of research programmes.</td>
<td>Current academic year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the conduct and results of formal independent reviews of research programmes, and the responses to the results.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Research Programme Assessment</td>
<td>Records documenting the conduct of formal assessments of work undertaken by research students.</td>
<td>Completion of student's programme + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting awards and classifications, including reviews in response to notifications of mitigating circumstances or academic appeals.</td>
<td>Current academic year + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td>SUPERVISORS &amp; GUIDANCE</td>
<td>Research Supervisor Appointment &amp; Training</td>
<td>Records documenting the appointment of supervisors for research students.</td>
<td>Termination of appointment + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Research Student Monitoring &amp; Support</td>
<td>Records documenting academic advice and guidance to individual students on the selection of research subjects and on the progress and standard of their work.</td>
<td>Completion of student's programme + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>
### UNIVERSITY OF WARWICK RECORDS RETENTION SCHEDULE (RRS)

**Business area:** EXTERNAL AFFAIRS

<table>
<thead>
<tr>
<th>BUSINESS AREA</th>
<th>ACTIVITY</th>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXTERNAL AFFAIRS</td>
<td>Public Relations, Strategy, Policies and Procedures Development</td>
<td>Records documenting the development and establishment of the institution's public relations strategy, policies and procedures: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Public Relations, Strategy, Policies and Procedures Development</td>
<td>Records documenting the development and establishment of the institution's public relations strategy, policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to public relations.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Public Communications Management</td>
<td>Records documenting enquiries from members of the public and the responses provided.</td>
<td>Last action on enquiry + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting unsolicited feedback from members of the public, the internal handling of this feedback and the responses provided.</td>
<td>Last action on feedback + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the design and conduct of public surveys.</td>
<td>Completion of survey + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Results of public surveys: individual responses</td>
<td>Completion of analysis of survey responses</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Results of public surveys: summaries and analyses of responses</td>
<td>Completion of survey + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting complaints from members of the public, the internal handling of these complaints and the responses provided.</td>
<td>Last action on complaint + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>EXTERNAL AFFAIRS</td>
<td>Public Events Management</td>
<td>Records documenting the planning and impact/results of public events.</td>
<td>Completion of event + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the organisation and administration of public events.</td>
<td>Completion of event + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Official Visits Management</td>
<td>Records documenting the organisation and administration of official visits.</td>
<td>Completion of visit + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Sponsorship Management</td>
<td>Records documenting the arrangements for corporate sponsorship of public events by the institution.</td>
<td>Termination of sponsorship + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td>Donations Management</td>
<td>Records documenting the management of the institution's relationship with donors to the institution (other than in response to fundraising campaigns).</td>
<td>Duration of relationship + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td>Records documenting the process of making donations to third parties.</td>
<td>Last action on donation + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
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</thead>
<tbody>
<tr>
<td>PRESS TEAM</td>
<td>Media Relations Strategy</td>
<td>Records documenting the development and establishment of the institution's media relations strategy</td>
<td>Superseded</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Media Relations Procedure</td>
<td>Records documenting the development of the institution's procedures relating to media relations.</td>
<td>Superseded</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Media Communications Management</td>
<td>Records documenting the institution's media contacts.</td>
<td>Superseded</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Media Monitoring</td>
<td>Records documenting the planning and organisation of media briefings.</td>
<td>Date of briefing + 5 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the planning and organisation of media interviews.</td>
<td>Date of interview + 5 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transcripts of media interviews</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Press Releases</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting media enquiries, the internal handling of these enquiries and responses provided.</td>
<td>Last action on enquiry + 5 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
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| BUSINESS AREA | ACTIVITY                                      | RECORD GROUP                                      | RETENTION PERIOD                                           | ACTION AT END OF RETENTION PERIOD | CITATION                                                        |
|---------------|----------------------------------------------|--------------------------------------------------|------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------
|               | Photos related to the institution            |                                                  | Transfer to University Archives once the record has passed out of active use. | Contact University Archives       | Best Practice at the University of Warwick                        |

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<tbody>
<tr>
<td>MARKETING</td>
<td>Marketing Guidance</td>
<td>Records documenting the development and establishment of the institution's marketing guidance: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's marketing guidance: working papers.</td>
<td>Issue of policy + 10 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Marketing Operating Process and Practices</td>
<td>Records documenting the development of the institution's procedures relating to marketing.</td>
<td>Issue of procedures + 10 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to marketing.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Market Research</td>
<td>Records documenting the design and development of market research tools.</td>
<td>Completion of research + 10 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Market research data: data relating to identifiable individuals.</td>
<td>Completion of analysis of data</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Market research data: aggregated data and analyses.</td>
<td>Completion of research + 10 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Marketing Campaign Management</td>
<td>Records documenting the design, implementation and review of marketing campaigns.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Corporate Identity &amp; Brand Management</td>
<td>Records documenting the design of the institution's corporate identity marks (logos etc.).</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development of corporate style guides for official use of corporate identity marks.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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<td>RECORD GROUP</td>
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<td>-------------------------------------------------------------------------------</td>
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<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Advertising Management</td>
<td>Records documenting the development, placement and impact of advertisements.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
</tbody>
</table>

Version Number: 2.4  
Date published: 25 November 2019  
Review Date: 25 November 2020

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## STUDENT RELATIONS

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</thead>
<tbody>
<tr>
<td>STUDENT RELATIONS</td>
<td>Student Relations Strategy, Policies and Procedures</td>
<td>Records documenting the development and establishment of the institution's student relations strategy, policies and procedures: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's student relations strategy, policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to student relations.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the establishment and operation of staff-student liaison committees.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the design and conduct of student surveys.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>
| | | Results of student 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. | Destroy | JISC HE Business Classification Scheme and Records Retention Schedules |

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Results of student surveys: summaries and analyses of responses</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td></td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the design of, and overall response to, student suggestion schemes.</td>
<td>Closure of scheme + 5 years</td>
<td></td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the handling of suggestions from individual students.</td>
<td>Last action on suggestion + 1 year</td>
<td></td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>
## GOVERNMENT RELATIONS

<table>
<thead>
<tr>
<th>BUSINESS AREA</th>
<th>ACTIVITY</th>
<th>RECORD GROUP</th>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVERNMENT RELATIONS</td>
<td>Government Relations Strategy, Policies and Procedures</td>
<td>Records documenting the development and establishment of the institution's government relations strategy, policies and procedures: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's government relations strategy, policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to government relations.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Government Communications Management</td>
<td>Records documenting general correspondence with government bodies.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting requests for information from government bodies, the consideration of the requests, preparation of responses and the responses provided.</td>
<td>Last action on request + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Government Consultations Management</td>
<td>Records documenting the consideration and preparation of the institution's formal responses to consultations conducted by government bodies (including records of internal consultation processes).</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
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### Government Reporting

Records documenting the preparation and submission of reports to government bodies.

- Transfer to University Archives once the record has passed out of active use.
- Contact University Archives
- JISC HE Business Classification Scheme and Records Retention Schedules

### Government Inquiries/Investigations Management

Records documenting the institution's participation in formal government or public inquiries.

- Transfer to University Archives once the record has passed out of active use.
- Contact University Archives
- JISC HE Business Classification Scheme and Records Retention Schedules

### Parliamentary Relations Strategy, Policies and Procedures

Records documenting the development and establishment of the institution's parliamentary relations strategy, policies and procedures: key records.

- Transfer to University Archives once the record has passed out of active use.
- Contact University Archives
- JISC HE Business Classification Scheme and Records Retention Schedules

Records documenting the development and establishment of the institution's parliamentary relations strategy, policies and procedures: working papers.

- Issue of document + 1 year
- Destroy
- JISC HE Business Classification Scheme and Records Retention Schedules

Master copies of procedures relating to parliamentary relations.

- Superseded + 3 years
- Destroy
- JISC HE Business Classification Scheme and Records Retention Schedules

### Parliamentary Communications Management

Records documenting general correspondence with parliamentary bodies.

- Transfer to University Archives once the record has passed out of active use.
- Contact University Archives
- JISC HE Business Classification Scheme and Records Retention Schedules

Records documenting requests for information from parliamentary bodies, the consideration of the requests, preparation of responses and the responses provided.

- Last action on request + 5 years
- Destroy
- JISC HE Business Classification Scheme and Records Retention Schedules

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<tbody>
<tr>
<td></td>
<td>Parliamentary Consultations Management</td>
<td>Records documenting the preparation of the institution's formal responses to consultations conducted by parliamentary bodies (including records of internal consultation processes).</td>
<td>Last action on consultation + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
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<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the institution's formal responses to consultations conducted by parliamentary bodies.</td>
<td>Last action on consultation + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Parliamentary Inquiries &amp; Investigations Management</td>
<td>Records documenting the institution's participation in formal parliamentary inquiries.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>
## BUSINESS AREA

**STUDENTS’ UNION RELATIONS**

### ACTIVITY

1. **Students' Union Relations Strategy and Policy**

   - **Record Group**: Records documenting the development and establishment of the institution's students' union relations strategy and policies: key records.
   - **Retention Period**: Transfer to University Archives once the record has passed out of active use.
   - **Action at End of Retention Period**: Contact University Archives
   - **Citation**: JISC HE Business Classification Scheme and Records Retention Schedules

2. **Records documenting the development and establishment of the institution's students' union relations strategy and policies: working papers.**

   - **Retention Period**: Issue of documents + 1 year
   - **Action at End of Retention Period**: Destroy
   - **Citation**: JISC HE Business Classification Scheme and Records Retention Schedules

3. **Records documenting the development and establishment of the institution's code of practice on the oversight of the operations and finances of its students' union, as required by Section 22(3) of the Education Act 1994.**

   - **Retention Period**: Issue of revised Code of Practice + 1 year
   - **Action at End of Retention Period**: Destroy
   - **Citation**: JISC HE Business Classification Scheme and Records Retention Schedules

4. **Code of Practice required by Section 22(3) of the Education Act 1994.**

   - **Retention Period**: Superseded + 10 years
   - **Action at End of Retention Period**: Destroy
   - **Citation**: JISC HE Business Classification Scheme and Records Retention Schedules

5. **Students' Union Relations Procedure**

   - **Record Group**: Records documenting the development of the institution's procedures relating to students' union relations.
   - **Retention Period**: Issue of procedures + 1 year
   - **Action at End of Retention Period**: Destroy
   - **Citation**: JISC HE Business Classification Scheme and Records Retention Schedules

6. **Master copies of procedures relating to students' union relations.**

   - **Retention Period**: Superseded + 5 years
   - **Action at End of Retention Period**: Destroy
   - **Citation**: JISC HE Business Classification Scheme and Records Retention Schedules

7. **Students' Union Funding**

   - **Record Group**: Records documenting the process of negotiating and agreeing funding to be provided by the institution to its students' union.
   - **Retention Period**: Current financial year + 1 year
   - **Action at End of Retention Period**: Destroy
   - **Citation**: JISC HE Business Classification Scheme and Records Retention Schedules
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>STUDENTS’ UNION RELATIONS</td>
<td>Records documenting the investigation and reporting on complaints against the students' union by independent investigators appointed by the institution's governing body.</td>
<td>Settlement of complaint + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>

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### Business area: FINANCE - GENERAL

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>FINANCE - GENERAL</td>
<td>Finance Strategy, Policies and Procedures Development</td>
<td>Records documenting the development and establishment of the institution's finance strategy, policies and procedures: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's finance strategy, policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to finance management.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>

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## STUDENT FINANCE

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>STUDENT FINANCE</td>
<td>Tuition Fees Administration</td>
<td>Records documenting the development and establishment of the institution's tuition fees policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Policy Development</td>
<td>Records documenting the development and establishment of the institution's tuition fees policies: working papers.</td>
<td>Issue of policy + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Tuition Fees Administration</td>
<td>Records documenting the development of the institution's procedures relating to tuition fees administration.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Procedure Development</td>
<td>Master copies of procedures relating to tuition fees administration.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Tuition Fee Remission</td>
<td>Records documenting the handling of applications for remission of tuition fees: successful applications.</td>
<td>Determination of application + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the handling of applications for remission of tuition fees: unsuccessful applications.</td>
<td>Determination of application + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Tuition Fee Setting</td>
<td>Records documenting the process of determining tuition fees.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Collection</td>
<td>Records documenting the collection of tuition fees.</td>
<td>Current academic year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Student Financial Support</td>
<td>Administration Policy Development</td>
<td>Records documenting the development and establishment of the institution's student financial support policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's student financial support policies: working papers.</td>
<td>Issue of policy + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Student Financial Support</td>
<td>Administration Procedure Development</td>
<td>Records documenting the development of the institution’s procedures relating to student financial support.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to student financial support.</td>
<td>Superseded + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Financial Aid Funds</td>
<td>Administration</td>
<td>Records documenting the provision of financial aid funds to individual students.</td>
<td>Current financial/academic year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the provision of crisis/hardship payments to individual students.</td>
<td>Current financial/academic year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Bursaries Administration</td>
<td></td>
<td>Records documenting the award of bursaries to individual students.</td>
<td>Current financial/academic year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
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</tr>
<tr>
<td>RESEARCH FINANCE</td>
<td>Research Funding Administration</td>
<td>Records documenting the preparation and submission of applications for funding, where the application is unsuccessful (i.e. does not result in the offer of a funding award).</td>
<td>Receipt of notification that application was unsuccessful + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the preparation and submission of applications for funding, where the application is successful (i.e. results in the offer of a funding award).</td>
<td>Completion of project (i.e. termination of award) + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting EU-funded research, e.g. European Regional Development Fund (ERDF) &amp; European Structural and Investment Funds (ESIF).</td>
<td>Receipt of award + 25 years OR specific terms of the funding agreement.</td>
<td>Destroy</td>
<td>See ERDF website</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>ACCOUNTING</td>
<td>Financial Accounting</td>
<td>Records documenting the issue of sales invoices and the processing of incoming payments.</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the receipt and payment of purchase invoices.</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the payment and/or reimbursement of employees' expenses.</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the payment of honoraria to third parties.* *(Unless honoraria are administered through the payroll)</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the payment of expenses to third parties (e.g. honorary appointees).</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the handling of petty cash.</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the receipt and processing of tuition fees.</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the preparation of annual accounts</td>
<td>Consult Finance Director (GFD)</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tbody>
<tr>
<td>ACCOUNTING</td>
<td>Annual Accounts</td>
<td>Consult Finance Director (GFD)</td>
<td>Current financial year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Management Accounting</td>
<td>Records documenting analyses of the internal deployment of the institution's financial resources.</td>
<td>Consult Finance Director (GFD)</td>
<td>Current financial year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Accounting</td>
<td>Records documenting the preparation of the institution's statutory accounts.</td>
<td>Consult Finance Director (GFD)</td>
<td>Current financial year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Accounting</td>
<td>Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).</td>
<td>Consult Finance Director (GFD)</td>
<td>Current financial year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Internal Accounting</td>
<td>Records documenting the negotiation and administration of formal contracts between operating units (e.g. for the provision of services.)</td>
<td>Consult Finance Director (GFD)</td>
<td>Current financial year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Funding Management</td>
<td>Records documenting the administration of annual funding allocations from the appropriate statutory funding body.</td>
<td>Consult Finance Director (GFD)</td>
<td>Current financial year + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Funding Management</td>
<td>Records documenting the administration of research grants provided by research councils or corporate sponsors.</td>
<td>Consult Finance Director (GFD)</td>
<td>Termination of grant + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Funding Management</td>
<td>Records documenting the administration of funding from European Structural Funds.</td>
<td>Consult Finance Director (GFD)</td>
<td>Final payment on the programme to the UK + 3 years (see note)</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td>Records documenting the administration of scholarship funds.</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>

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### University of Warwick Records Retention Schedule (RRS)

**Business area: PLANNING & BUDGETING**

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</tr>
</thead>
<tbody>
<tr>
<td>PLANNING &amp; BUDGETING</td>
<td>Financial Planning &amp; Budgeting</td>
<td>Records documenting the preparation of annual operating budgets.</td>
<td>Current financial year + 2 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.</td>
<td>Current financial year + 2 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td>PAYROLL</td>
<td>Payroll Administration</td>
<td>Record of P45’s</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting payroll and wage information for unincorporated businesses including: details on overtime, bonuses, expenses and benefits in kind</td>
<td></td>
<td>Destroy once respective liabilities have been extinguished</td>
<td>Retain indefinitely</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Pension benefits can relate to data covering many decades and benefits are paid over the lifetime of the member and any qualifying dependants. HR Pensions holds much source data which third parties and outside regulatory authorities could ask to see in the case of a dispute. The pension schemes will therefore wish to Destroy data only once the respective liabilities have been extinguished. This is kept under review.

