Group Of Classes	Class No.	Description	RRS REF	MPS (UK) REF	MPS (Scot) REF	Retention	Legal Reference (UK)	Legal Reference (Scot)	Examples	Notes/Comments	Additional Notes	Responsibility(Institute Dependent)
Governance/Corporate Management	1.1 Legal Framework	Records documenting the establishment and development of the institution's legal framework.	16.1	1.1	4	**Life of institution**	1988 Northern Ireland Act 1998. 1992 c. 13 Further and Higher Education Act.	1992 c 37 Further and Higher Education (Scotland)Act 1992 c 37.	Articles of Government Charter, Act of Parliament	Archival	NA	NA
Governance/Corporate Management	1.2 Governance Structure	Records documenting the establishment and development of the institution's governance structure.	16.2	1.1	4	**Life of institution**	NA	NA	NA	NA	NA	NA
Governance/Corporate Management	1.3 Governing Body	Records documenting the appointment of members of the institution's governing body.	16.3	1.4	4	**Termination of appointment + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	Standing Orders for Appointments	Review for archival value.	NA	NA
Governance/Corporate Management	1.3 Governing Body	Records documenting the provision of training and development for members of the institution's governing body.	16.3	1.4	4	**Current year + 3 years**	NA	NA	NA	NA	NA	NA
Governance/Corporate Management	1.3 Governing Body	Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies.	16.3	1.4	4	**Termination of appointment + 6 years**	NA	NA	Codes of Conduct governing conflict of interest.	NA	NA	NA
Governance/Corporate Management	1.3 Governing Body	Records documenting the organisation of meetings of the institution's governing body.	16.3	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Governance/Corporate Management	1.3 Governing Body	Records documenting the conduct and proceedings of meetings of the institution's governing body.	16.3	NA	NA	**Current year + 50 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.4 Management of Executive Committees	Records documenting the development and establishment of terms of reference for the institution's executive committees.	16.2	1.4	4	**Life of committee**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.4 Management of Executive Committees	Records documenting the provision of training and development for members of the institution's executive committees.	16.3	1.4	4	**Current year + 3 years**	NA	NA	NA	NA	NA	NA
Governance/Corporate Management	1.4 Management of Executive Committees	Records documenting the organisation of meetings of the institution's executive committees.	16.3	1.4	4	**Current year + 1 year**	NA	NA	Notices of Meetings	NA	NA	NA
Governance/Corporate Management	1.4 Management of Executive Committees	Records documenting the conduct and proceedings of meetings of the institution's executive committees.	16.4	1.3	4	**Current year + 50 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.5 Appointment of Senior Officers	Records documenting the appointment and designation of the institution's senior officers.	16.5	1.4	4	**Termination of appointment + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.6 Strategic Planning and Performance	Records documenting the development of the institution's policies on strategic planning and performance management.	15.1	1.3	4	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.6 Strategic Planning and Performance	Records documenting the development of the institution's overall strategic plan.	15.4	1.3	4	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.6 Strategic Planning and Performance	Records containing reports on the institution's performance against its strategic plan.	15.5	1.3	4	**Current academic year + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.6 Strategic Planning and Performance	Records documenting the conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results.	15.5	1.3	4	**Current academic year + 5 years**	NA	NA	Planning and implementation of measures to improve performance.	Review for archival value.	NA	NA
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	Records documenting the development of the institution's organisational development strategy.	24.1	1.4	4	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	Records documenting the development of plans for the implementation of the institution's organisational development strategy.	24.2	1.4	4	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	Records documenting the conduct and results of audits and reviews of the organisational development function, and responses to the results.	24.3	1.4	4	**Current year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	Records documenting the development of the institution's organisational development procedures.	24.4	1.4	4	**Superseded + 3 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.7 Organisational Strategy, Development and Performance	Records documenting the management of individual organisational restructuring processes.	24.6	1.4	4	**Completion of process + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting the development and testing of the institution's risk management strategy.	17.1	NA	NA	**Current Year+10**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting the development and establishment of the institution's risk management strategy.	17.3	NA	NA	**Superseded + 5 years**	NA	NA	Contingency Plans/ Business Recovery Plans/ Disaster Plans	Review for archival value.	NA	NA
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting the development and establishment of the institution's risk management procedures.	17.4	NA	NA	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting the conduct and results of audits and reviews of the risk management function, and responses to the results.	17.5	NA	NA	**Current Year+5**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.8 Contingency/Risk Planning and Management	Records documenting identified risks to the institution and assessments of those risks.	17.6	NA	NA	**Superseded + 1 year**	NA	NA	NA	NA	NA	NA
Governance/Corporate Management	1.9 Quality Management	Records documenting the development and establishment of the institution's overall quality management policies.	18.4	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.9 Quality Management	Records documenting the development of the institution's quality management procedures.	18.5	NA	NA	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Governance/Corporate Management	1.9 Quality Management	Records documenting the conduct and results of quality audits, and action taken to address issues raised.	18.6	NA	NA	**Completion of audit + 3 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.9 Quality Management	Records documenting the attainment and maintenance of the institution's accreditation under established independent quality management schemes.	18.7	NA	NA	**Termination of accreditation + 1 year**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.9 Quality Management	Complaints System and Procedures.	NA	NA	NA	**5 years**	NA	NA	NA	NA	NA	NA