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</tr>
</thead>
<tbody>
<tr>
<td>PENSIONS</td>
<td>Pension Administration</td>
<td>Records documenting pension information.</td>
<td>Destroy once respective liabilities have been extinguished</td>
<td>Retain indefinitely</td>
<td>Legal obligation to carry out the efficient running of the pension schemes and provide information to the Pensions Regulator</td>
</tr>
</tbody>
</table>

- Pension benefits can relate to data covering many decades and benefits are paid over the lifetime of the member and any qualifying dependants. HR Pensions holds much source data which third parties and outside regulatory authorities could ask to see in the case of a dispute. The pension schemes will therefore wish to [Destroy](#) data only once the respective liabilities have been extinguished. This is kept under review.
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<tbody>
<tr>
<td>TAX</td>
<td>Tax Management</td>
<td>Records documenting the preparation and filing of the institution's tax returns.</td>
<td>Current tax year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the institution's accounting for VAT.</td>
<td>Current tax year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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<td>----------</td>
</tr>
<tr>
<td>CASH</td>
<td>Cash Management</td>
<td>Records documenting the opening, closure and routine administration of bank accounts.</td>
<td>Closure of account + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting standing orders, direct debits etc.</td>
<td>Life of instruction + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting routine bank account deposits/withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.)</td>
<td>Current financial year + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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<td>---------------</td>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>INVESTMENTS</td>
<td>Investment Management</td>
<td>Records documenting the overall management of the institution's financial investment portfolio.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tbody>
<tr>
<td>INSURANCE</td>
<td>Insurance Management Strategy, Policies and Procedures</td>
<td>Records documenting the development and establishment of the institution's insurance strategy, policies and procedures: key records.</td>
<td>Superseded + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's insurance strategy, policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to the management of insurance cover and claims.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Insurance Policy Management</td>
<td>Records documenting the arrangement and renewal of Employers' Liability insurance.</td>
<td>Expiry of policy + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See also Employers' Liability Insurance Certificates.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employers' Liability Insurance Certificates</td>
<td>Commencement/Renewal of policy + 40 years</td>
<td>Destroy</td>
<td>The Employers' Liability (Compulsory Insurance) Regulations (SI 1998/2573) Regulation 4(4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the arrangement and renewal of insurance policies: all other insurance.</td>
<td>Expiry of policy + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td>Insurance Claim Administration</td>
<td>Records documenting claims, and the outcomes of claims, against insurance policies.</td>
<td>Settlement of claim + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
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<tbody>
<tr>
<td>PROCUREMENT</td>
<td>Procurement Strategy, Policies and Procedures Development</td>
<td>Records documenting the development and establishment of the institution's procurement strategy, policies and procedures: key records.</td>
<td>Superseded + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Supplier Approval</td>
<td>Records documenting the development and establishment of the institution's procurement strategy, policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Supplier Approval</td>
<td>Master copies of procedures relating to the management of procurement.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Supplier Approval</td>
<td>Records documenting supplier evaluation criteria.</td>
<td>Superseded + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Supplier Approval</td>
<td>Records documenting invitations to prospective suppliers to apply for approval.</td>
<td>Expiry of invitation OR Rejection of application + 6 months OR Completion of approval</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Supplier Approval</td>
<td>Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers.</td>
<td>Termination of approval</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Supplier Approval</td>
<td>Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers.</td>
<td>Rejection + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Supplier database</td>
<td>While current</td>
<td></td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
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</tr>
<tr>
<td>Contract Tendering</td>
<td>Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers.</td>
<td>Award of supply contract + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting Invitations to Tender and tender evaluation criteria.</td>
<td>Termination of supply contract awarded + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the issue of Invitations to Tender and handling of incoming tenders.</td>
<td>Award of supply contract + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders.</td>
<td>Award of supply contract + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders.</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contract award notices sent to the Official Journal, as required by Regulation 31 of the Public Contracts Regulations 2015 (SI 2015/102) or by Regulation 31 of the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446).</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
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<tbody>
<tr>
<td>PROCUREMENT</td>
<td>Records documenting contracts awarded, containing the information specified in Regulation 32 (14) of the Public Contracts Regulations 2015 (SI 2015/102) or by Regulation 32(14) of the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446).</td>
<td>Termination of contract + 10 years</td>
<td>Destroy</td>
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The Public Contracts Regulations (SI 2015/102) does not prescribe a retention period for these records.

The Public Contracts (Scotland) Regulations (SSI 2015/446) states that “documentation must be kept for a period of at least 3 years from the date of award of the contract”.

These are summary records of each contract awarded and retention of these for a longer period than the complete contract ‘files’ provides evidence of effective and compliant procurement practice over time.
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<tr>
<td>PROCUREMENT</td>
<td>Statistical and other reports on contracts awarded prepared for the Office of Government Commerce, as required by Regulation 40 of the Public Contracts Regulations 2015 (SI 2015/102) or for the Scottish Ministers, as required by the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446).</td>
<td>Current year + 3 years</td>
<td>Destroy</td>
<td>The Public Contracts (Scotland) Regulations (SSI 2015/446) states that “documentation must be kept for a period of at least 3 years from the date of award of the contract”.</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Purchasing Records documenting purchasing authorisation limits.</td>
<td>Superseded + 1 year</td>
<td>Destroy</td>
<td></td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Records documenting internal authorisation for procurement.</td>
<td>Current financial year + 1 year</td>
<td>Destroy</td>
<td></td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Purchase Orders</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980 HMRC 700/21</td>
<td></td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Goods Received Notes/Goods Inwards Notes</td>
<td>3 months</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Contract Management Records documenting variations to contracts (e.g. revisions, extensions).</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>Records documenting the monitoring of supplier performance and action taken regarding under-performance.</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
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<tr>
<td>CONSULTANCY</td>
<td>Consultancy Strategy, Policies and Procedures Development</td>
<td>Records documenting the development and establishment of the institution's consultancy strategy, policies and procedures: key records.</td>
<td>Superseded + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's consultancy strategy, policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to consultancy.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Consultancy Promotion</td>
<td>Directories of expertise</td>
<td>Current</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Consultancy Prospect Management</td>
<td>Records documenting the handling of enquiries about consultancy, where no further action is taken.</td>
<td>Last action on enquiry + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the preparation and submission of consultancy proposals/tenders, where the proposal/tender is unsuccessful (i.e. does not result in a contract).</td>
<td>Receipt of notification that proposal/tender was unsuccessful + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in a contract): key records.</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
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<tr>
<td></td>
<td>Records documenting the preparation and submission of consultancy proposals/tenders, where the proposal/tender is accepted (i.e. results in a contract): working papers.</td>
<td>Agreement of contract</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Consultancy Contract Management</td>
<td>Records documenting the negotiation and agreement of contracts, and subsequent variations to contracts: key records.</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Consultancy Contract Management</td>
<td>Records documenting the negotiation and agreement of contracts, and subsequent variations to contracts: working papers.</td>
<td>Agreement of contract</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Consultancy Project Delivery</td>
<td>Records documenting the management of consultancy projects: key records.</td>
<td>Termination of contract + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Consultancy Project Delivery</td>
<td>Records documenting the management of consultancy projects: working papers.</td>
<td>Termination of contract</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Consultancy Project Management</td>
<td>Records documenting the scheduling of meetings, interviews and other project work.</td>
<td>Termination of contract</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Consultancy Project Management</td>
<td>Records documenting substantive project work.</td>
<td>Termination of contract + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Consultancy Project Management</td>
<td>Records documenting project deliverables/outcomes: draft versions and working papers.</td>
<td>Termination of contract</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
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### Business area: CONSULTANCY

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<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Records documenting project deliverables/outcomes: final versions and confirmations of client acceptance.</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>

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**Version Number:** 2.4  
**Date published:** 25 November 2019  
**Review Date:** 25 November 2020

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<tr>
<th>BUSINESS AREA</th>
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<th>RECORD GROUP</th>
<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLANNING &amp; PERFORMANCE</td>
<td>Corporate Planning &amp; Performance Management, Strategy, Policies and Procedures</td>
<td>Records documenting the development and establishment of the institution's corporate planning and performance management strategy, policies and procedures: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the development and establishment of the institution's corporate planning and performance management strategy, policies and procedures: working papers.</td>
<td></td>
<td></td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Master copies of procedures relating to corporate planning and performance management.</td>
<td></td>
<td></td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Strategic Performance Management</td>
<td>Records containing data on and analyses of, the institution's performance against its strategic plan.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td></td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records containing reports on the institution's performance against its strategic plan.</td>
<td></td>
<td></td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td></td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Operational Planning</td>
<td>Records documenting the development of the institution's annual operating plans: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td></td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>

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### Business area: PLANNING & PERFORMANCE

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<thead>
<tr>
<th>BUSINESS AREA</th>
<th>ACTIVITY</th>
<th>RECORD GROUP</th>
<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records documenting the development of the institution's annual operating plans: working papers.</td>
<td>Records documenting the development of the institution's annual operating plans: working papers.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Operational Performance Management</td>
<td>Records documenting the development of the institution's key performance indicators.</td>
<td>Superseded</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Records documenting benchmarking exercises with other comparable institutions.</td>
<td>Records documenting benchmarking exercises with other comparable institutions.</td>
<td>Current + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Records documenting performance monitoring and analysis.</td>
<td>Records documenting performance monitoring and analysis.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Management Information Collection, Analysis &amp; Reporting</td>
<td>Dataset specifications and protocols for submission and collation of data.</td>
<td>Superseded</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Management information reports</td>
<td>Management information reports</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>J ISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>

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### University of Warwick Records Retention Schedule (RRS)

**Business area: GOVERNANCE - GENERAL**

<table>
<thead>
<tr>
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<th>ACTIVITY</th>
<th>RECORD GROUP</th>
<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVERNANCE - GENERAL</td>
<td>Governance Strategy</td>
<td>Records documenting the development and establishment of the institution's governance strategy: key records.</td>
<td>Superseded</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Governance Framework</td>
<td>Records documenting the establishment and development institution's governance structure and rules.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
<td>RETENTION PERIOD</td>
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<td>CITATION</td>
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<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>COMMITTEE ADMINISTRATION</td>
<td>Statutory/Non-Statutory Committee Administration</td>
<td>Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a statutory committee.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the appointment/election/designation of members of a statutory committee.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the unsuccessful applications to a statutory committee.</td>
<td>Completion of application process + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development of induction and training programmes for members of a statutory committee.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting training undertaken by individual members of a statutory committee.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the arrangements for meetings of a statutory committee.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the conduct of the business of a statutory committee: agenda, minutes and supporting papers.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the conduct of the business of a statutory committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Records documenting the conduct of reviews of the effectiveness and</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
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<tr>
<td></td>
<td>performance of a statutory committee.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Register of interests of members of the institution’s governing body.</td>
<td>Termination of appointment + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Non-Statutory</td>
<td>Records documenting the development and establishment of the terms of</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Committee Administration</td>
<td>reference, and the rules and procedures, for a committee.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Records documenting the appointment/election/designation of members of</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
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<tr>
<td></td>
<td>a committee.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development of induction and training programmes</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for members of a committee.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting training undertaken by individual members of a</td>
<td>Termination of membership + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
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<tr>
<td></td>
<td>committee.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the arrangements for meetings of a committee.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct of the business of a committee: agenda,</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>minutes and supporting papers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
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<td>----------</td>
</tr>
<tr>
<td>COMMITTEE ADMINISTRATION</td>
<td>Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
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University of Warwick Records Retention Schedule (RRS)

Business area: SENIOR OFFICERS

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENIOR OFFICERS</td>
<td>Senior Officers’ Appointments Administration</td>
<td>Records documenting the appointment/election/designation of the institution’s senior officers.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
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### University of Warwick Records Retention Schedule (RRS)

**Business area:** WHISTLE-BLOWING

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<th>ACTIVITY</th>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHISTLE-BLOWING</td>
<td>Public Interest Disclosure (Whistleblowing) Investigation</td>
<td>Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998.</td>
<td>Closure of case + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td>EXTERNAL REPRESENTATION</td>
<td>Official External Representation</td>
<td>Records documenting the appointment/designation of staff to officially represent the institution.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</thead>
<tbody>
<tr>
<td>INSTITUTIONAL RISK MANAGEMENT</td>
<td>Risk Management Strategy, Policies and Procedures</td>
<td>Records documenting the development and establishment of the institution's risk management strategy, policies and procedures: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's risk management strategy, policies and procedures: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to risk management.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Institutional Risk Identification &amp; Assessment</td>
<td>Records documenting identified risks to the institution and assessments of those risks.</td>
<td>Superseded + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
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</table>

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</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS CONTINUITY</td>
<td>Business Continuity Planning</td>
<td>Records documenting the formulation, testing and maintenance of disaster response and recovery plans.</td>
<td>Superseded + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Emergency Contact List</td>
<td>Record documenting the emergency contact details of staff within a department</td>
<td>Terminiations of Employment/Contract</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
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<td>CITATION</td>
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<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>MAJOR INCIDENT MANAGEMENT</td>
<td>Major Incident Logs</td>
<td>Records documenting the decisions taken during a major incident and the subsequent reports (Please refer to the University Major Incident Plan for a definition of a major incident)</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
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<td>------------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>AUDIT</td>
<td>Audit Strategy</td>
<td>Records documenting the development and establishment of the institution's audit strategy: key records.</td>
<td>Issue of Strategy + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's audit strategy: working papers.</td>
<td>Issue of Strategy + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Audit Procedure</td>
<td>Records documenting the development of the institution's procedures relating to audit management.</td>
<td>Issue of Procedure + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to audit management.</td>
<td>Issue of Procedure + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Audit Management</td>
<td>Records documenting the conduct and results of audits, and action taken to address issues raised.</td>
<td>Completion of activity + 8 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All committee papers of the University Audit and Risk Committee (in line with Pg. 70 under the Committee Administration section)</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
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</thead>
<tbody>
<tr>
<td>LEGAL - GENERAL</td>
<td>Legal Framework</td>
<td>Records documenting the establishment and development of the institution's legal framework.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>LEGAL - GENERAL</td>
<td>Legal Affairs Management Policy</td>
<td>Records documenting the development and establishment of the institution's policies on the management of legal affairs: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>LEGAL - GENERAL</td>
<td>Legal Affairs Management Procedure</td>
<td>Records documenting the development and establishment of the institution's policies on the management of legal affairs: working papers.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>LEGAL - GENERAL</td>
<td>Legal Affairs Management Procedure</td>
<td>Records documenting the development of the institution's procedures relating to the management of legal affairs.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>LEGAL - GENERAL</td>
<td>Legal Claims Management</td>
<td>Master copies of procedures relating to the management of legal affairs.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>LEGAL - GENERAL</td>
<td>Legal Claims Management</td>
<td>Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
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</thead>
</table>
|              | Legal Advice | Records documenting legal advice requested by, and provided to, the institution concerning e.g.:  
- interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations  
- proposals for new legislation affecting the institution's legal framework, governance, responsibilities or operations  
- the institution's relationships with government bodies and HE regulators  
- industrial relations issues  
- health, safety and environmental issues  
Records documenting legal advice on other matters requested by, and provided to, the institution. | Transfer to University Archives once the record has passed out of active use. | Contact University Archives | Best Practice at the University of Warwick |
<p>|              | Contracts &amp; Agreements Management | Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: agreements and contracts under seal (by deed). | Transfer to University Archives once the record has passed out of active use. | Contact University Archives | Best Practice at the University of Warwick |
|              |           | Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: other contracts and agreements. | Transfer to University Archives once the record has passed out of active use. | Contact University Archives | Best Practice at the University of Warwick |</p>
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<tbody>
<tr>
<td></td>
<td>Litigation Management</td>
<td>Records documenting litigation between the institution and third parties where legal precedents are set.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting litigation between the institution and third parties which does not set legal precedents.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
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### University of Warwick Records Retention Schedule (RRS)

**Business area: INTELLECTUAL PROPERTY RIGHTS**

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</tr>
</thead>
<tbody>
<tr>
<td><strong>INTELLECTUAL PROPERTY RIGHTS</strong></td>
<td>IPR Exploitation Strategy and Policies</td>
<td>Records documenting the development and establishment of the institution's IPR exploitation strategy and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's IPR exploitation strategy and policies: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td><strong>IPR Exploitation Procedure</strong></td>
<td></td>
<td>Records documenting the development of the institution's procedures relating to IPR exploitation.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to IPR exploitation.</td>
<td>Superseded + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td><strong>IPR Assignment</strong></td>
<td></td>
<td>Records documenting the negotiation and completion of IPR assignments to third parties.</td>
<td>Life of IPR + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td><strong>IPR Licensing</strong></td>
<td></td>
<td>Records documenting the negotiation and completion of IPR licence agreements to third parties.</td>
<td>Termination of licence + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td><strong>IPR Strategy and Policies</strong></td>
<td></td>
<td>Records documenting the development and establishment of the institution's IPR strategy and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's IPR strategy and policies: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td><strong>IPR Management Procedure</strong></td>
<td>Master copies of procedures relating to IPR management.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tbody>
<tr>
<td></td>
<td>IPR Protection</td>
<td>Records documenting the institution's applications for patents and patent certificates.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the institution's applications for other forms of IPR protection (registered trademarks, registered designs) and certificates of registration</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting applications for renewal of IPR protection, up to the maximum period permitted.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting routine monitoring of third party activity to detect infringements of the institution's IPR.</td>
<td>Current year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting identified infringements of the institution's IPR, and action taken other than litigation.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</tr>
<tr>
<td>COPYRIGHT COMPLIANCE</td>
<td>Copyright Compliance Administration</td>
<td>Records documenting applications for permission to copy from published works which are not covered by Copyright Licensing Agency licences, where permission is not granted.</td>
<td>Last action on application + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>COPYRIGHT COMPLIANCE</td>
<td>Records documenting applications for permission to copy from published works which are not covered by Copyright Licensing Agency licences, where permission is granted.</td>
<td>Period for which permission is granted + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td>COPYRIGHT COMPLIANCE</td>
<td>Records documenting the compilation of statistical and other data required by the Copyright Licensing Agency, and the submission of this data to the Agency.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>COPYRIGHT COMPLIANCE</td>
<td>Records documenting the institution's participation in surveys / audits undertaken by the Copyright Licensing Agency.</td>
<td>Completion of survey/audit</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>COPYRIGHT COMPLIANCE</td>
<td>Records documenting the results of surveys / audits undertaken by the Copyright Licensing Agency (provided to the institution by the Agency).</td>
<td>Current + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>COPYRIGHT COMPLIANCE</td>
<td>Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal / contractual requirements.</td>
<td>Last action on case + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>INFORMATION AND DATA COMPLIANCE</td>
<td>Information and Data Compliance Strategy and Policy Development</td>
<td>Records documenting the development and establishment of the institution's information and data compliance strategies and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Information and Data Compliance Management Procedure</td>
<td>Records documenting the development of the institution's procedures relating to information and data compliance.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Master copies of procedures relating to information and data compliance.</td>
<td></td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>Data Protection Compliance</td>
<td>Records documenting the institution's notification of data controller details (to be added to the public register of data controllers) to the Information Commissioner's Office, as required by the Data Protection (charges and information) Regulations 2018</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the handling of requests to exercise data subject rights under the GDPR 2016/679 and/or Data Protection Act 2018</td>
<td>Last action on request + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records containing (anonymised) statistics, analyses and reports of requests to exercise data subject rights under the GDPR 2016/679 and/or Data Protection Act 2018</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Privacy Notices</td>
<td>Conclusion of the activity to which the Privacy Notice relates + 7 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>Freedom of Information Compliance</td>
<td>Records documenting the development and maintenance of</td>
<td>Records documenting the development and maintenance of the institution's Publication Scheme, as required by the Freedom of Information Act 2000 (c. 36)</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>the institution's Publication Scheme, as required by the Freedom of Information Act 2000 (c. 36)</td>
<td>Records documenting the handling of requests for information held by the institution, made under the Freedom of Information Act 2000 (c. 36)</td>
<td>Completion of request handling process + 3 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>Environmental Information Compliance</td>
<td>Records documenting the handling of requests for environmental information held by the institution, made under the Environmental Information Regulations 2004 (SI 2004/3391)</td>
<td>Completion of request handling process + 3 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Information Security – 3rd Party Assessment Forms</td>
<td>Forms used to determine the level of information security when procuring a new system</td>
<td>Lifetime of System + 7 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Records Management - Policy Development</td>
<td>Records documenting the development and establishment of the institution's records management policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Records Management Procedure Development</td>
<td>Records documenting Records Management guidance and procedures</td>
<td>Superseded</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Records Storage &amp; Handling</td>
<td>Records documenting storage locations of records.</td>
<td>Superseded</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Records Retention</td>
<td>Final versions of Records Retention Schedules</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
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<tr>
<td>Lifecycle Management -</td>
<td>System Considerations Forms</td>
<td>Digital forms used to consider the functionality requirements for the</td>
<td>Lifetime of System + 7 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>Forms</td>
<td></td>
<td>lifecycle management of digital information: when procuring, configuring or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>decommissioning systems that are intended to hold digital information</td>
<td></td>
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<tr>
<td>HEALTH &amp; SAFETY - GENERAL</td>
<td>Health &amp; Safety Strategy and Policy</td>
<td>Records documenting the development and establishment of the institution's health and safety strategy and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's health and safety strategy and policies: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Health &amp; Safety Management Procedure</td>
<td>Records documenting the development of the institution's procedures relating to the management of health and safety.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Master copies of procedures relating to the management of health and safety.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
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<tr>
<td>INSPECTION, AUDIT &amp; TRAINING</td>
<td>Health &amp; Safety Inspection</td>
<td>Records documenting the conduct and results of health and safety inspections of the institution’s land, buildings, facilities or operations, and action taken to address issues raised.</td>
<td>Current year + 5 years OR Superseded + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Health &amp; Safety Audit</td>
<td>Records documenting the conduct and results of health and safety audits.</td>
<td>Completion of audit + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Health &amp; Safety Consultation</td>
<td>Records documenting notifications of appointments of safety representatives by trade unions under Regulation 3 of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).</td>
<td>Termination of appointment + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977 SI 1977/500).</td>
<td>Current year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).</td>
<td>Current year + 50 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tbody>
<tr>
<td>INSPECTION, AUDIT &amp; TRAINING</td>
<td>Records documenting the establishment of a safety committee to fulfill the institution's duty under s 2(7) of the Health and Safety at Work etc. Act 1974 (c. 37) and in accordance with Regulation 9 of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500). Includes records documenting the objectives, role, functions, composition and administration of the committee.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</tr>
<tr>
<td></td>
<td>Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).</td>
<td>Completion of election + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).</td>
<td>Current year + 50 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).</td>
<td>Completion of election + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tbody>
<tr>
<td><strong>Health &amp; Safety Information, Instruction &amp; Training Provision</strong></td>
<td>Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513), or with all employees directly.</td>
<td>Current year + 50 years</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Records documenting the provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).</td>
<td>Current year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records documenting the provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513).</td>
<td>Current year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety Information, Instruction &amp; Training Provision</td>
<td>Records documenting the provision of health and safety information, instruction and training for employees, students and others, except where specified elsewhere in this Records Retention Schedule.</td>
<td>Current year + 5 years or Superseded + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>
## RISK ASSESSMENT

<table>
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</thead>
<tbody>
<tr>
<td>RISK ASSESSMENT</td>
<td>Health &amp; Safety Hazard Identification &amp; Risk Assessment</td>
<td>Records documenting the conduct, review and revision of risk assessments made to fulfil the institution's duties under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) and except where specified elsewhere in this Records Retention Schedule.</td>
<td>Superseded + 5 years&lt;br&gt;<strong>As a minimum, risk assessments should be retained until they are superseded.</strong>&lt;br&gt;<strong>Retaining previous versions provides evidence of compliance and effective management of health and safety over time.</strong></td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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</tr>
</tbody>
</table>
| HAZARD EXPOSURE CONTROL | Health & Safety Hazard Exposure Control - Display Screen Equipment | Records documenting the conduct, review and revision of assessments of risks to health and safety created by using workstations, to fulfil the institution's duties under Regulation 2 of the Health & Safety (Display Screen) Equipment Regulations 1992 (SI 1992/2792). | Superseded + 10 years
As a minimum, risk assessments should be retained until they are superseded. | Destroy | JISC HE Business Classification Scheme and Records Retention Schedules |
| | | | | | |
| | Health & Safety Hazard Exposure Control - Noise | Records documenting the conduct, review and revision of assessments of the risks to health and safety created by exposure to noise, made to fulfil the institution's duties under Regulation 5 of the Control of Noise at Work Regulations 2005 (SI 2005/1643). | Superseded + 10 years
Retaining previous versions provides evidence of compliance and effective management of health and safety over time. | Destroy | JISC HE Business Classification Scheme and Records Retention Schedules |
| | | | | | |
| | Records documenting the provision of personal protective equipment to employees, to fulfil the institution's duties under Regulation 7 of the Control of Noise at Work Regulations 2005 (SI 2005/1643). | Return of issued equipment + 1 year
A record of the issue of personal protective equipment should be included in an employee's staff record | Destroy | Common Audit Requirement |
<table>
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</thead>
<tbody>
<tr>
<td>Health &amp; Safety Hazard Exposure Control - Hazardous Substances</td>
<td>List of employees exposed to Group 3 or Group 4 biological agents, and records of exposures, accidents and incidents involving these agents, required by Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677), Schedule 3, para. 4.</td>
<td>Current + 40 years</td>
<td>Destroy</td>
<td>[The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 7(10) and Schedule 3, para. 4(3)]</td>
<td></td>
</tr>
<tr>
<td>Records documenting the provision of information, instruction and training for employees who are exposed to noise, to fulfil the institution's duties under Regulation 10 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).</td>
<td>Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records documenting health surveillance of employees who are exposed to noise, carried out to fulfil the institution's duties under Regulation 9 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).</td>
<td>Date of last entry in record + 40 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records documenting the maintenance of equipment provided to control exposure to noise, to fulfil the institution's duties under Regulation 8 of the Control of Noise at Work Regulations 2005 (SI 2005/1643).</td>
<td>Date of examination/test/repair + 5 years Retaining previous versions provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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## Records Retention Schedule

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<tbody>
<tr>
<td></td>
<td>Records documenting the conduct, review and revision of assessments of the risks to health created by work with substances hazardous to health, to fulfil the institution's duties under Regulation 6 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).</td>
<td>Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the maintenance of equipment provided to control exposure to substances hazardous to health, to fulfil the institution's duties under Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).</td>
<td>Date of examination/test/repair + 5 years</td>
<td>Destroy</td>
<td>The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 9(4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct and results of monitoring the personal exposures of individual employees to substances hazardous to health, to fulfil the institution's duties under Regulation 10 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).</td>
<td>Last entry + 40 years</td>
<td>Destroy</td>
<td>The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 10(5)(a)</td>
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<tbody>
<tr>
<td>HAZARD EXPOSURE CONTROL</td>
<td>Records documenting the conduct and results of monitoring employees’ general exposure to substances hazardous to health, to fulfil the institution’s duties under Regulation 10 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).</td>
<td>Last entry + 5 years</td>
<td>Destroy</td>
<td>The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 10(5)(b)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting health surveillance of individual employees who are exposed to substances hazardous to health, to fulfil the institution’s duties under Regulation 11 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).</td>
<td>Date of last entry in record + 40 years</td>
<td>Destroy</td>
<td>The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 11(3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the provision of information, instruction and training for employees who are exposed to substances hazardous to health, to fulfil the institution’s duties under Regulation 12 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).</td>
<td>Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tbody>
<tr>
<td></td>
<td>Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health, to fulfil the institution's duties under Regulation 13 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).</td>
<td>Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the institution's response to accidents, incidents and emergencies involving substances hazardous to health, to fulfil the institution's duties under Regulation 13 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).</td>
<td>Last action on event + 10 years Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety Hazard Exposure Control - Lead</td>
<td>Records documenting the conduct, review and revision of assessments of the risks to health created by work involving lead, to fulfil the institution's duties under Regulation 5 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td>Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tbody>
<tr>
<td></td>
<td>Records documenting the maintenance of equipment provided to control exposure to lead, to fulfil the institution's duties under Regulation 8 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td></td>
<td>Date of examination/test/repair + 5 years</td>
<td>Destroy</td>
<td>The Control of Substances Hazardous to Health Regulations (SI 2002/2676) Regulation 8(4)</td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct and results of monitoring employees’ general exposure to lead (in air), to fulfil the institution's duties under Regulation 9 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td></td>
<td>Last entry + 5 years</td>
<td>Destroy</td>
<td>The Control of Substances Hazardous to Health Regulations (SI 2002/2676) Regulation 9(4)</td>
</tr>
<tr>
<td></td>
<td>Records documenting medical surveillance of individual employees who are exposed to lead, to fulfil the institution's duties under Regulation 10 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td></td>
<td>Date of last entry on record + 40 years</td>
<td>Destroy</td>
<td>The Control of Substances Hazardous to Health Regulations (SI 2002/2676) Regulation 10(5)</td>
</tr>
<tr>
<td></td>
<td>Records documenting the provision of information, instruction and training for employees who are exposed to lead, to fulfil the institution's duties under Regulation 11 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td></td>
<td>Superseded + 10 years Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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## University of Warwick Records Retention Schedule (RRS)

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<tbody>
<tr>
<td></td>
<td>Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td>Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td>Superseded + 10 years&lt;br&gt;Retaining previous versions provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td>Records documenting the institution's response to accidents, incidents and emergencies involving lead, to fulfil the institution's duties under Regulation 12 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td>Last action on event + 10 years&lt;br&gt;Retaining records for a long period provides evidence of effective management of emergency situations.&lt;br&gt;A longer retention period may be appropriate if there have been potentially dangerous exposures.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Health &amp; Safety Hazard Exposure Control - Asbestos</td>
<td>Records documenting assessments of the presence and condition of asbestos, as required by Regulation 5 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td>Records documenting assessments of the presence and condition of asbestos, as required by Regulation 5 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td>Completion of work to which the assessment relates + 10 years&lt;br&gt;Retaining assessments provides evidence of effective management of risks over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tr>
<td></td>
<td>Records documenting the conduct, review and revision of assessments of the risks to health created by exposure to asbestos, to fulfil the institution’s duties under Regulation 6 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td></td>
<td>Superseded + 10 years. <em>Retaining previous versions provides evidence of compliance and effective management of health and safety over time.</em> A longer retention period may be appropriate if there have been potentially dangerous exposures.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the preparation of written plans of work for undertaking work with asbestos, as required by Regulation 7 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td></td>
<td>Completion of work to which plan relates.</td>
<td>Destroy</td>
<td>Control of Asbestos Regulations (SI 2012/632) Regulation 7(2)</td>
</tr>
<tr>
<td></td>
<td>Records documenting notifications to enforcing authorities of proposed work with asbestos, to fulfil the institution’s duties under Regulation 9 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td></td>
<td>Life of the building + 40 years. <em>Retaining assessments provides evidence of effective management of risks associated with works carried out.</em></td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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### University of Warwick Records Retention Schedule (RRS)