Governance/Corporate Management	1.9 Quality Management	Public Complaints.	NA	NA	NA	**5 years**	NA	NA	NA	NA	Part of FOI/DP Monitoring	NA
Governance/Corporate Management	1.10 Competitor Monitoring	Records of the strategies, activities, and performance of the institution's competitors.	NA	NA	NA	**current year +2**	NA	NA	NA	A suggestion not a recommendation	NA	NA
Governance/Corporate Management	1.11 Audit	Records documenting the institution's audit strategy.	19.1	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.11 Audit	Records documenting the development and establishment of the institution's audit policies.	19.4	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.11 Audit	Records documenting the development of the institution's audit procedures.	19.5	NA	NA	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Governance/Corporate Management	1.11 Audit	Records documenting the conduct and results of audits, and action taken to address issues raised.	19.6	NA	NA	**Completion of audit + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.12 Legal Matters	Records documenting the development and establishment of the institution's policies on legal affairs and the acquisition/provision of legal services.	20.1	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.12 Legal Matters	Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and third parties: - agreements and contracts under seal.	20.2	NA	NA	**Termination of contract + 12 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.12 Legal Matters	Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and others: - other contracts and agreements.	20.3	NA	NA	**Termination of contract + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.12 Legal Matters	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.	20.4	NA	NA	**Settlement of claim + 6 years OR Withdrawal of claim + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	Review for archival value.	NA	NA
Governance/Corporate Management	1.12 Legal Matters	Records documenting legal advice requested by, and provided to, the institution concerning: - 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.	20.6	NA	NA	**Life of institution**	NA	NA	NA	Review for archival value.	NA	NA
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records documenting the formulation of plans for the implementation of the institution's finance strategy.	28.1	NA	NA	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records containing data on, and analyses of, performance against the plans for the implementation of the institution's finance strategy.	28.1	NA	NA	**Current financial year + 1 year**	NA	NA	NA	NA	NA	NA
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records containing reports of performance against the plans for the implementation of the institution's finance strategy.	28.2	NA	NA	**Current financial year + 10 years**	NA	NA	NA	NA	NA	NA
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records documenting the conduct and results of audits and reviews of the finance management function, and responses to the results.	28.3	NA	NA	**Current financial year + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records documenting the development and establishment of the institution's finance management policies.	28.4	NA	NA	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Financial Resources	2.1 Financial Planning, Policies and Procedures	Records documenting the development of the institution's finance management procedures.	28.5	NA	NA	**Superseded + 10 years**	NA	NA	NA	NA	NA	NA
Financial Resources	2.2 Financial Audit	Records documenting the conduct and results of financial audits, and action taken to address issues raised.	28.6	NA	NA	**Last action on audit + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the issue of sales invoices and the processing of incoming payments.	28.7	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970. 1980 c.58 Limitation Act 1980. 1994 c.23 Value Added Tax Act 1994. HMCE 700/21 * HM Customs & Excise Notice 700/21 Keeping VAT records and accounts.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the receipt and payment of purchase invoices.	28.7	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970. 1980 c.58 Limitation Act 1980. 1994 c.23 Value Added Tax Act 1994. HMCE 700/21.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the payment and/or reimbursement of employees' expenses.	28.7	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970. 1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the payment of honoraria to third parties. * * Unless honoraria are administered through the payroll.	28.7	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970. 1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the payment of expenses to third parties (e.g. honorary appointees).	28.7	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the handling of petty cash.	28.7	NA	NA	**Current financial year + 6 years ***	1980 c.58 Limitation Act 1980 1994 c.23 Value Added Tax Act 1994.	1973 Prescription and Limitation (Scotland) Act 1973	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the receipt and processing of students' fees.	28.7	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970. 1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the preparation of annual accounts.	28.7	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970.	NA	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Annual Accounts.	28.7	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970.	NA	NA	Review for archival value.	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting analyses of the internal deployment of the institution's financial resources.	28.8	NA	NA	**Current financial year + 1 year**	NA	NA	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the preparation of the institution's statutory accounts.	28.9	NA	NA	**Current financial year + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	2.1	NA	NA	**Current financial year + 1 year**	NA	NA	NA	NA	NA	NA
Financial Resources	2.3 Financial and Management Accounting	Records documenting the preparation and filing of the institution's tax returns.	28.2	NA	NA	**Current tax year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970.	NA	NA	NA	NA	NA