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<tr>
<td></td>
<td>Records documenting the provision of information, instruction and training for employees who are exposed to asbestos, to fulfil the institution's duties under Regulation 10 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td>Superseded + 70 years <strong>Retention previous versions provides evidence of compliance and effective management of health and safety over time.</strong> A longer retention period may be appropriate if there have been potentially dangerous exposures.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the maintenance of equipment provided to control exposure to asbestos, to fulfil the institution's duties under Regulation 13 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td>Date of examination/test/repair + 5 years</td>
<td>Destroy</td>
<td>Control of Asbestos Regulations (SI 2012/632) Regulation 13(3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, to fulfil the institution's duties under Regulation 15 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td>Superseded + 70 years <strong>Retention previous versions provides evidence of compliance and effective management of health and safety over time.</strong></td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</thead>
<tbody>
<tr>
<td></td>
<td>Records documenting the University's response to accidents, incidents and emergencies involving asbestos, to fulfil its duties under Regulation 15 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td></td>
<td>Last action on event + life of building + 40 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct and results of monitoring the personal exposures of individual employees (who are required to be under medical surveillance) to asbestos, to fulfil the institution's duties under Regulation 19 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td></td>
<td>Completion of work to which the assessment relates + life of the building plus 40 years</td>
<td>Destroy</td>
<td>Control of Asbestos Regulations (SI 2012/632) Regulation 19(4)(a)</td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct and results of monitoring employees' general exposure to asbestos, to fulfil the institution's duties under Regulation 19 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td></td>
<td>Date of monitoring + 5 years</td>
<td>Destroy</td>
<td>Control of Asbestos Regulations (SI 2012/632) Regulation 19(4)(b)</td>
</tr>
<tr>
<td></td>
<td>Records documenting medical surveillance of individual employees who are exposed to asbestos, to fulfil the institution's duties under Regulation 22 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td></td>
<td>Date of last entry on record + 40 years</td>
<td>Destroy</td>
<td>Control of Asbestos Regulations (SI 2012/632) Regulation 22(1)(b)</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Employer's copies of certificates of medical examinations of identifiable employees who are exposed to asbestos, as required by Regulation 22 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td>Date of certificate + 4 years <strong>In practice, these are likely to be retained as part of the health records required by Regulation 22 of SI 2012/632.</strong></td>
<td>Destroy</td>
<td>Control of Asbestos Regulations (SI 2012/632) Regulation 22(4)</td>
</tr>
<tr>
<td>Health &amp; Safety Hazard Exposure Control - Ionising Radiation</td>
<td>Records documenting the conduct, review and revision of assessments of the risks to health created by work with ionising radiation, to fulfil the institution’s duties under Regulation 7 of the Ionising Radiations Regulations</td>
<td>Superseded + 10 years <strong>Retaining previous versions provides evidence of compliance and effective management of health and safety over time.</strong></td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the maintenance of personal protective equipment provided to control exposure to ionising radiation, to fulfil the institution’s duties under Regulation 10 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of examination/test/repair + 2 years</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 10(2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the maintenance of other equipment provided to control exposure to ionising radiation, to fulfil the institution’s duties under Regulation 10 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of examination/test/repair + 5 years</td>
<td>Destroy</td>
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## University of Warwick Records Retention Schedule (RRS)

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<tbody>
<tr>
<td></td>
<td>Records documenting the preparation of contingency plans to deal with radiation accidents, to fulfil the institution's duties under Regulation 12 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Superseded</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>
|               | Records documenting the provision of information, instruction and training for employees who are exposed to ionising radiation, to fulfil the institution's duties under Regulation 14 of the Ionising Radiations Regulations 2017 (SI 2017/1075). | Superseded + 10 years
Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures. | Destroy | JISC HE Business Classification Scheme and Records Retention Schedules |
|               | Records documenting the maintenance and testing of equipment for monitoring levels of ionising radiation, to fulfil the institution's duties under Regulation 19 of the Ionising Radiations Regulations 2017 (SI 2017/1075). | Date of maintenance/testing + 2 years | Destroy | Ionising Radiations Regulations (SI 2017/1075) Regulation 19(4)(c) |
|               | Records documenting the monitoring of levels of ionising radiation in designated controlled areas, to fulfil the institution's duties under Regulation 19 of the Ionising Radiations Regulations 2017 (SI 2017/1075). | Date of monitoring + 2 years | Destroy | Ionising Radiations Regulations (SI 2017/1075) Regulation 19(4)(c) |

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<tr>
<td></td>
<td>Records documenting assessments of doses of ionising radiation received by 'classified persons' which are likely to be significant, to fulfill the institution's duties under Regulation 21 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of assessment + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 21(3)(a)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summaries of dose records, as required by Regulation 21 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Current year + 2 years</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 21(7)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting investigations into the exposure of 'classified persons' to ionising radiation, to fulfill the institution's duties under Regulation 22 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of report of investigation + 2 years</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 22(4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting assessments of individual doses of ionising radiation received as a result of a radiation accident, to fulfill the institution's duties under Regulation 23 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of accident + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 23(2)(b)</td>
<td></td>
</tr>
</tbody>
</table>

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</tr>
</thead>
<tbody>
<tr>
<td>HAZARD EXPOSURE CONTROL</td>
<td>Records documenting medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance, to fulfil the institution's duties under Regulation 24 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 24(3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reports of immediate investigations into possible overexposure to ionising radiation, to fulfil the institution's duties under Regulation 25 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of report of investigation + 2 years</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 25(2)(a)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reports of investigations into occurrences of overexposure to ionising radiation, to fulfil the institution's duties under Regulation 25 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of report + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 25(2)(b)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting tests to detect leakage from articles containing or embodying radioactive substances, to fulfil the institution's duties under Regulation 27 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Completion of subsequent test on article OR Disposal of article + 2 years.</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 27(3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of the quantity and location of radioactive substances, to fulfil the institution's duties under Regulation 28 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Disposal of radioactive substance + 2 years OR Date of record + 2 years, whichever is the longer.</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 28</td>
<td></td>
</tr>
</tbody>
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</thead>
<tbody>
<tr>
<td>Health &amp; Safety Hazard Exposure Control – Non-Ionising Radiation</td>
<td>Records documenting immediate investigations into possible accidental release or theft of radioactive substances, where no release or theft was found to have occurred, to fulfil the institution’s duties under Regulation 30 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of report + 2 years</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting immediate investigations into possible accidental release or theft of radioactive substances, where accidental release or theft was found to have occurred, to fulfil the institution’s duties under Regulation 30 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of report + 50 years</td>
<td>Destroy</td>
<td>Ionising Radiations Regulations (SI 2017/1075) Regulation 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hazard Exposure Control – Non-Ionising Radiation – Controlling and investigating exposure, assessing the risks to health, providing and maintain equipment to control exposure following ICNIRP guidelines, providing information, instruction and training for employees who are exposed to non-ionising radiation, monitoring levels of non-ionising radiation, testing to detect leakage from articles or equipment transmitting non-ionising radiations</td>
<td>Date of inspection/test/repair/training + 5 years</td>
<td>Destroy</td>
<td>EC Directives 2013/35/EC + ICNIRP guidelines</td>
<td></td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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</tr>
<tr>
<td>INCIDENT REPORTING</td>
<td>Health &amp; Safety Incident Reporting, Reporting &amp; Investigation</td>
<td>Records of injuries, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises, to fulfil the institution's duties under Regulation 7 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471). The contents of records to be kept are specified in Schedule 4 of (SI 2013/1471).</td>
<td>Date of recording + 3 years</td>
<td>Destroy</td>
<td>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</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.</td>
<td>Closure of investigation + 40 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the notification and reporting (to the relevant enforcing authorities) of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.</td>
<td>Date of notification + 3 years</td>
<td>Destroy</td>
<td>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) Regulation 7(3)</td>
</tr>
</tbody>
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## INCIDENT MANAGEMENT

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</thead>
<tbody>
<tr>
<td>INCIDENT MANAGEMENT</td>
<td>Health &amp; Safety Incident Management</td>
<td>Records documenting the conduct, review and revision of fire safety risk assessments to fulfill the institution's duties under Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541) or Section 53 and/or Section 54 of the Fire (Scotland) Act 2005 (asp 5).</td>
<td>Superseded + 5 years</td>
<td>Retaining previous versions provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
</tr>
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</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting fire safety arrangements made to fulfill the institution's duties under Article 11 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).</td>
<td>Superseded + 5 years</td>
<td>Retaining previous versions provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
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<tr>
<td></td>
<td></td>
<td>Records documenting the nomination of 'competent persons' to implement fire-fighting measures to fulfill the institution's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).</td>
<td>Termination of status as 'competent person'</td>
<td>Retention of these records must comply with the provisions of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679.</td>
<td>Destroy</td>
</tr>
</tbody>
</table>

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</table>
| INCIDENT MANAGEMENT | Records documenting the provision of role-specific training for 'competent persons' to implement fire-fighting measures in the institution's premises to fulfil the institution's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). | Current year + 5 years OR Superseded + 5 years  
*Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.* | Destroy | JISC HE Business Classification Scheme and Records Retention Schedules |
| INCIDENT MANAGEMENT | Records documenting the conduct, review and revision of assessments of requirements for fire-fighting equipment and for fire detectors and alarms to fulfil the institution's duties under Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). | Review of assessment + 5 years  
*Retaining information about previous assessments provides evidence of compliance and effective management of health and safety over time.* | Destroy | JISC HE Business Classification Scheme and Records Retention Schedules |
| INCIDENT MANAGEMENT | Records documenting the maintenance of premises, facilities and equipment to fulfil the institution's duties under Article 17 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). | Current year + 5 years  
*Retaining maintenance history provides evidence of compliance and effective management of health and safety over time.* | Destroy | JISC HE Business Classification Scheme and Records Retention Schedules |
| INCIDENT MANAGEMENT | Records documenting the appointment of 'competent persons' to assist in implementing fire safety measures to fulfil the institution's duties under Article 18 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). | Termination of status as 'competent person'  
'Competent persons' in this context are often referred to as 'fire wardens' or similar. | Destroy | JISC HE Business Classification Scheme and Records Retention Schedules |

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<tr>
<td>INCIDENT MANAGEMENT</td>
<td>Records documenting the conduct and review of safety drills to fulfil the institution's duties under Article 15 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).</td>
<td>Current year + 5 years OR Superseded + 5 years</td>
<td>Retaining information about previous drills etc. provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>INCIDENT MANAGEMENT</td>
<td>Records documenting arrangements with external emergency services for the provision of first-aid, emergency medical care, fire-fighting and rescue services (including the provision of information on the institution's emergency procedures and arrangements) to fulfil the institution's duties under Article 16 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).</td>
<td>Current year + 5 years OR Superseded + 5 years</td>
<td>Retaining information about previous arrangements provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>INCIDENT MANAGEMENT</td>
<td>Records documenting the maintenance of premises, facilities and equipment provided for the use by, or the protection of, fire-fighters to fulfil the institution's duties under Article 38 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).</td>
<td>Current year + 5 years</td>
<td>Retaining maintenance history provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</tr>
<tr>
<td></td>
<td>Records documenting the provision of fire safety training to employees to fulfil the institution's duties under Article 21 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).</td>
<td>Current year + 5 years OR Superseded + 5 years</td>
<td>Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the appointment of first aiders.</td>
<td>Termination of appointment</td>
<td></td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).</td>
<td>Current year + 3 years OR Superseded + 3 years</td>
<td>Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the provision of information about first aid arrangements to employees, to fulfil the institution's duties under Regulation 4 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).</td>
<td>Superseded + 3 years</td>
<td>Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</tr>
<tr>
<td>INCIDENT MANAGEMENT</td>
<td>Records documenting the conduct, review and revision of assessments of requirements for first aid facilities, equipment and trained personnel to fulfill the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
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### University of Warwick Records Retention Schedule (RRS)

**Business area: IT - GENERAL**

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<tbody>
<tr>
<td>IT - GENERAL</td>
<td>IT Systems Strategy and Policy Development</td>
<td>Records documenting the development and establishment of the institution's IT systems strategy and policies: key records.</td>
<td>Superseded + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>IT Systems Management Procedure Development</td>
<td>Records documenting the development and establishment of the institution's IT systems strategy and policies: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>IT Systems Management Procedure Development</td>
<td>Records documenting the development of the institution's procedures relating to the management of IT systems.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>IT Systems Management Procedure Development</td>
<td>Master copies of procedures relating to the management of IT systems.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</thead>
<tbody>
<tr>
<td>IT - DEVELOPMENT</td>
<td>IT Systems Development</td>
<td>Records documenting the initial development and post-implementation modification and maintenance of IT systems.</td>
<td>Decommissioning of system + 10 years</td>
<td>Destroy</td>
<td>Best practice and the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the initial development of IT systems, which are not implemented.</td>
<td>Last action on development + 10 years</td>
<td>Destroy</td>
<td>Best practice and the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the management of IT systems development projects (i.e. project management records).</td>
<td>Termination of project + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</thead>
<tbody>
<tr>
<td>IT - OPERATIONS</td>
<td>IT Systems Operations Management</td>
<td>Records documenting the routine monitoring and testing of the operation of IT systems, and action taken to rectify problems and optimise performance.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting faults reported by users of IT systems, and action taken to investigate and resolve the problem.</td>
<td>Last action on fault + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting user requests to recover data from backup or archive stores, and action taken.</td>
<td>Last action on request + 3 months</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the maintenance of appropriate software licences for live IT systems.</td>
<td>Issue of new licence</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
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</tr>
<tr>
<td>IT - SECURITY</td>
<td>IT Systems Security Management</td>
<td>Records documenting the security arrangements for IT systems.</td>
<td>Decommissioning of system + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the opening, maintenance and closure of user accounts for IT systems.</td>
<td>Closure of account + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting routine monitoring of the use of IT systems to ensure compliance with legal requirements and institutional policies.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting attempted or actual security breaches of the institution's IT systems, and action taken.</td>
<td>Last action on incident + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requests for, and authorisation of, connections of third party equipment to the institution's networks, either on institutional premises or via dial-up communications links.</td>
<td>Termination of connection + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the removal/return of mobile IT systems hardware and software from/to the institution's premises.</td>
<td>Return of equipment + 3 months</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting arrangements for the sanitisation of institutional IT equipment prior to disposal.</td>
<td>Disposal of equipment + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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**Business area: IT - TRAINING**

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<tbody>
<tr>
<td>IT - TRAINING</td>
<td>IT Systems Training</td>
<td>Records documenting the development of technical and application training for IT system users.</td>
<td>Superseded + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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**Version Number:** 2.4  
**Date published:** 25 November 2019  
**Review Date:** 25 November 2020
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<tbody>
<tr>
<td>HUMAN RESOURCES - GENERAL</td>
<td>Human Resources – General</td>
<td>Records relating to non-employees (i.e. honorary/visiting appointments)</td>
<td>While employment continues up to 7 years after employment ceases</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records relating to Variable Monthly Staff (VAM) (Personal record form,</td>
<td>While worker engaged and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>request to engage, contracts, right to work).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKFORCE MANAGEMENT</td>
<td>Recruitment and Selection</td>
<td>Records of application forms (for all appointed applicants).</td>
<td>While employment continues and up to 7 years after employment ceases</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records of application forms for unsuccessful applicants where no Tier 2 sponsored person was appointed</td>
<td>6 months after notifying unsuccessful candidates</td>
<td>Destroy</td>
<td>Information Commissioner: Employment Practice Code Part 1: Recruitment and Selection (1.7.5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records of application forms for unsuccessful applicants in the medium received where a Tier 2 sponsored person was appointed</td>
<td>For the life of the sponsorship plus 1 year (up to 7 years max)</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting shortlisting information where no Tier 2 sponsored person was appointed</td>
<td>6 months after the offer has been accepted by successful candidate</td>
<td>Destroy</td>
<td>Information Commissioner: Employment Practice Code Part 1: Recruitment and Selection (1.7.5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting shortlisting information for a role where a Tier 2 sponsored person was appointed</td>
<td>For the life of the sponsorship plus 1 year (up to 7 years max)</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records of interview notes, interview summary outcomes and any tests (appointee and unsuccessful interviewees) where a Tier 2 sponsored person was appointed</td>
<td>6 months</td>
<td>Destroy</td>
<td>Information Commissioner: Employment Practice Code Part 1: Recruitment and Selection (1.7.5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records of interview notes, interview summary outcomes and any tests for all interviewed candidates (appointee and unsuccessful interviewees) where a Tier 2 sponsored person was appointed</td>
<td>For the life of the sponsorship plus 1 year (up to 7 years max)</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copies of unsuccessful candidate’s right to work documents and qualifications taken at interview stage</td>
<td>Completion of the recruitment process</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
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</thead>
<tbody>
<tr>
<td>WORKFORCE MANAGEMENT</td>
<td>Any references obtained for unsuccessful candidates</td>
<td>6 months after the offer has been accepted by successful candidate</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting job descriptions and person specifications.</td>
<td>For however long operationally it is required</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of job description and person specification for a role where a Tier 2 sponsored person was appointed.</td>
<td>For the life of the sponsorship plus 1 year (up to 7 years max)</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting job evaluation information.</td>
<td>While employment continues and up to 7 years after employment ceases</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting internal authorisation for recruitment.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the advertising of vacancies including screenshots of adverts and any further particulars taken on first day advertised by HR showing URL and date</td>
<td>Completion of recruitment process + 9 months unless post holder recruited is a Tier 2 visa holder, in which case the life of the sponsorship plus 1 year (7 years max)</td>
<td>Destroy</td>
<td>Immigration, Asylum and Nationality Act 2006 and Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting enquiries about vacancies and requests for application forms.</td>
<td>Completion of recruitment process</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records containing management analyses of recruitment effectiveness e.g. use of advertising media.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the handling of unsolicited applications for employment.</td>
<td>Receipt of application + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting references provided in confidence in support of the employee’s application(s) for employment by another organisation.</td>
<td>Provision of reference + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
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<tr>
<td></td>
<td>Training and Development</td>
<td>Records documenting Postgraduate Certificate for Academic and Professional Practice (PCAPP) reports/completions and similar forerunner accredited courses.</td>
<td>Completion data: whilst employment continues and up to 7 years after employment ceases. Portfolios are usually retained for 2 years after completion/exam board, but when PCAPP is linked to probation, data and portfolios are kept until Probation Board has taken place.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td>Records documenting Personal Development Review's (PDR'S).</td>
<td></td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td>Records documenting job-specific statutory/regulatory training requirements for the employee and the training provided to meet these requirements.</td>
<td></td>
<td>Whilst employment continues and up to 7 years after employment ceases. However, training records relating to hazard exposure control may need to be retained for longer. Refer to the Health &amp; Safety section for details.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td>Records relating to operational working practices to support training and development: the set-up, application/booking, administration, completion and feedback of training activities.</td>
<td></td>
<td>Up to 24 months beyond the completion of the e-learning activity.</td>
<td>Destroy</td>
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<td></td>
<td>Records documenting the employee's training and development needs (department), and the action taken to meet these needs (personal/career development learning history).</td>
<td>Department - for one previous year/ LDC - while employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting induction information undertaken by employee.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development, overall delivery and assessment of specific induction programmes for academic and professional services Heads of Department, Campus and Commercial Services Group (CCSG) and Estates induction and Welcome to Warwick.</td>
<td>Current year + 5 years.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the administration of induction programmes.</td>
<td>Completion of programme + 1 year or termination of programme + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the administration of local departmental induction programmes.</td>
<td>Completion of programme + 1 year or termination of programme + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records containing summary information on workforce training and development needs. Training needs analysis for Estates and CCSG.</td>
<td>Current year and ongoing until reviewed.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development of training and development programmes to meet defined needs.</td>
<td>Current year + 1 year.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records containing individual feedback on training and development programmes.</td>
<td>Current year + 1 year.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
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<tr>
<td></td>
<td>Records documenting (anonymised) workforce feedback on training and development programmes.</td>
<td>Current year + 5 years.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting management analyses of the impact of training and development programmes.</td>
<td>Current year + 5 years.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the design of workforce surveys and consultations.</td>
<td>Completion of survey/consultation + 2 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records containing summary (anonymised) results of workforce surveys and consultations.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the handling of individual applications for the Coaching and Mentoring Scheme and monitoring of the mentor-mentee relationship and outcomes.</td>
<td>Completion of the Scheme + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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<td>-------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>EMPLOYEE CONTRACT MANAGEMENT</td>
<td>Employee Contract Management</td>
<td>Records documenting the employee's employment contracts with the University including changes to contract and terms and conditions.</td>
<td>Destroy once respective liabilities have been extinguished</td>
<td>Retain Indefinitely</td>
<td>Legal obligation to carry out the efficient running of the pension schemes and provide information to the Pensions Regulator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pension benefits can relate to data covering many decades and benefits are paid over the lifetime of the member and any qualifying dependants. HR Pensions holds much source data which third parties and outside regulatory authorities could ask to see in the case of a dispute. The pension schemes will therefore wish to Destroy data only once the respective liabilities have been extinguished. This is kept under review.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting formal case management of underperformance, sickness management, disciplinary and grievances.</td>
<td>If formal sanction outcome letter retained on the employee's personal file for the duration of the sanction. Case management information held for 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting annual leave (including requests to buy additional leave).</td>
<td>7 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records containing employee's basic personal details (e.g. change of address forms, change to personal details forms, emergency contacts).</td>
<td>Superseded and while employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
</tbody>
</table>
## University of Warwick Records Retention Schedule (RRS)

**Business area:** EMPLOYEE CONTRACT MANAGEMENT

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<tr>
<td></td>
<td>For Tier 2 and 5 sponsored staff and visitors, a history of the person’s current and all previous contact details to be kept (address &amp; phone number)</td>
<td>For the life of the sponsorship and up to 1 year afterwards (up to 7 years max).</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personal record information (including bank details).</td>
<td>No longer than required in order to pay employee and deleted as soon after the cessation of employment as possible, once final payments have been made.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the authorisation and administration of special leave (e.g. compassionate leave, study leave).</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting DBS information.</td>
<td>Should be deleted following recruitment process unless assessed as relevant to ongoing employment relationship. Once the conviction is spent should be deleted unless it is an excluded profession.</td>
<td>Destroy</td>
<td>Rehabilitation of Offenders Act 1974 and Information Commissioner’s Employment Practices Code Part 1.7.4 and 2.15.3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting disability frameworks and access to work reports.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employment references received for employment at the University.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting exit interviews.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting TUPE transfers.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
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<tr>
<td></td>
<td>Records documenting the authorisation and administration of flexible working requests.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting qualifications and professional qualifications including affiliations / chartered membership if required for a role.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of requests to access systems e.g. SAP, Cognos etc.</td>
<td>Whilst employee has access to system.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the end of a fixed term contract and the consultation meeting notes.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting informal management processes including: one to one notes, records of informal discussions, return to works, informal letters of concern.</td>
<td>Whilst the process that the information is connected to is still current (this should be a maximum of 12 months).</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of leavers forms.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the authorisation and administration of Maternity, Paternity, Adoption and Shared Parental Leave.</td>
<td>4 years after the end of the tax year in which the pay period ends. If a Tier 2 sponsored person records of dates of leave for the life of the sponsorship plus 1 year (up to 7 years max).</td>
<td>Destroy</td>
<td>For Maternity Leave: Regulation 26, Statutory Maternity Pay (General) Regulation 1986 (SI 1986/1960) and Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the authorisation and administration of Keeping In Touch (KIT) days.</td>
<td>4 years after the end of the tax year in which the maternity pay period ends.</td>
<td>Destroy</td>
<td>For Maternity Leave: Statutory Maternity Pay (General) Regulation 1986 (SI 1986/1960) and Limitation Act 1980</td>
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<td></td>
<td>Records documenting the authorisation and administration of statutory leave entitlements e.g. parental leave.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting employees' authorisation for non-statutory payroll deductions.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting references for mortgage, banks and visas.</td>
<td>For operational working period.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of Occupational Health referrals and reports.</td>
<td>While employment continues and up to 10 years after employment ceases. For staff under health surveillance, health information should be kept for 40 years.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting an employee's probation.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting cases for promotion for academic staff</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting redeployment information.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the employee's termination of employment by resignation, redundancy or dismissal.</td>
<td>7 years from the resignation, redundancy or dismissal.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the authorisation and administration of requests for additional increments.</td>
<td>While employment continues and up to 7 years after employment ceases.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting information on restructures.</td>
<td>7 years from the restructure.</td>
<td>Destroy</td>
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<tr>
<td></td>
<td>Records documenting right to work and immigration information.</td>
<td>2 years after the termination of employment.</td>
<td>Destroy</td>
<td>Immigration, Asylum and Nationality Act 2006 and Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting settlement agreements.</td>
<td>7 years from the date of employment ending.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting employment tribunal claims.</td>
<td>No longer than 7 years from the end of a claim or action.</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the employee's sickness absence information.</td>
<td></td>
<td>Retain Indefinitely</td>
<td>Legal obligation to carry out the efficient running of the pension schemes and provide information to the Pensions Regulator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pension benefits can relate to data covering many decades and benefits are paid over the lifetime of the member and any qualifying dependants. HR Pensions holds much source data which third parties and outside regulatory authorities could ask to see in the case of a dispute. The pension schemes will therefore wish to Destroy data only once the respective liabilities have been extinguished. This is kept under review.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of working time opt-out forms.</td>
<td>3 years from the date on which they were entered into.</td>
<td>Destroy</td>
<td>Regulations 5 and 9, Working Time Regulations 1998 (SI 1998/1833)</td>
<td></td>
</tr>
</tbody>
</table>

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<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Records relating to hours worked and payments made to workers.</td>
<td></td>
<td>Destroy once respective liabilities have been extinguished</td>
<td>Retain Indefinitely</td>
<td>Legal obligation to carry out the efficient running of the pension schemes and provide information to the <a href="mailto:PensionsRegulator@warwick.ac.uk">Pensions Regulator</a></td>
</tr>
</tbody>
</table>

- Pension benefits can relate to data covering many decades and benefits are paid over the lifetime of the member and any qualifying dependants. HR Pensions holds much source data which third parties and outside regulatory authorities could ask to see in the case of a dispute. The pension schemes will therefore wish to [Destroy](DESTROY) data only once the respective liabilities have been extinguished. This is kept under review.

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### Business area: EQUALITY, DIVERSITY & INCLUSION

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<thead>
<tr>
<th>BUSINESS AREA</th>
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<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUALITY, DIVERSITY &amp; INCLUSION</td>
<td>Equality, Diversity &amp; Inclusion</td>
<td>Records documenting the development and establishment of the institution’s equality and diversity strategy: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution’s equality and diversity strategy: working papers.</td>
<td>Issue of strategy + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's policies on equality and diversity: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's policies on equality and diversity: working papers.</td>
<td>Issue of policy + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the institutional and departmental Athena SWAN Charter Mark submissions, containing statistical and other pertinent information.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the preparation of the institution’s Athena (Gender) equality submissions, plus final departmental Athena submissions.</td>
<td>Issue of submission + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the institutional Race Equality Charter Mark submission, containing statistical and other pertinent information.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the preparation of the institution's race equality submission.</td>
<td>Issue of submission + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td></td>
<td>Annual Workforce Profile Report, which documents statistical information on the staff cohort of the University.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Termly Equality and Diversity Committee Papers plus papers to go to Steering, Senate and Council.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dignity contact report forms (informal) plus monitoring database.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Surveys on equality, diversity and inclusion issues.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development of the institution’s procedures relating to the management of equality and diversity.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master copies of procedures relating to the management of equality and diversity.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records containing summary statistical information resulting from equality monitoring.</td>
<td>Current year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development and delivery of training on equality and diversity issues and procedures.</td>
<td>Current year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
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### Business area: EQUALITY, DIVERSITY & INCLUSION

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Records documenting assessments of the impact of the institution's policies and practices on equality for disabled persons.</td>
<td></td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
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<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF REWARDS</td>
<td>Reward</td>
<td>Records documenting employee's remuneration and rewards (e.g. Merit Pay, Senior Performance and Remuneration Review (SPRR) and long service information).</td>
<td>While employment continues and up to 7 years after employment ceases</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting recognition scheme awards</td>
<td>While employment continues and up to 7 years after employment ceases</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
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</thead>
<tbody>
<tr>
<td>ESTATES MANAGEMENT</td>
<td>Estate Management Strategy and Policy Development</td>
<td>Records documenting the development and establishment of the institution's estate management strategy and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's estate management strategy and policies: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Estate Management Procedure Development</td>
<td>Records documenting the development of the institution's procedures relating to estate management.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to estate management.</td>
<td>Superseded + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Operational Management</td>
<td>Permits to work, roof, hot works, confined spaces etc. for all works</td>
<td>Date of completion of works then 3 years according to current Estates Health and Safety Policy OR in the case of any specific claims relating to an activity governed by a permit, this will be kept for 6 years after it is settled</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gas Safety Certificates including confirmation that the safety check has included an examination of the matters referred to in paragraphs (a) to (d) of regulation 26(9) of the Gas Safety (Installation and Use) Regulations 1998</td>
<td>End of year covered by the certificate + 2 years</td>
<td>Destroy</td>
<td>Health and Safety Executive Gas Records</td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estates</td>
<td>Refrigerant Gas Logs – Stationary Refrigeration and Air Conditioning Equipment containing more than 3kg of Fluorinated Greenhouse Gas are required to hold a records log. This should contain information about the Refrigeration gas company and their engineers that maintain the equipment, the leak checking results, any repairs and subsequent checks that were completed and any gas that was replaced or topped up. These records should be kept with the equipment and available for engineers to view before they commence work, the Environment Agency can request to see any records when required.</td>
<td>Creation of record + 5 years</td>
<td>Destroy</td>
<td>EC 2014 No 517 F-gas Regulations</td>
<td></td>
</tr>
<tr>
<td>Minutes and Agendas from meetings with contractors</td>
<td>2 years after meeting + 6 years</td>
<td>Destroy</td>
<td>National Archives Information Management Schedule - Buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance contracts and related correspondence</td>
<td>End of contract period + 12 years</td>
<td>Destroy</td>
<td>The National Archives Records Management Retention Scheduling 5. Contractual Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>Records of Driving licence checks for staff and students driving Vehicles owned, leased or loaned to the University, and on insurance provided by the University of Warwick or relevant insurance company</td>
<td>Retained for 6 months after superseded (in the case of the final check) and current record for 12 months after a student or staff has left’</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
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</thead>
<tbody>
<tr>
<td>Vehicle Check Sheets</td>
<td>Check sheets that record that each vehicle was checked each morning for oil, lights, radiator etc. As well as who was driving the vehicle that day</td>
<td>12 months after check sheet completed</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Asset Management</td>
<td>Records documenting the value of the institution's capital assets.</td>
<td>Current financial year + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting decisions (and authorisations) to dispose of capital assets.</td>
<td>Current financial year (of disposal) + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Property Management - Property Acquisition</td>
<td>Records documenting the acquisition of ownership of properties.</td>
<td>Disposal of property + 12 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deeds of title for properties owned by the institution.</td>
<td>Disposal of property</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting negotiations for properties where the property was not acquired.</td>
<td>Closure of negotiations + 6 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the negotiation of leases and original lease agreements.</td>
<td>Expiry of lease + 15 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wayleave Agreements - Documents recording permission for access to land by utilities</td>
<td>Surrender, expire or termination + 12 years</td>
<td>Destroy</td>
<td>National Archives Information Management Schedule Buildings</td>
<td></td>
</tr>
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</thead>
<tbody>
<tr>
<td>ESTATES MANAGEMENT</td>
<td>Memoranda of Terms (MOU) - Document recording the initial party’s wishes for lease or license.</td>
<td>Surrender, expire or termination + 16 years</td>
<td>Destroy</td>
<td>National Archives Information Management Schedule Buildings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Landlords Consents - Document recording consent from Landlord for works to property during a lease period</td>
<td>Surrender, expire or termination + 16 years</td>
<td>Destroy</td>
<td>National Archives Information Management Schedule Buildings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Licences - Document recording the agreement between parties for specific conditional use of land or premises.</td>
<td>Surrender, expire or termination + 16 years</td>
<td>Destroy</td>
<td>National Archives Information Management Schedule Buildings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Register of records and documents deposited in safe custody - Information register listing location and detail of property documents such as leases, licenses and title deeds.</td>
<td>Superseded</td>
<td>Destroy</td>
<td>National Archives Information Management Schedule Buildings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Listed buildings consents and correspondence</td>
<td>5 years after issue if available digitally</td>
<td>Review</td>
<td>National Archives Information Management Schedule Buildings</td>
<td></td>
</tr>
<tr>
<td>Property Development</td>
<td>Records documenting the development of properties.</td>
<td>Disposal of property</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health and Safety File for a structure. These will only now be historical as these are now incorporated in the Operation &amp; Maintenance manuals held by Estates, for all structures.</td>
<td>From commissioning to demolition of property OR disposal of interest in property</td>
<td>Transfer to new owner, or in case of demolition, Destroy</td>
<td>As required by Regulation 12(5) of the Construction Design and Management Regulations 2015 to any new owner.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operation &amp; Maintenance Manuals. Folders and files containing manufacturers information, contractors instructions, contractors contact details and as built/installed drawings of the building fabric, as well as electrical &amp; mechanical installations</td>
<td>From commissioning to demolition of property OR disposal of interest in property</td>
<td>Transfer to new owner, or in case of demolition, Destroy</td>
<td>Section 2 of the O&amp;M, the Health and Safety file, is a statutory requirement and replaces Health and Safety File for a structure. This is a University of Warwick procedure</td>
<td></td>
</tr>
</tbody>
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<tbody>
<tr>
<td>Property</td>
<td>Property Maintenance</td>
<td>Records documenting routine inspections of property.</td>
<td>Date of inspection + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting major maintenance works on property.</td>
<td>Disposal of property</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting minor maintenance works on property.</td>
<td>Completion of works + 15 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting assessments of the presence and condition of asbestos,</td>
<td>Completion of work to which the assessment relates + life of building plus 40</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>as required by Regulation 5 of the Control of Asbestos Regulations 2012</td>
<td>years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(SI 2012/632).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the monitoring of the condition of asbestos in premises,</td>
<td>Life of building + 40 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>as required by Regulation 5 of the Control of Asbestos Regulations 2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Condition Surveys)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the disposal of properties by sale, transfer or donation.</td>
<td>Disposal of property + 12 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Property Disposal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Security</td>
<td>Records documenting the conduct and results of security inspections of properties, and action taken to address issues raised.</td>
<td>Completion of subsequent inspection</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).</td>
<td>Creation + 2 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of security passes issued to visitors</td>
<td>Expiry of pass + 1 month</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of security passes issued to employees, other staff and students.</td>
<td>Expiry of pass + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct of routine security surveillance of properties.</td>
<td>Creation + 1 month</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting security breaches or incidents, and action taken.</td>
<td>Last action on incident + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Property Leasing-out</td>
<td>Records documenting leasing-out arrangements for properties.</td>
<td>Expiry of lease + 12 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Space Management</td>
<td>Records documenting the conduct and outcomes of space audits.</td>
<td>Completion of subsequent audit + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
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</thead>
<tbody>
<tr>
<td>Facilities Management-Facilities</td>
<td>Records documenting the development</td>
<td>Records documenting the development and establishment of the institution's</td>
<td>Transfer to University Archives once the record</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Strategy and Policy Development</td>
<td>and establishment of the institution's</td>
<td>facilities strategy and policies: key records.</td>
<td>has passed out of active use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>strategy and policies: working papers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Management Procedure</td>
<td>Records documenting the development</td>
<td>Records documenting the development of the institution's procedures relating</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Development</td>
<td>of the institution's procedures relating</td>
<td>to facilities management.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>to facilities management.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>Master copies of procedures relating</td>
<td>Master copies of procedures relating to facilities management.</td>
<td>Superseded + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Development</td>
<td>to facilities management.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Development</td>
<td>Records documenting the specification</td>
<td>Records documenting the specification of requirements for facilities.</td>
<td>Completion of works + 15 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>of requirements for facilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development of</td>
<td>Records documenting the development of interior design and fit-out schemes.</td>
<td>Completion of works + 15 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>interior design and fit-out schemes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the carrying out</td>
<td>Records documenting the carrying out of interior decoration and fitting-out</td>
<td>Completion of works + 15 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>of interior decoration and fitting-out</td>
<td>works.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>works.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>Records documenting routine inspections</td>
<td>Records documenting routine inspections of facilities.</td>
<td>Completion of two subsequent inspections</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>of facilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTATES MANAGEMENT</td>
<td>Records documenting the carrying out of major maintenance works within facilities.</td>
<td>Completion of works + 15 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>ESTATES MANAGEMENT</td>
<td>Records documenting the carrying out of minor maintenance works within facilities.</td>
<td>Current year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Facilities Security Management</td>
<td>Records documenting the conduct and outcomes of security inspections of facilities.</td>
<td>Completion of two subsequent inspections</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Facilities Security Management</td>
<td>Records documenting the conduct of routine surveillance of facilities.</td>
<td>Creation + 1 month</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Facilities Security Management</td>
<td>Records documenting occurrences of unauthorised access to facilities, and action taken.</td>
<td>Last action on incident + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Facilities Compliance Management</td>
<td>Records documenting the conduct and outcomes of inspections of facilities by enforcing authorities.</td>
<td>Completion of subsequent inspection</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Original licences and certificates</td>
<td>Superseded</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Energy and Sustainability - Environmental Strategy and Policy Development</td>
<td>Records documenting the development and establishment of the institution's environmental management strategy and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
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### Business area: ESTATES MANAGEMENT