Financial Resources	2.4 Funding	Records documenting the administration of annual funding allocations from the appropriate statutory funding body.	2.11	NA	NA	**Current financial year + 10 years**	NA	NA	NA	NA	NA	NA
Financial Resources	2.4 Funding	ESF Project Funding.	2.1	NA	NA	**31-Dec-22**	ESF Rules	NA	NA	NA	NA	NA
Financial Resources	2.4 Funding	ESF Matched Project Funding.	2.1	NA	NA	**31-Dec-22**	ESF Rules	NA	NA	NA	NA	NA
Financial Resources	2.5 Budgeting	Records documenting the preparation of annual operating budgets.	NA	NA	NA	**Current financial year + 1 year**	NA	NA	NA	NA	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting employees' authorisation for non-statutory payroll deductions.	28.1	NA	NA	**Current tax year + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting calculation and payment of payroll payments to employees.	28.1	NA	NA	**Current tax year + 3 years * Recommended: Current tax year + 6 years**	1970 c.9 Taxes Management Act 1970. 1980 c.58 Limitation Act 1980. S.I. 1993 / 744 * The Income Tax (Employments) Regulations 1993. S.I. 1999 / 584 * The National Minimum Wage Regulations 1999.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting the operation of the Statutory Sick Pay scheme.	28.1	NA	NA	**Current tax year + 3 years ***	S.I. 1982 / 894 * The Statutory Sick Pay (General) Regulations 1982 (Amended by SI. 989 2005).	NA	NA	NA	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting the operation of the Statutory Maternity Pay scheme.	28.1	NA	NA	**Current tax year + 3 years ***	S.I. 1986 / 1960 * The Statutory Maternity Pay (General) Regulations 1986 (Amended by SI 729 2005).	NA	NA	NA	NA	NA
Financial Resources	2.6 Payroll and Pensions	Records documenting payments of the institution's employers' contributions to pensions schemes for its employees.	28.1	NA	NA	**Termination of employment + 75 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA

Financial Resources	2.6 Payroll and Pensions	Records documenting payments of the institution's employees' contributions to pension schemes.	28.1	NA	NA	**Termination of employment + 75 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting the opening, closure and routine administration of bank accounts.	28.2	NA	NA	**Closure of account + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting standing orders, direct debits etc.	28.2	NA	NA	**Life of instruction + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting routine bank account deposits / withdrawals / transfers (paying-in slips, transfer instructions, bank statements etc.)	28.2	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970. 1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting the purchase / sale of investments.	28.2	NA	NA	**Current financial year (of transaction) + 6 years***	1970 c.9 * 1970 c.9 Taxes Management Act 1970.	NA	NA	NA	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting the overall management of the institution's financial investment portfolio.	28.2	NA	NA	**Divestment + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting the value of the institution's capital assets.	28.2	NA	NA	**Current financial year + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970.	NA	NA	NA	NA	NA
Financial Resources	2.7 Cash, Investments and Assets	Records documenting decisions (and authorisations) to dispose of capital assets.	28.2	NA	NA	**Current financial year (of disposal) + 6 years ***	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting the formulation of plans for the implementation of the institution's procurement strategy.	35.2	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Financial Resources	2.8 Procurement	Records documenting the development and establishment of the institution's procurement policies.	35.4	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Financial Resources	2.8 Procurement	Records documenting the development of the institution's procurement procedures.	35.5	NA	NA	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting supplier evaluation criteria.	35.6	NA	NA	**Superseded + 5 years**	NA	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting invitations to prospective suppliers to apply for approval.	35.6	NA	NA	**Expiry of invitation OR Rejection of application + 6 months OR Completion of approval**	NA	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers.	35.6	NA	NA	**Termination of approval**	NA	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers.	35.6	NA	NA	**Rejection + 1 year**	NA	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers.	36.7	NA	NA	**Award of supply contract + 1 year**	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991. S.I. 1993 / 3228 The Public Services Contracts Regulations 1993. S.I. 1995 / 201 The Public Supply Contracts Regulations 1995.	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting Invitations to Tender and tender evaluation criteria.	35.7	NA	NA	**Termination of supply contract awarded + 6 years**	1980 c.58 Limitation Act 1980. S.I. 1991 / 2680 The Public Works Contracts Regulations 1991. S.I. 1993 / 3228 The Public Services Contracts Regulations 1993. S.I. 1995 / 201 The Public Supply Contracts Regulations 1995.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting the issue of Invitations to Tender and handling of incoming tenders.	35.7	NA	NA	**Award of supply contract + 1 year**	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991. S.I. 1993 / 3228 The Public Services Contracts Regulations 1993. S.I. 1995 / 201 The Public Supply Contracts Regulations 1995.	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	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.	35.7	NA	NA	**Award of supply contract + 1 year**	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991. S.I. 1993 / 3228 The Public Services Contracts Regulations 1993. S.I. 1995 / 201 The Public Supply Contracts Regulations 1995.	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	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.	35.7	NA	NA	**Termination of supply contract awarded + 6 years**	1980 c.58 Limitation Act 1980. S.I. 1991 / 2680 The Public Works Contracts Regulations 1991. S.I. 1993 / 3228 The Public Services Contracts Regulations 1993. S.I. 1995 / 201 The Public Supply Contracts Regulations 1995.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Contract award report (as required by the Regulations cited).	