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<tbody>
<tr>
<td></td>
<td>Records documenting the development and establishment of the institution's environmental management strategy and policies: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Environmental Management Procedure Development</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master copies of procedures relating to environmental management.</td>
<td>Superseded + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct and results of environmental audits, and action taken to address issues raised.</td>
<td>Completion of audit + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments.</td>
<td>Elimination of risk + 5 years OR Updating of risk assessment + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.</td>
<td>Termination of accreditation + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.</td>
<td>Current + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tr>
<td></td>
<td>Environmental Incident Recording, Reporting &amp;</td>
<td>Records documenting the recording of environmental incidents on the</td>
<td>Last action on incident + 40 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Investigation</td>
<td>institution's premises or caused by its operations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the investigation of</td>
<td>Records documenting the investigation of environmental incidents on the</td>
<td>Closure of investigation + 40 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>environmental incidents on the institution's</td>
<td>institution's premises or caused by its operations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>premises or caused by its operations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the notification and</td>
<td>Records documenting the notification and reporting of reportable</td>
<td>Date of notification + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>reporting of reportable environmental incidents</td>
<td>environmental incidents to enforcing authorities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>to enforcing authorities.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Utilities Management</td>
<td>Records documenting routine monitoring of the institution's use and</td>
<td>Current year + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>consumption of energy and water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the conduct and results</td>
<td>Records documenting the conduct and results of formal reviews of the</td>
<td>Completion of review + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>of formal reviews of the institution's use and</td>
<td>institution's use and consumption of energy and water, and action taken to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>consumption of energy and water, and action</td>
<td>address issues raised.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>taken to address issues raised.</td>
<td></td>
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<tbody>
<tr>
<td></td>
<td>contractors, as required by Regulation 15 of</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep Campus Moving - Student</td>
<td>Records documenting the application and subsequent correspondence relating to Student applications to park on campus successful</td>
<td>Notice of Decision + 4 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Certificate Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the application and subsequent correspondence relating to Student applications to park on campus unsuccessful</td>
<td>Notice of Decision + 12 months</td>
<td>Destroy</td>
<td></td>
<td></td>
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<tbody>
<tr>
<td>EQUIPMENT MANAGEMENT</td>
<td>Equipment &amp; Consumables Strategy and Policy Development</td>
<td>Records documenting the development and establishment of the institution's equipment and consumables strategy and policies: key records.</td>
<td>Superseded + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Records documenting the development and establishment of the institution's equipment and consumables strategy and policies: working papers.</td>
<td>Issue of strategy + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equipment &amp; Consumables Management Procedure Development</td>
<td>Records documenting the development of the institution's procedures relating to the management of equipment and consumables.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Master copies of procedures relating to the management of equipment and consumables.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development of specifications for, and the selection of, equipment/consumables: major items</td>
<td>Life of item + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development of specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations</td>
<td>Life of item + 40 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the development of specifications for, and the selection of, equipment/consumables: other items</td>
<td>Life of item</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
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<td>-----------------------</td>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Equipment &amp; Consumables Storage</td>
<td>Records documenting the monitoring of the condition of stored equipment/consumables.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the stock inventory for equipment/consumables.</td>
<td>Superseded</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting routine stocktaking and stock checking.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the movement of stock into and from storage.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Equipment Installation/Commissioning</td>
<td>Records documenting the installation of equipment: major items.</td>
<td>Decommissioning/removal + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the installation of equipment: items which are safety critical or associated with hazardous operations.</td>
<td>Decommissioning/removal + 40 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the installation of equipment: other items.</td>
<td>Decommissioning/removal</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health and Safety File for fixed plant which is a 'structure' as defined in Regulation 2 of the Construction (Design and Management) Regulations 1994 (SI 1994/3140).</td>
<td>Decommissioning/removal of plant A Health and Safety File is transferred to the new owner when a structure is sold.</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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<tr>
<td></td>
<td></td>
<td>Reports of pre-commissioning examinations of lifting equipment, as required by Regulation 9(1) and 9(2) of the Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307).</td>
<td>Decommissioning</td>
<td>Destroy</td>
<td>The Lifting Operations and Lifting Equipment Regulations (SI 1998/2307) Regulation 11(2)(a)(i) and 11(2)(a)(iii)</td>
</tr>
<tr>
<td></td>
<td>Equipment Inspection, Testing &amp; Maintenance</td>
<td>Records documenting the inspection, testing and maintenance of equipment, except as specified elsewhere.</td>
<td>Disposal of item + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the inspection, testing and maintenance of equipment: major items other than those specified elsewhere.</td>
<td>Decommissioning/Removal + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
<td>RETENTION PERIOD</td>
<td>ACTION AT END OF RETENTION PERIOD</td>
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<td>----------------------------------</td>
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</tr>
<tr>
<td></td>
<td>Records documenting the inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations.</td>
<td>Decommissioning/Disposal + 15 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health, as required by Regulation 9 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).</td>
<td>Date of examination/test/repair + 5 years</td>
<td>Destroy</td>
<td>The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 9(4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the examination, testing and repair of plant and equipment provided to control exposure to asbestos, as required by Regulation 13 of the Control of Asbestos Regulations 2012 (SI 2012/632).</td>
<td>Date of examination/test/repair + 5 years</td>
<td>Destroy</td>
<td>The Control of Asbestos Regulations (SI 2012/632) Regulation 13(3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead, as required by Regulation 8 of the Control of Lead at Work Regulations 2002 (SI 2002/2676).</td>
<td>Date of examination/test/repair + 5 years</td>
<td>Destroy</td>
<td>The Control of Lead at Work Regulations (SI 2002/2676) Regulation 8(4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the examination, testing and repair of personal protective equipment provided to control exposure to ionising radiation, as required by Regulation 11(2) of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of examination/test/repair + 2 years</td>
<td>Destroy</td>
<td>The Ionising Radiations Regulations (SI 2017/1075) Regulation 11(2)(b)</td>
<td></td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
<td>RETENTION PERIOD</td>
<td>ACTION AT END OF RETENTION PERIOD</td>
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<tr>
<td></td>
<td>Records documenting the examination, testing and repair of other equipment provided to control exposure to ionising radiation, as required by Regulation 10(1) of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of examination/test/repair + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the maintenance and testing of equipment for monitoring levels of ionising radiation, as required by Regulation 19(4) of the Ionising Radiations Regulations 2017 (SI 2017/1075).</td>
<td>Date of maintenance/testing + 2 years</td>
<td>Destroy</td>
<td>The Ionising Radiations Regulations 2017 (SI 2017/1075) Regulation 19(4)(c)</td>
<td></td>
</tr>
<tr>
<td>Equipment &amp; Consumables Disposal</td>
<td>Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.</td>
<td>Disposal of item + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health.</td>
<td>Disposal of item + 15 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: other items.</td>
<td>Disposal if item + 6 year</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
<td>RETENTION PERIOD</td>
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</tr>
<tr>
<td></td>
<td>Records documenting the transfer of ownership of equipment/consumables.</td>
<td>Disposal of item + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>

Please contact RecordsManagement@warwick.ac.uk with queries about the University Record Retention Schedule (RRS). This should include instances where a class (type of record) is identified that is not listed on the RRS.
<table>
<thead>
<tr>
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<th>ACTIVITY</th>
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<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODERN RECORDS CENTRE (UNIVERSITY ARCHIVES)</td>
<td>Archives Strategy and Policy Development</td>
<td>Records documenting the development and establishment of the institution's archives strategy and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's archives strategy and policies: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Archives Management Procedure Development</td>
<td>Records documenting the development of the institution's procedures relating to archives management.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to archives management.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Archives Acquisition</td>
<td>Records documenting the development and establishment of the selection criteria for records to be preserved as archives.</td>
<td>Life of archives</td>
<td>Preserve</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.</td>
<td>Life of records</td>
<td>Preserve</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the accessioning of records acquired for preservation as archives.</td>
<td>Life of archives</td>
<td>Preserve</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Archives Organisation &amp; Description</td>
<td>Records documenting the institution's scheme of arrangement for its archives.</td>
<td>Life of records arranged according to the scheme</td>
<td>Preserve</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Records documenting the development of the institution's standard descriptive model for its archives.</td>
<td>Life of records described using the model</td>
<td>Preserve</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records containing the descriptions of the records held as archives.</td>
<td>Life of records</td>
<td>Preserve</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Archives Storage &amp; Handling</td>
<td>Records documenting the monitoring and control of the storage of archives.</td>
<td>Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Archives Storage &amp; Handling</td>
<td>Records documenting the movement of archives from/to storage.</td>
<td>Return of items + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Archives Access Control</td>
<td>Records documenting requests for access to archives.</td>
<td>Last action on request + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Archives Conservation</td>
<td>Records documenting conservation work undertaken on items in the archives.</td>
<td>Life of records</td>
<td>Preserve</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Archives Disposal</td>
<td>Records documenting authorisation for the disposal of de-accessioned records.</td>
<td>Permanent</td>
<td>Preserve</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Archives Promotion &amp; Exploitation</td>
<td>Records documenting the development and maintenance of specialised finding aids to promote and facilitate access to (items in) the archives.</td>
<td>Superseded</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Records Centre</td>
<td>Records documenting the design and distribution of promotional materials to raise awareness and encourage use of (items in) the archives.</td>
<td>Superseded</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Modern Records Centre</td>
<td>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.</td>
<td>Last action + 5</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Modern Records Centre</td>
<td>Records documenting the selection and use of items from the archives by institutional staff (e.g. for teaching events, publications, exhibitions).</td>
<td>Current + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Modern Records Centre</td>
<td>Records documenting the selection and use of items from the archives by third parties (e.g. for exhibitions, publications, television programmes).</td>
<td>Last action on project + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
<tr>
<td>Modern Records Centre</td>
<td>Records documenting loans of items from the archives to third parties.</td>
<td>Termination of loan + 5 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
<td></td>
</tr>
</tbody>
</table>
The following section is based on the activities described in SPECTRUM, the UK Museum Documentation Standard. SPECTRUM is published by the Museums Documentation Association (MDA). References to SPECTRUM in this publication refer to Version 5.0.

SPECTRUM sets out 21 procedures, of which 8 are identified as Primary Procedures. This section reflects 7 of the 8 Primary Procedures.