35.7	NA	NA	**Termination of supply contract awarded + 6 years**	1980 c.58 Limitation Act 1980. S.I. 1991 / 2680 The Public Works Contracts Regulations 1991. S.I. 1993 / 3228 The Public Services Contracts Regulations 1993. S.I. 1995 / 201 The Public Supply Contracts Regulations 1995.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Statistical reports to HM Treasury on contracts awarded (as required by the regulations cited).	35.7	NA	NA	**Current year + 3 years**	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991. S.I. 1993 / 3228 The Public Services Contracts Regulations 1993. S.I. 1995 / 201 The Public Supply Contracts Regulations 1995.	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting variations to contracts (e.g. revisions, extensions).	35.8	NA	NA	**Termination of contract + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting the monitoring of supplier performance and action taken regarding under-performance.	35.8	NA	NA	**Termination of contract + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting purchasing authorisation limits.	35.9	NA	NA	**Superseded + 1 year**	NA	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Records documenting internal authorisation for procurement.	35.9	NA	NA	**Current financial year + 1 year**	NA	NA	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Purchase Orders.	35.9	NA	NA	**Current financial year + 6 year ***	1980 c.58 Limitation Act 1980. HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.8 Procurement	Goods Received Notes / Goods Inwards Notes.	NA	NA	NA	**Current financial year + 6 year ***	1980 c.58 Limitation Act 1980. HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.9 Insurance	Records documenting the development and establishment of the institution's insurance management policies.	34.4	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Financial Resources	2.9 Insurance	Records documenting the development of the institution's insurance management procedures.	NA	NA	NA	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Financial Resources	2.9 Insurance	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance.	NA	NA	NA	**Commencement of policy + 40 years OR Renewal of policy + 40 years ***	1969 c.57. S.I. 1998 / 2573 * The Employers' Liability (Compulsory Insurance) Regulations 1998.	NA	NA	NA	NA	NA
Financial Resources	2.9 Insurance	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance.	NA	NA	NA	**Expiry of policy + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Financial Resources	2.9 Insurance	Records documenting claims made under insurance policies.	NA	NA	NA	**Settlement of claim + 6 years OR Withdrawal of claim + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the development of the institution's personnel strategy.	29.1	NA	NA	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the formulation of plans for the implementation of the institution's personnel strategy.	29.2	NA	NA	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records containing data on, and analyses of, performance against the plans for the implementation of the institution's personnel strategy.	29.2	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records containing reports of performance against the plans for the implementation of the institution's personnel strategy.	29.3	NA	NA	**Current year + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the conduct and results of audits and reviews of the personnel management function, and responses to the results.	29.3	NA	NA	**Current year + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the development and establishment of the institution's personnel management policies.	29.3	NA	NA	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the development of the institution's personnel management procedures.	29.4	NA	NA	**Superseded + 10 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.	29.5	NA	NA	**Current year + 3 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	Review for archival value.	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting management succession plans.	29.6	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.1 Human Resources Strategy and Planning	Records documenting the development and evaluation of job specifications.	29.6	NA	NA	**Superseded + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting internal authorisation for recruitment.	29.7	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting the advertising of vacancies.	29.7	NA	NA	**Completion of appointment + 6 months**	1975 c.65 Sex Discrimination Act 1975. 1976 c.74 Race Relations Act 1976. 1995 c.50 Disability Discrimination Act 1995.	NA	NA	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting enquiries about vacancies and requests for application forms.	29.7	NA	NA	**Completion of appointment**	NA	NA	NA	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting the handling of applications for vacancies: unsuccessful applications.	29.7	NA	NA	**Completion of appointment + 6 months**	1975 c.65 Sex Discrimination Act 1975. 1976 c.74 Race Relations Act 1976. 1995 c.50 Disability Discrimination Act 1995.	NA	NA	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting the handling of applications for vacancies: successful applications.	29.7	NA	NA	**Termination of employment + 6 years**	1975 c.65 Sex Discrimination Act 1975. 1976 c.74 Race Relations Act 1976. 1995 c.50 Disability Discrimination Act 1995.	NA	NA	see employee contracts	NA	NA
Human Resources	3.2 Recruitment	Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses.	29.7	NA	NA	**Current year + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.2 Recruitment	Records containing management analyses of recruitment effectiveness e.g. use of advertising media.	29.7	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Human Resources	3.2 Recruitment	Records documenting the handling of unsolicited applications for employment.	29.7	NA	NA	**Last action on application + 1 year**	NA	NA	NA	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records documenting the development, overall delivery and assessment of induction programmes for new employees. For records documenting individual employees' induction programmes, see Employee Contract Management.	29.8	NA	NA	**Current year + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records documenting the administration of induction programmes.	29.8	NA	NA	**Completion of programme + 1 year OR Termination of programme + 1 year**	NA	NA	NA	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records containing summary information on workforce training and development needs. For records documenting individual employees' training and development needs, see Employee Contract Management.	