<table>
<thead>
<tr>
<th>BUSINESS AREA</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PUBLICATIONS &amp; COLLECTIONS</td>
<td>Collections Strategy and Policy</td>
<td>Records documenting the development and establishment of the institution's collections strategy and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Management Procedure Development</td>
<td>Records documenting the development and establishment of the institution's collections strategy and policies: working papers.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Collections Promotion</td>
<td>Records documenting the design and development of promotional materials.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Collections Use</td>
<td>Records documenting the receipt and evaluation of requests / proposals for use of collections or objects, where the requests / proposals are rejected.</td>
<td>Last action on request / proposal + 1 year.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
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<tr>
<td></td>
<td></td>
<td>Records documenting the authorised use of collections or objects, and actions taken to facilitate, monitor or control use (e.g. checking environmental conditions, handling / operating objects; taking samples from objects)</td>
<td>Permanent</td>
<td>Retain</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Object Receipt</td>
<td>Records documenting the receipt of objects which are not currently part of the institution's collections. SPECTRUM: Object Entry records</td>
<td>Permanent</td>
<td>Retain</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Object Borrowing</td>
<td>Records documenting loans of objects to the institution by other organisations or by individuals. SPECTRUM: Loans In (borrowing objects)</td>
<td>Permanent</td>
<td>Retain</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Object Acquisition</td>
<td>Records documenting the acquisition of objects for the institution's collections. SPECTRUM: Accession records</td>
<td>Permanent</td>
<td>Retain</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Object Location &amp; Movement Control</td>
<td>Records documenting the location and movement of objects within the institution's premises. SPECTRUM: Location and Movement Records</td>
<td>Permanent</td>
<td>Retain</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Object Cataloguing</td>
<td>Records documenting key information about objects in the institution's collections. SPECTRUM: Catalogue records</td>
<td>Permanent</td>
<td>Retain</td>
<td>Best Practice at the University of Warwick</td>
</tr>
</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Object Dispatch</td>
<td>Records documenting objects which have left the institution’s premises.</td>
<td>Permanent</td>
<td>Retain</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPECTRUM: Object Exit Records</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Object Lending</td>
<td>Records documenting loans of objects to other organisations or to individuals.</td>
<td>Permanent</td>
<td>Retain</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPECTRUM: Loans Out (lending objects)</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Publications Acquisition</td>
<td>Records documenting the process of selecting publications to purchase.</td>
<td>Completion of purchase</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting decisions to (dis)continue purchase of publications.</td>
<td>Last action on issue + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
</tbody>
</table>
## RELATED COMPANIES - GENERAL

<table>
<thead>
<tr>
<th>BUSINESS AREA</th>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELATED COMPANIES - GENERAL</td>
<td>Related Companies Strategy</td>
<td>Records documenting the development and establishment of the institutions'</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>and Policy Development</td>
<td>related companies' strategy and policies: key records.</td>
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<tr>
<td></td>
<td>Procedure Development</td>
<td>Records documenting the development and establishment of the institutions</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>related companies' strategy and policies: working papers.</td>
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<td></td>
<td>Formation</td>
<td>Records documenting the formation of the related company.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
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</tr>
<tr>
<td></td>
<td>Oversight &amp; Review</td>
<td>Records documenting the oversight and periodic review of the performance of</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the related company.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Exit / Wind-up</td>
<td>Records documenting the winding-up of the related company or the disposal of</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
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<td>the institution's interest in it.</td>
<td></td>
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</tr>
</tbody>
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**Version Number:** 2.4  **Date published:** 25 November 2019  **Review Date:** 25 November 2020

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University of Warwick Records Retention Schedule (RRS)
Business area: COMMERCIAL SERVICES - GENERAL

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL SERVICES - GENERAL</td>
<td>Commercial Services Strategy and Policy Development</td>
<td>Records documenting the development and establishment of the institution's commercial services strategy and policies: key records.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's commercial services strategy and policies: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Commercial Services Procedure Development</td>
<td>Records documenting the development of the institution’s procedures relating to the commercial services.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to the commercial services.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
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</thead>
<tbody>
<tr>
<td>CUSTOMER RELATIONS MANAGEMENT (Commercial Services)</td>
<td>Customer Relations Management (Commercial Services)</td>
<td>Records documenting enquiries about the commercial services and the responses provided.</td>
<td>Last action on enquiry + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the handling of complaints from customers of the commercial services.</td>
<td>Last action on complaint + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting unsolicited customer feedback on the commercial services and the responses provided.</td>
<td>Last action on feedback + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the design of commercial services customer surveys and the (anonymised, if necessary) analysis of responses.</td>
<td>Last action on survey + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Individual responses to commercial services customer surveys.</td>
<td>Completion of analysis of responses</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Public Engagement Network</td>
<td>Records of internal contacts (to University of Warwick) who have signed up to hear about public engagement news and opportunities.</td>
<td>Contact details retained until requested to be removed or details become demonstrably defunct.</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
</tbody>
</table>

**Version Number:** 2.4  **Date published:** 25 November 2019  **Review Date:** 25 November 2020

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<tr>
<th>BUSINESS AREA</th>
<th>ACTIVITY</th>
<th>RECORD GROUP</th>
<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT SERVICES - GENERAL</td>
<td>Student Services Strategy and</td>
<td>Records documenting the development and establishment of the institution's</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Policy Development</td>
<td>student services strategy and policies: key records.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>student services strategy and policies: working papers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procedure Development</td>
<td>Records documenting the development of the institution’s procedures relating</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to the student services.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to the student services.</td>
<td>Superseded + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
</tbody>
</table>

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<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER RELATIONS MANAGEMENT (Student Services)</td>
<td>Customer Relations Management (Student Services)</td>
<td>Records documenting enquiries about the student services and the responses provided.</td>
<td>Last action on enquiry + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the handling of complaints from customers of the student services.</td>
<td>Last action on complaint + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting unsolicited customer feedback on the student services and the responses provided.</td>
<td>Last action on feedback + 3 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the design of student services customer surveys and the (anonymised, if necessary) analysis of responses.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Individual responses to student services customer surveys.</td>
<td>Completion of analysis of responses</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
<td>RETENTION PERIOD</td>
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</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TEACHING - GENERAL</td>
<td>Teaching Strategy and</td>
<td>Records documenting the development and establishment of the institution's</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Policy Development</td>
<td>teaching strategy and policies: key records.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the development and establishment of the institution's</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>teaching strategy and policies: working papers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teaching Procedure</td>
<td>Records documenting the development of the institution's procedures relating</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Development</td>
<td>to teaching.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to teaching.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
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## Business area: LEARNING - GENERAL

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<thead>
<tr>
<th>BUSINESS AREA</th>
<th>ACTIVITY</th>
<th>RECORD GROUP</th>
<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEARNING - GENERAL</td>
<td>Learning Support Strategy and Policy Development</td>
<td>Records documenting the development and establishment of the institution's learning support strategy and policies: key records.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Learning Support Procedure Development</td>
<td>Records documenting the development and establishment of the institution's learning support strategy and policies: working papers.</td>
<td>Issue of document + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Learning Support Procedure Development</td>
<td>Records documenting the development of the institution's procedures relating to learning support.</td>
<td>Issue of procedures + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master copies of procedures relating to learning support.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Learning Support Resource Development</td>
<td>The types of records produced will depend on the type of resource being developed.</td>
<td>Life of resource + 2 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td></td>
<td>Learning Support Resource Delivery</td>
<td>The types of records produced will depend on the type of resource being developed.</td>
<td>Life of resource + 2 years OR Current year + 1 year</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
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</tr>
<tr>
<td>Warwick Accommodation – Allocations</td>
<td>Accommodation Contract</td>
<td>Records documenting the establishment of formal contractual relationship between Warwick Accommodation and Student; Electronic</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td>Warwick Accommodation – Allocations</td>
<td>Allocation Plan</td>
<td>Records documenting the development and establishment of the Warwick Accommodation Allocation Plan for the corresponding year.</td>
<td>Superseded + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Warwick Accommodation – Allocations</td>
<td>Allocation Policy</td>
<td>Records documenting the development and establishment of the Warwick Accommodation Allocation Policy for the corresponding year.</td>
<td>Superseded + 10 years</td>
<td>Destroy</td>
<td>JISC HE Business Classification Scheme and Records Retention Schedules</td>
</tr>
<tr>
<td>Warwick Accommodation – Allocations</td>
<td>Accommodation Application</td>
<td>Records documenting the students application to accommodation provided by Warwick Accommodation; Successful applications</td>
<td>Superseded by the contract if accepted (see contracts)</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td>Warwick Accommodation – Allocations</td>
<td></td>
<td>Records documenting the students application to accommodation provided by Warwick Accommodation; Unsuccessful applications</td>
<td>Start of current academic year + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
<td>RETENTION PERIOD</td>
<td>ACTION AT END OF RETENTION PERIOD</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the students application to accommodation provided by Warwick Accommodation; Specific requirements – supporting evidence</td>
<td>Decision + 3 months</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>Accommodation Enquires</td>
<td>Records documenting the handling of enquiries from prospective and current students</td>
<td>Current academic year + 2 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Information packs and other advice publications for students;</td>
<td>Published documentation made available to public; Brochures etc.</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>Records documenting the room facilities associated with the contracted room and common areas</td>
<td>End of academic year + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td>Rents</td>
<td>Records documenting the development and establishment of Warwick Accommodation rents for the corresponding year.</td>
<td>Superseded + 10 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Students Lists</td>
<td>Records documenting the collation of students in list format for information purposes; Business need</td>
<td>Superseded or end of academic year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Transfer Requests Form</td>
<td>Records documenting the request to alter student allocation</td>
<td>End of current academic year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>Academic Withdrawal Requests</td>
<td>Record from Student Records documenting students withdrawal request that may result in termination of accommodation licence; Warwick accommodation resident</td>
<td>End of Licence + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
<td></td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
<td>RETENTION PERIOD</td>
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<td>----------</td>
</tr>
<tr>
<td>WARWICK ACCOMMODATION - OFF CAMPUS</td>
<td>Head Leasing Scheme (HLS) Enquiries</td>
<td>Records documenting enquiries from current and prospective landlords</td>
<td>Last action + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>Rent Assessments</td>
<td>Records documenting the development and establishment of proposed rents offered to landlords for the corresponding year</td>
<td>Superseded +1 year</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Leasing Scheme Application</td>
<td>Records documenting the landlords application to Head Leasing Scheme (HLS) provided by Warwick Accommodation; Successful applications</td>
<td>Superseded by the contract if accepted (see contracts)</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the landlords application to HLS provided by Warwick Accommodation; Unsuccessful applications (University rejects property)</td>
<td>Start of current academic year</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the landlords application to HLS provided by Warwick Accommodation; Unsuccessful applications (landlord rejects offer)</td>
<td>Start of current academic year + 1 year</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLS Contract</td>
<td>Records documenting the establishment of formal contractual relationship between University of Warwick and Landlord; Electronic</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records documenting the establishment of formal contractual relationship between University of Warwick and Landlord; Manual</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
<td></td>
</tr>
<tr>
<td>Landlord Land Registry Details</td>
<td>Records documenting landlord property ownership for information purposes; Business need</td>
<td>While current + 1 year</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## University of Warwick Records Retention Schedule (RRS)

**Business area:** Warwick Accommodation - Off campus

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<tr>
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<th>ACTIVITY</th>
<th>RECORD GROUP</th>
<th>RETENTION PERIOD</th>
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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Landlord Lists</td>
<td>Records documenting the landlord name and address; contact details, in list format for information purposes; Business need</td>
<td>Superseded or end of academic year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the Company landlord name, company registration number and address; contact details, in list format for information purposes; Business need</td>
<td>Superseded or end of academic year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Landlord Invoices</td>
<td>Records documenting remedial and compliance work</td>
<td>End of Licence + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Landlord Bank Details</td>
<td>Records documenting landlord's bank details, and address of relevant property</td>
<td>End of Licence + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>FP20 SharePoint</td>
<td>Records documenting landlord's proposed contractual arrangement; Agreed</td>
<td>End of Licence + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting landlord's proposed contractual arrangement; Not agreed</td>
<td>Current + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
</tbody>
</table>

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### Business area: Warwick Accommodation – Staff & Family Housing

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>WARWICK ACCOMMODATION – STAFF &amp; FAMILY HOUSING</td>
<td>Assured Shorthold Tenancy Agreement</td>
<td>Records documenting the establishment of formal contractual relationship between Staff and Family Housing and individual; Manual</td>
<td>Termination of contract + 6 years</td>
<td>Destroy</td>
<td>Housing Act 1988 and Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td>Staff &amp; Family Accommodation Application</td>
<td>Records documenting the individuals application for accommodation provided by Staff and Family Housing; Successful applications</td>
<td>Superseded by the contract if accepted (see AST agreement)</td>
<td>Destroy</td>
<td>Limitation Act 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the individuals application for accommodation provided by Staff and Family Housing; Unsuccessful applications</td>
<td>End of decision process or add to waiting list</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the individuals application for accommodation provided by Staff and Family Housing; Waiting List</td>
<td>End of academic year if unsuccessful</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Tenancy</td>
<td>Records documenting the individuals occupation of Staff &amp; Family Housing and the activities that facilitate the occupancy; Council tax, Utility Bills, rent collection etc.</td>
<td>Termination of Tenancy + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Lodgings List</td>
<td>Records documenting the landlords application to Lodgings List provided by Staff and Family Housing; Successful applications</td>
<td>Current year + 1 (annually reviewed)</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the landlords application to Lodgings List provided by Staff and Family Housing; Unsuccessful applications</td>
<td>End of decision process</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Right to Rent Check</td>
<td>Records documenting checks are carried out to confirm that a tenant or lodger can legally rent a residential property in England</td>
<td>End of Tenancy + 1 year</td>
<td>Destroy</td>
<td>Section 22 of the Immigration Act 2014</td>
</tr>
<tr>
<td></td>
<td>Relocation Service</td>
<td>Records documenting the individuals enquiry for assistance when relocating to The University of Warwick and processes associated</td>
<td>End of enquiry and annually reviewed</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
</tbody>
</table>