29.9	NA	NA	**Current year + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records documenting the development of training and development programmes to meet defined needs.	29.9	NA	NA	**Completion of programme + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records containing individual feedback on training and development programmes.	29.9	NA	NA	**Completion of analysis of feedback**	NA	NA	NA	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records documenting (anonymised) workforce feedback on training and development programmes.	29.9	NA	NA	**Current year + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.3 Induction, Training and Development	Records documenting management analyses of the impact of training and development programmes.	29.9	NA	NA	**Current year + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.4 Performance and Reward	Records documenting the development of workforce performance assessment systems.	29.1	NA	NA	**Life of system + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.4 Performance and Reward	Records containing summary (anonymised) results of employees' performance assessments.	29.1	NA	NA	**Current year + 3 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.4 Performance and Reward	Records documenting management analyses of the impact of workforce performance assessment systems.	29.1	NA	NA	**Current year + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.4 Performance and Reward	Records documenting the development of the institution's remuneration structure.	29.1	NA	NA	**Current year + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.4 Performance and Reward	Records documenting pay reviews.	29.1	NA	NA	**Current year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.4 Performance and Reward	Records documenting special reward schemes e.g. Merit Reviews.	29.1	NA	NA	**Termination of scheme + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.5 Workforce Welfare	Records documenting the development of workforce welfare schemes and services e.g. counselling services.	29.1	NA	NA	**Current year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.5 Workforce Welfare	Records documenting the monitoring of hours worked by employees, as required by the Regulations cited.	29.1	NA	NA	**Date of record + 2 years ***	S.I. 1998 / 1833 * The Working Time Regulations 1998.	NA	NA	NA	NA	NA
Human Resources	3.6 Workforce Relations	Records documenting the design of workforce surveys and consultations.	29.1	NA	NA	**Completion of survey + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.6 Workforce Relations	Records containing (identifiable) individual responses to workforce surveys and consultations.	29.1	NA	NA	**Completion of analysis of responses**	NA	NA	NA	NA	NA	NA
Human Resources	3.6 Workforce Relations	Records containing summary (anonymised) results of workforce surveys and consultations.	29.1	NA	NA	**Completion of survey + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.6 Workforce Relations	Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome.	29.1	NA	NA	**Last action on case + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA

Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's initial application for employment with the institution.	29.1	NA	NA	**Termination of employment + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Supporting documentation (e.g. references) for an employee's initial application for employment with the institution. For records documenting pre-employment health screening, see Health & Safety Management, Employee Health Surveillance.	29.1	NA	NA	**Completion of appointment**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's subsequent applications for other jobs within the institution.	3.11	5.1	12	**Termination of relationship with student + 6 years**	1980 c.58 Limitation Act 1980.	NA	NA	May be included in Student record 5.6 above.	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's contract(s) of employment with the institution.	29.1	NA	NA	**Termination of employment + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting changes to an employee's terms and conditions of employment.	29.1	NA	NA	**Termination of employment + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting the job descriptions of positions held by an employee within the institution.	29.1	NA	NA	**Duration of job + 1 year**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting induction programmes attended by an employee.	29.1	NA	NA	**Completion of induction + 1 year**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's identified training and development needs, and the action taken to meet these needs.	29.1	NA	NA	**Completion of actions + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting job-specific statutory/regulatory training requirements for an employee, and the training provided to meet these requirements.	29.1	NA	NA	**Expiry of certification + 6 years OR Superseded + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting routine assessments of an employee's performance, and any consequent action taken.	29.1	NA	NA	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting disciplinary proceedings against an employee, where employment continues.	29.1	NA	NA	**Closure of case + 6 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting disciplinary proceedings against an employee, where employment does not continue.	29.1	NA	NA	**Closure of case + 6 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	29.1	NA	NA	**Current year + 3 years** **current year +6 years**	1970 c.41 Equal Pay Act 1970 1980 c.58 Limitation Act 1980. S.I. 1999 / 584 * The National Minimum Wage Regulations 1999.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records relating to the administration of an employee's contractual holiday entitlement.	29.1	NA	NA	**Current Year+ 1**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.	29.1	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's absence due to sickness.	29.1	NA	NA	**Termination of employment + 40 years**	1994 c.23 Value Added Tax Act 1994. IR CA30 Statutory Sick Pay Manual for employers CA30	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	29.1	NA	NA	**Completion of entitlement + 6 years**	S.I. 1999 / 3312 The Maternity & Parental Leave etc. Regulations 1999.	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	29.1	NA	NA	**Current tax year + 3 years ***	1992 c.4 Social Security Contributions & Benefits Act 1992. S.I. 1986 / 1960 * The Statutory Maternity Pay (General) Regulations 1986 (Amended by SI 229 2005).	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts).	29.1	NA	NA	**While current**	NA	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment.	29.1	NA	NA	**Termination of employment + 40 years**	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002. S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002. S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting major injuries to an employee arising from accidents in the workplace.	29.1	NA	NA	**Termination of employment + 40 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	29.1	NA	NA	**Termination of employment + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Human Resources	3.7 Contracts/Conditions of Employment	Records documenting references provided in confidence in support of an employee's application(s) for employment by another organisation.	29.1	NA	NA	**Provision of reference + 1 year**	NA	NA	NA	NA	NA	NA
Human Resources	3.8 Pensions	Records documenting the institution's relationships with pension schemes to which all or part of its workforce belong.	29.2	NA	NA	**Termination of relationship + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.8 Pensions	Records documenting routine communications with the pension schemes. For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	29.2	NA	NA	**Current year + 5 years**	NA	NA	NA	NA	NA	NA
Human Resources	3.8 Pensions	For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Human Resources	3.9 Trades Unions/Industrial Relations	Records documenting institutional recognition/derecognition of trades unions.	29.2	NA	NA	**Derecognition + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Human Resources	3.9 Trades Unions/Industrial Relations	Records documenting agreements with trades unions.	29.2	NA	NA	**Termination of agreement + 10 years**	(Note: CIPD = Chartered Institute of Personnel & Development) 1980 c.58 Limitation Act 1980.	NA	NA	NA	NA	NA
Human Resources	3.9 Trades Unions/Industrial Relations	Records documenting routine communications with trade union representatives, including minutes of meetings.	29.2	NA	NA	**Current year + 20 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.9 Trades Unions/Industrial Relations	Records documenting consultations/negotiations with trades unions on specific issues.	29.2	NA	NA	**Last action on issue + 20 years**	NA	NA	NA	Review for archival value.	NA	NA
Human Resources	3.10 Health and Safety (see 4.4)	(hyperlinks to 4.4)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the development and establishment of the institution's estate strategy.	27.1	NA	NA	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the conduct and results of audits and reviews of the estate management function, and responses to the results.	27.3	NA	NA	**Current year + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the development and establishment of the institution's estate management policies.	27.4	NA	NA	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the acquisition of ownership of properties.	27.6	NA	NA	**Ownership of property**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Deeds and certificates of title for properties owned by the institution.	27.6	NA	NA	**Ownership of property**	NA	NA	NA	Transfer to new owner when property is disposed of	NA	NA
Physical Resources	4.1 Estate Management	Records documenting negotiations for properties where the property was not acquired.	27.6	NA	NA	**Closure of negotiations + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the acquisition of use of properties by lease or rental. Note: For retention of formal legal agreements, see Legal Affairs Management - Contracts & Agreements Management.	27.6	NA	NA	**Disposal of property + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the development of properties.	27.7	NA	NA	**Ownership of property**	NA	NA	NA	Transfer to new owner when property is disposed of	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the restoration of contaminated land.	27.7	NA	NA	**Ownership of land**	NA	NA	NA	Transfer to new owner when property is disposed of	NA	NA
Physical Resources	4.1 Estate Management	Records documenting inspection, maintenance and repair of properties.	27.8	NA	NA	**Completion of work + 2 years**	S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997.	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the history of major maintenance works on properties.	27.8	NA	NA	**Ownership of property**	NA	NA	NA	Transfer to new owner when property is disposed of	NA	NA
Physical Resources	4.1 Estate Management	Records documenting inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land.	27.8	NA	NA	**Review of assessment ***	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the removal of hazardous materials from properties.	27.8	NA	NA	**Removal of material + 5 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the disposal of properties.	27.9	NA	NA	**Disposal of property + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Fire Certificates.	27.1	NA	NA	**Issue of new certificate**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised.	27.1	NA	NA	**Completion of subsequent inspections**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	27.1	NA	NA	**Creation + 2 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	CCTV Recordings.	27.1	NA	NA	**Creation +1 Month**	NA	NA	NA	Result of Risk Assessment and local advice	NA	NA
Physical Resources	4.1 Estate Management	Records of security passes issued to visitors.	27.1	NA	NA	**Expiry of pass + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records of security passes issued to employees, other staff and students.	27.1	NA	NA	**Expiry of pass + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the conduct of routine security surveillance of properties.	27.1	NA	NA	**Creation +1 Month**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting security breaches or incidents, and action taken.	27.1	NA	NA	**Last action on incident + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting leasing-out arrangements for properties.	27.1	NA	NA	**Termination of lease + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the specification of requirements for facilities.	27.1	NA	NA	**Next fit-out + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the carrying out of interior decoration and fitting-out works.	27.1	NA	NA	**Next fit-out + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the conduct and results of inspections of facilities, and action taken to address issues raised.	27.1	NA	NA	**Completion of subsequent inspection**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the carrying out of repairs to interior decoration, fixtures and fittings.	27.1	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the conduct and results of inspections of facilities by enforcing authorities, and action taken to address issues raised.	27.1	NA	NA	**Completion of subsequent inspection**	NA	NA	NA	Longer retention periods may be required by enforcing authorities concerned with particular types of facilities	NA	NA