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<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARWICK MANUFACTURING GROUP (WMG)</td>
<td>Offsets Contract</td>
<td>Copies of contracts and associated schedules (plus Minutes of Steering Group meetings) pertaining to Offsets contracts. These are maintained as exemplars for future contracts (for e.g. implementation schedules, costings).</td>
<td>End of Contract + 10 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td>WARWICK MEDICAL SCHOOL (WMS)</td>
<td>Undergraduate Assessments</td>
<td>Summative and Formative Assessments</td>
<td>Retained for two years following final exam board</td>
<td>Destroy</td>
<td>University of Warwick Examination Regulations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Assessments</td>
<td>Summative and Formative Assessments</td>
<td>Retained for two years following final exam board</td>
<td>Destroy</td>
<td>University of Warwick Examination Regulations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Fitness to Practise Medical Schools Council (MSC)</td>
<td>WMS held Fitness to Practise records of excluded students’ data entered onto the MSC Excluded Students by WMS: • Known name(s) including any changes of name by Deed Poll • Current gender and gender at birth • Date of birth • Name of the school which the student was excluded from • UCAS ID • Photograph • A copy of the outcomes letter at the end of fitness to practise proceedings</td>
<td>Destroy</td>
<td>Protocol for sharing information on students found unfit to practise on courses leading to entry to a registered profession. The protocol set out that the General Medical Council (GMC) and MSC and participating schools will not use the data supplied for any purpose other than that set out in the protocol.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excluded Students’ Database (Warwick Medical School) – MB ChB Students</td>
<td></td>
<td>This is held by WMS Completion of procedure letter, issued + 12 months N.B. the information is held for 10 years on the externally managed excluded students database</td>
<td>Destroy</td>
<td>Protocol for sharing information on students found unfit to practise on courses leading to entry to a registered profession. The protocol set out that the General Medical Council (GMC) and MSC and participating schools will not use the data supplied for any purpose other than that set out in the protocol.</td>
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<tbody>
<tr>
<td>Health, Welfare and Professionalism and Fitness to Practise</td>
<td>Health, Welfare and Professionalism and Fitness to Practise records for students who achieve full registration with the GMC, normally at the end of their Foundation Year 1 training placement.</td>
<td>Up to a maximum of three years and 30 days after graduation with the award of MB ChB.</td>
<td>Destroy</td>
<td>Protocol for sharing information on students found unfit to practise on courses leading to entry to a registered profession. The protocol set out that the GMC, MSC and Dental Schools’ Council and participating schools will not use the data supplied for any purpose other than that set out in the protocol.</td>
<td></td>
</tr>
<tr>
<td>Health, Welfare and Professionalism and Fitness to Practise</td>
<td>Health, Welfare and Professionalism and Fitness to Practise records for students that permanently withdraw from the course with an award of BMed Sci or without an award.</td>
<td>Completion of procedure letter, issued + 12 months</td>
<td>Destroy</td>
<td>Protocol for sharing information on students found unfit to practise on courses leading to entry to a registered profession. The protocol set out that the Dental Schools’ Council and participating schools will not use the data supplied for any purpose other than that set out in the protocol.</td>
<td></td>
</tr>
<tr>
<td>Health, Welfare and Professionalism and Fitness to Practise – Diploma in Orthodontic Therapy students</td>
<td>Health, Welfare and Professionalism and Fitness to Practise records for Diploma in Orthodontic Therapy students who successfully complete the course and achieve registration with the GDC as an Orthodontic Therapist.</td>
<td>Graduation + 2 Years</td>
<td>Destroy</td>
<td>Protocol for sharing information on students found unfit to practise on courses leading to entry to a registered profession. The protocol set out that the Dental Schools’ Council and participating schools will not use the data supplied for any purpose other than that set out in the protocol.</td>
<td></td>
</tr>
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<td>BUSINESS AREA</td>
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</tr>
<tr>
<td></td>
<td>Health, Welfare and Professionalism and Fitness to Practise – Diploma in Orthodontic Therapy students</td>
<td>Health, Welfare and Professionalism and Fitness to Practise records for Diploma in Orthodontic Therapy students who permanently withdraw from the Diploma in Orthodontic Therapy course without an award.</td>
<td>Completion of procedure letter, issued + 12 months</td>
<td>Destroy</td>
<td>Protocol for sharing information on students found unfit to practise on courses leading to entry to a registered profession. The protocol set out that the Dental Schools’ Council and participating schools will not use the data supplied for any purpose other than that set out in the protocol.</td>
</tr>
<tr>
<td></td>
<td>Post-Graduate Taught Professional Projects</td>
<td>The Record detailing the output of Post-Graduate Taught Professional Projects</td>
<td>Retained for two years following final exam board</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
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</thead>
<tbody>
<tr>
<td>WARWICK ARTS CENTRE</td>
<td>Engagement Records for Arts Centre Customers</td>
<td>Individuals who have engaged* with Warwick Arts Centre e.g. bookers, attenders, donors, visitors etc. *Engagement can include: attending a performance or event (paid or unpaid), purchasing or being signed up as a member, being a subscriber, making an Education, Schools and Group booking, making an enquiry, opening an email, visiting website or signing up to a mailing list.</td>
<td>Last engagement with Warwick Arts Centre + 6 years (cease communications activity after 3 years)</td>
<td>Destroy/Anonymise record if permission is withdrawn or when 6 year period has elapsed</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Donation Records</td>
<td>Fundraising to individuals who have engaged with Warwick Arts Centre</td>
<td>Duration of relationship + 7 years</td>
<td>Destroy/Anonymise record if permission is withdrawn or when 7 year period has elapsed</td>
<td>The Development and Alumni Relations Office (DARO) Retention Policy for Donors Gift Aid</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>HUMANITIES RESEARCH CENTRE</td>
<td>Book Proposals</td>
<td>Unsuccessful book proposal – created for Routledge to consider a publication – not taken any further.</td>
<td>Current Academic year + 6 months</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Successful book proposal – created for Routledge to consider a publication – taken on by Routledge.</td>
<td>Current Academic year + 3 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Conference Proposals</td>
<td>Unsuccessful conference application – proposal for HRC funding and support for a conference – rejected.</td>
<td>Current Academic year + 6 months</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Successful conference application – proposal for HRC funding and support for a conference – supported.</td>
<td>Current Academic year + 3 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Conference Online Booking Forms</td>
<td>To enable delegates to register (and pay) to attend the conference.</td>
<td>Completion of Event + 6 Months</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Internal Research Funding</td>
<td>Unsuccessful applications – for the HRC to consider providing funding for the research activity mentioned in the application – rejected.</td>
<td>Current Academic year + 6 months</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Successful applications - for the HRC to consider providing funding for the research activity mentioned in the</td>
<td>Current Academic year + 3 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
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<tr>
<td>STUDENT OPPORTUNITY (SO)</td>
<td>Workshops</td>
<td>Records relating to the design and development of credit bearing modules of taught programmes</td>
<td>Transfer to University Archives once the record has passed out of active use.</td>
<td>Contact University Archives</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Student surveys and analysis of student data</td>
<td>Including but not limited to work experience, bursary, myAdvantage records, student feedback</td>
<td>Current academic year + 5 years with data anonymised or pseudonymised (where anonymisation is not possible)</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Student attendance data</td>
<td>Registers of attendance for SO events including (but not limited to) skills workshops, employer events, volunteering activities</td>
<td>Current academic year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Student attendance data</td>
<td>myAdvantage and Warwick Volunteers database records relating to student attendance at SO events including (but not limited to) skills workshops, employer events, volunteering activities</td>
<td>Last log-in after Graduation + 3 years</td>
<td>Records anonymised by Career Hub for myAdvantage. Records deleted from WV database</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Student Enquiries</td>
<td>Records documenting enquiries from students or alumni</td>
<td>Last action + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Contact details for potential event speakers</td>
<td>For events including but not limited to Inspiring Women, Careers Sector Events etc.</td>
<td>Last Contact + 3 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Student References</td>
<td>Provision of references for students relating to SO activities only</td>
<td>1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
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<td>----------</td>
</tr>
<tr>
<td>WARWICK EMPLOYMENT GROUP (WEG)</td>
<td>Recruitment and Selection</td>
<td>Website account details for unsuccessful Unitemps candidates who have never applied for a job or worked though Unitemps (records include name, address, contact information, university details if applicable, skills and experience, referees and CV)</td>
<td>2 years from the last date of any activity on Unitemps website unless candidate has requested deletion in which case delete immediately</td>
<td>Destroy</td>
<td>Warwick Employment Group (WEG) Best Practice</td>
</tr>
<tr>
<td></td>
<td>Registered Candidates (that never applied for a role)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recruitment and Selection</td>
<td>Website account details for unsuccessful Unitemps candidates who have applied for roles but never worked for Unitemps (records include name, address, contact information, university details if applicable, skills and experience, referees, CV, interview notes)</td>
<td>2 years from the last date of any activity on Unitemps website unless candidate has requested deletion in which case delete 1 year after last application</td>
<td>Destroy</td>
<td>Conduct of Employment Agencies and Employment Business Regulations 2003 (Conduct Regulations)</td>
</tr>
<tr>
<td></td>
<td>Registered Candidates (that applied for roles but were unsuccessful)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recruitment and Selection</td>
<td>Covering letters, application details, shortlisting records, criminal conviction statement – yes/no</td>
<td>1 year from date of unsuccessful application 2 years from end of assignment for successful applicants</td>
<td>Destroy</td>
<td>Conduct of Employment Agencies and Employment Business Regulations 2003 (Conduct Regulations)</td>
</tr>
<tr>
<td></td>
<td>Registered Candidates (that applied for roles)</td>
<td></td>
<td></td>
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</tr>
</tbody>
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### University of Warwick Records Retention Schedule (RRS)

**Business area:** WARWICK EMPLOYMENT GROUP (WEG)

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</thead>
</table>
| Recruitment and Selection | Website registration details and details for candidates who have worked for Unitemps | The website registration details include:  
- Contact details  
- University details  
- Skills/experience  
- Qualifications  
- Referees  
- References  
- CV  
- Interview Notes | 2 years from the last date of any activity on Unitemps website records are hidden and are inaccessible to staff and users. After 7 years, records are then destroyed. For deletion requests all records are hidden immediately and then deleted 2 years after the candidate last worked and 1 year after last application. | Destroy | Conduct of Employment Agencies and Employment Business Regulations 2003 (Conduct Regulations) 
Limitation Act 1980 |
| Recruitment and Selection | Details for candidates who have worked for Unitemps |  
- Name  
- Date of birth  
- Details of assignments  
- Terms of engagement with temporary worker  
- Confidentiality agreements  
- Records held relating to right to work in the UK  
- Notification and consideration of reasonable adjustments | Records are deleted 7 years after candidate last worked through Unitemps, (must also be 1 year after last application and 2 years of inactivity on the website) For deletion requests all records are hidden immediately and then deleted 7 years after the candidate last worked and 1 year after last application. | Destroy | Conduct of Employment Agencies and Employment Business Regulations 2003 (Conduct Regulations) 
Working Time Regulations 1998 
Limitation Act 1980 
Immigration, Asylum and Nationality Act 2006 and Limitation Act 1980 |

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### University of Warwick Records Retention Schedule (RRS)

#### Business area: WARWICK EMPLOYMENT GROUP (WEG)

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</table>
|               | Contract Management | National Minimum Wage documentation:  
  - Total pay by the worker and the hours worked by the worker  
  - Overtime/shift premiums;  
  - Any deduction or payment of accommodation;  
  - Any absences e.g. rest breaks, sick leave, holiday;  
  - Any travel or training during working hours and its length;  
  Total number of hours in a pay reference period – this sets the averaging period to calculate whether a worker has been paid NMW e.g. workers paid weekly have a pay reference period of one week | 7 years after candidate last worked through Unitemps, (must also be 1 year after last application and 2 years of inactivity on our website)  
7 years after candidate last worked through Unitemps for deletion requests | Destroy | National Minimum Wage Act 1998  
Limitation Act 1980 |
|               | Contract Management | Completion of payroll new starter (and amendment) forms so that temps can be set up on the WUEL payroll by the Payroll Office (bank details, national insurance numbers, etc) | No longer than required in order to set the temp up on the WUEL payroll (within 3 months) | Destroy | Warwick Employment Group (WEG) Best Practice |
|               | Pension Administration | We are given access to reports from pensions on the eligibility of temps for the pensions scheme and we write to them to inform them of their status and to give them information on the scheme | Accessing of Report + 1 year | Destroy | Warwick Employment Group (WEG) Best Practice |

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<td></td>
<td>Search Higher - Recruitment and Selection</td>
<td>Work-seeker records including application form/CV, details of assignments, suitability checks and interview notes for unsuccessful candidates</td>
<td>SearchHigher retains candidate's personal data for 2 years after the date on which they last provided work-finding services. (contacting candidates, assessing suitability, putting forward for job opportunities and managing relationship with candidates) Upon expiry of that period SH will seek further consent. Where consent is not granted SH will delete the data held</td>
<td>Destroy</td>
<td>Conduct of Employment Agencies and Employment Business Regulations 2003 (Conduct Regulations)</td>
</tr>
<tr>
<td></td>
<td>Jobs.ac.uk – Jobs by email account registration</td>
<td>Job-seeker record to enable sign up to our jobs by email service (name, email address, job search preferences including location, marketing preferences)</td>
<td>After 2 years of inactivity on the account</td>
<td>Destroy</td>
<td>Warwick Employment Group (WEG) Best Practice</td>
</tr>
<tr>
<td></td>
<td>Marketing</td>
<td>Online jobseeker surveys</td>
<td>1 year</td>
<td>Destroy/Anonymise</td>
<td>Warwick Employment Group (WEG) Best Practice</td>
</tr>
<tr>
<td></td>
<td>College.jobs.ac.uk - Website Account Registrations</td>
<td>Job seeker accounts to enable them to sign up for jobs by email service and to apply for certain jobs (name, email address, job search preferences including location, marketing preferences)</td>
<td>After 1 year of inactivity on their account</td>
<td>Destroy</td>
<td>Warwick Employment Group (WEG) Best Practice</td>
</tr>
<tr>
<td></td>
<td>Recruitment</td>
<td>Job applications made through the website for certain roles (both unsuccessful and successful)</td>
<td>Applications for jobs are kept for 180 days</td>
<td>Destroy</td>
<td>Warwick Employment Group (WEG) Best Practice</td>
</tr>
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</tr>
<tr>
<td>Account Management</td>
<td>Client contact details</td>
<td>7 years from last activity</td>
<td>Destroy</td>
<td>Conduct of Employment Agencies and Employment Business Regulations 2003 (Conduct Regulations)</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>Collection of contact details of potential writers for articles and blogs on our websites.</td>
<td>Last correspondence + 2 years</td>
<td>Destroy</td>
<td>Warwick Employment Group (WEG) Best Practice</td>
<td></td>
</tr>
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<td>BUSINESS AREA</td>
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</tr>
<tr>
<td>CAMPUS SECURITY</td>
<td>Security</td>
<td>Records documenting the conduct and results of security inspections of properties, and action taken to address issues raised.</td>
<td>Creation + 2 years</td>
<td>Destroy</td>
<td>Universities UK (UUK) Code of Practice for the Management of Student Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting property access controls to secure areas (e.g. access registers, security data logs).</td>
<td>Creation + 1 year</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting the conduct of routine security surveillance of properties/facilities.</td>
<td>Completion of subsequent inspection</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records documenting occurrences of unauthorised access to facilities, and action taken.</td>
<td>Creation + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Incident Reports</td>
<td></td>
<td>Current Academic Year + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>Car Parking</td>
<td>Car Park Permits</td>
<td></td>
<td>Current Academic Year + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Car Park Enforcement documents (parking tickets etc.)</td>
<td></td>
<td>Current Academic Year + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Car Park Application Forms</td>
<td></td>
<td>Current Academic Year + 6 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>Logs</td>
<td>Key Issue / Return Logs</td>
<td></td>
<td>Creation + 2 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>Visitor Log</td>
<td></td>
<td>1 Month</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td>Events</td>
<td>Outdoor Event Forms</td>
<td></td>
<td>Creation + 1 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
<tr>
<td></td>
<td>External Speaker and Major Event Form</td>
<td></td>
<td>Creation + 2 years</td>
<td>Destroy</td>
<td>Best Practice at the University of Warwick</td>
</tr>
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<td>RECORD GROUP</td>
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<td>-----------------------------------------------</td>
</tr>
<tr>
<td>WARWICK CONFERENCES</td>
<td>Event Management</td>
<td>Sales Folder – contains contractual and financial information</td>
<td>Current year + 6 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Working Event Folder – containing operational information and external client personal &amp; sensitive information relating to the event</td>
<td>End of event + 1 year</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guest and Event Organisers email of material to Warwick Conferences</td>
<td>End of event + 3 months</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full Event Management Service – contains all delegate registration and payments, contractual and financial information, exhibition organisation, speaker liaison, sponsors and all associated communication and planning</td>
<td>Current year + 6 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Client Presentations (sent in advance in preparation for their event)</td>
<td>End of event + 7 days</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td>Administration</td>
<td>Operational Information – Handover diaries, day to day operational communications between departments &amp; shifts, meeting notes, guest names, contact details, room numbers, special requests, diets and accessibility</td>
<td>End of Calendar year + 2 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal Communications (word document, email, handover diary, Duty Managers log)</td>
<td>End of Calendar year + 2 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td>Client Relationship Management</td>
<td>Qualtrics system holding personal contact information that the guest has logged requesting feedback.</td>
<td>Completion of Survey + 6 months</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td>BUSINESS AREA</td>
<td>ACTIVITY</td>
<td>RECORD GROUP</td>
<td>RETENTION PERIOD</td>
<td>ACTION AT END OF RETENTION PERIOD</td>
<td>CITATION</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------------------</td>
<td>-------------------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Management Systems</td>
<td>Bed &amp; Breakfast Bookings</td>
<td>Day of departure + 7 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delegate Registration Information</td>
<td>End of event + 7 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kinetic Core Module</td>
<td>End of event + 7 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kinetic Warwick Food &amp; Drink Catering Module</td>
<td>End of event + 7 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>Guest Charges</td>
<td>Current year + 6 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records producing forecasted and actual hours worked against income</td>
<td>Current year + 6 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>Prospect Customer Data (including name and contact details)</td>
<td>Current year + 6 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td>Guest Records</td>
<td>Registration cards</td>
<td>Day of departure + 1 year</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of Guests registering for Log on codes for guest computers</td>
<td>Date of registration + 1 year</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Guest Wi-Fi Registration Information</td>
<td>Date of registration + 1 year</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records of Lost Property</td>
<td>3 months</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records showing parcel delivery/storage/collection information for event organisers</td>
<td>3 months</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td>Event Production</td>
<td>Records of consent for filming and photographs on behalf of a client</td>
<td>Date of signed consent + 5 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Storage of raw video footage and photographs on behalf of the client</td>
<td>Date of storage + 5 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
<td></td>
</tr>
</tbody>
</table>
### University of Warwick Records Retention Schedule (RRS)

**Business area: WARWICK CONFERENCES**

<table>
<thead>
<tr>
<th>BUSINESS AREA</th>
<th>ACTIVITY</th>
<th>RECORD GROUP</th>
<th>RETENTION PERIOD</th>
<th>ACTION AT END OF RETENTION PERIOD</th>
<th>CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Marketing</td>
<td>Mailings and mailshots</td>
<td>Date of consent + 7 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Photos and Video’s containing personal images or footage</td>
<td>Date of signed consent + 5 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records of consent for filming and photographs for marketing use</td>
<td>Date of signed consent + 5 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exhibitions Data</td>
<td>Receipt of data + 7 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communication Data that includes any communication that you send to us whether that be through our website, through email, text, social media messaging, social media posting or any other communication that you send us. We process this data for the purposes of communicating with you.</td>
<td>Receipt of data + 2 months</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing Data that includes data about your preferences in receiving marketing from us and our third parties and your communication preferences. We process this data to enable you to partake in our offers and promotions.</td>
<td>Receipt of data + 7 years</td>
<td>Destroy</td>
<td>Warwick Conferences Best Practice</td>
</tr>
</tbody>
</table>

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**Date published:** 25 November 2019  
**Review Date:** 25 November 2020

Please contact RecordsManagement@warwick.ac.uk with queries about the University Record Retention Schedule (RRS). This should include instances where a class (type of record) is identified that is not listed on the RRS.