Physical Resources	4.1 Estate Management	Records documenting plans for the relocation of facilities within buildings or to other buildings.	27.11	NA	NA	**Completion of relocation + 10 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.1 Estate Management	Records documenting the physical relocation of facilities.	27.11	NA	NA	**Completion of relocation + 2 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the formulation of plans for the implementation of the institution's equipment and consumables management strategy.	33.1	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the development and establishment of the institution's equipment and consumables management policies.	33.4	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the development of the institution's equipment and consumables management procedures.	33.5	NA	NA	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the development of specifications for, and the selection of, equipment/consumables: major items.	33.6	NA	NA	**Life of item + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the development of specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations.	33.6	NA	NA	**Life of item + 40 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the development of specifications for, and the selection of, equipment/consumables: other items.	33.6	NA	NA	**Life of item**	NA	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting routine stocktaking and stock checking.	33.7	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the movement of stock into and from storage.	33.7	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the installation of equipment/consumables: major items.	33.8	NA	NA	**Decommissioning** **removal + 6 years**	1980 c.58 Limitation Act 1980. S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the installation of equipment/consumables: items which are safety critical or associated with hazardous operations.	33.8	NA	NA	**Decommissioning** **removal + 40 years**	1980 c.58 Limitation Act 1980. S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	Potential long-term liability	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the installation of equipment/consumables: other items.	33.8	NA	NA	**Decommissioning** **removal + 1 year**	S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Reports of pre-commissioning examinations of equipment, as required by the Regulations cited.	33.8	NA	NA	**Decommissioning ***	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited.	33.8	NA	NA	**Issue of report + 2 years ***	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Reports of post-installation examinations of lifting equipment, as required by the Regulations cited.	33.8	NA	NA	**Decommissioning ***	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the inspection and testing of equipment/consumables.	33.9	NA	NA	**Completion of subsequent inspection record OR Disposal of item + 1 year**	S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations.	33.9	NA	NA	**Disposal of item + 5 years**	S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997.	NA	NA	NA	NA	NA

Physical Resources	4.2 Equipment and Consumables Management	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.	33.9	NA	NA	**Date of action + 5 years ***	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos.	33.9	NA	NA	**Creation + 5 years ***	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited.	33.9	NA	NA	**Completion of subsequent inspection record ***	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited.	33.1	NA	NA	**Completion of subsequent report OR Issue of report + 2 years, whichever is the longer**	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the maintenance of equipment / consumables: major items.	33.1	NA	NA	**Decommissioning removal + 6 years**	1980 c.58 Limitation Act 1980. S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the maintenance of equipment / consumables: items which are safety critical or are associated with hazardous operations.	33.1	NA	NA	**Decommissioning removal + 40 years**	1980 c.58 Limitation Act 1980. S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998.	NA	NA	Potential long-term liability	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the maintenance of equipment / consumables provided to control exposure to asbestos.	33.1	NA	NA	**Creation + 5 years**	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the maintenance of equipment provided to meet the requirements of the Control of Asbestos at Work Regulations 2002.	33.1	NA	NA	**Creation + 5 years**	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting authorisation for the disposal of equipment / consumables, and the evaluation of alternative methods of disposal.	33.1	NA	NA	**Disposal of item + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: items used in connection with operations involving substances hazardous to health.	33.1	NA	NA	**Disposal of item + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: other items.	33.1	NA	NA	**Disposal of item + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.2 Equipment and Consumables Management	Records documenting the transfer of ownership of equipment / consumables.	33.1	NA	NA	**Disposal of item + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the development and establishment of the institution's ICT systems strategy.	32.1	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.3 ICT Systems Management	Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	32.3	NA	NA	**Current academic year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results.	32.3	NA	NA	**Current academic year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the development and establishment of the institution's ICT systems management policies.	32.4	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the development of the institution's ICT systems management procedures.	32.5	NA	32.5	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	32.6	NA	NA	**Decommissioning of system + 5 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the initial development of ICT systems which are not implemented.	32.6	NA	NA	**Last action on development + 5 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the management of ICT systems development projects (i.e. project management records).	32.7	NA	NA	**Termination of project + 5 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	32.7	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	32.7	NA	NA	**Last action on fault + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	32.7	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the maintenance of appropriate software licences for live ICT systems.	32.7	NA	NA	**Issue of new licence**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the security arrangements for ICT systems.	32.8	NA	NA	**Decommissioning of system + 5 years**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	32.8	NA	NA	**Closure of account + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	32.8	NA	NA	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	32.8	NA	NA	**Last action on incident + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	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.	32.8	NA	NA	**Termination of connection + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	32.8	NA	NA	**Return of equipment + 3 months**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	32.8	NA	NA	**Disposal of equipment + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting the development of technical and application training for ICT system users.	32.9	NA	NA	**Superseded + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.3 ICT Systems Management	Records documenting user requests for technical and application support, and assistance provided.	NA	NA	NA	**Last action on request + 1 year**	NA	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the development and establishment of the institution's health and safety management strategy.	25.1	NA	NA	**Superseded + 50 years**	1974 c.37 Health and Safety at Work etc. Act 1974.	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of audits and reviews of the health and safety management function, and responses to the results.	25.3	NA	NA	**Current year + 10 years**	1974 c.37 Health and Safety at Work etc. Act 1974.	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the development and establishment of the institution's health and safety management policies.	25.4	NA	NA	**Superseded + 50 years**	1974 c.37 Health and Safety at Work etc. Act 1974.	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the development of the institution's health and safety management procedures.	25.5	NA	NA	**Superseded + 50 years**	1974 c.37 Health and Safety at Work etc. Act 1974.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of health and safety audits, and action taken to address issued raised.	25.6	NA	NA	**Completion of audit + 5 years**	1974 c.37 Health and Safety at Work etc. Act 1974.	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations 1977.	25.7	NA	NA	**Termination of appointment + 1 year**	S.I. 1977 / 500.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	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.	25.7	NA	NA	**Current year + 5 years**	S.I. 1977 / 500.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	25.7	NA	NA	**Current year + 50 years**	S.I. 1977 / 500.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the formation of a safety committee under the Safety Representatives and Safety Committees Regulations 1977. Includes records documenting the objectives, role, functions, composition and administration of the committee.	25.7	NA	NA	**Life of committee + 50 years**	S.I. 1977 / 500.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	25.7	NA	NA	**Termination of membership + 1 year**	S.I. 1977 / 500.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	25.7	NA	NA	**Current year + 50 years**	S.I. 1977 / 500.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996.	NA	NA	NA	**Termination of appointment + 1 year**	S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996, or with all employees directly.	NA	NA	NA	**Current year + 50 years**	S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	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.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	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.	NA	NA	NA	**Current year + 5 years**	S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the provision of information, instruction and training for employees, students and others on health and safety in the institution's premises. For role-specific training for fire wardens and first-aiders, see Health & Safety Emergency Planning.	25.8	NA	NA	**Current year + 5 years**	S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981. S.I. 1989 / 1790 The Noise at Work Regulations 1989. S.I. 1989 / 635 The Electricity at Work Regulations 1989. S.I. 1989 / 682 The Health and Safety (Information for Employees Regulations 1989. S.I. 1992 / 2792 The Health and Safety (Display Screen Equipment) Regulations 1992. S.I. 1992 / 2793 The Manual Handling Operations Regulations 1992. S.I. 1992 / 2932 The Provision and Use of Work Equipment Regulations 1992. S.I. 1992 / 2966 The Personal Protective Equipment at Work Regulations 1992. S.I. 1996 / 341 The Health & Safety (Safety Signs and Signals) Regulations 1996. S.I. 1997 / 1840. The Fire Precautions (Workplace) Regulations 1997. S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998. S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999. S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002. S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002. S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the content of information and instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery.	25.8	NA	NA	**superseded+5 years**	1967 c.31. 1974 c.37 Health and Safety at Work etc. Act 1974. S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the identification of general health and safety hazards to the institution's employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes.	25.9	NA	NA	**Elimination of risk + 5 years OR Updating of risk assessment + 5 years**	S.I. 1989 / 1790 The Noise at Work Regulations 1989. S.I. 1992 / 2792 The Health and Safety (Display Screen Equipment) Regulations 1992. S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the Regulations).	25.9	NA	NA	**Review of arrangements + 5 years**	S.I. 1992 / 3242 The Management of Health & Safety at Work Regulations 1999.	NA	NA	NA	NA	NA

Physical Resources	4.4 Health and Safety	Records documenting hazardous substances present / in use.	25.1	NA	NA	Updated + 40 years	S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations).	25.1	NA	NA	Last entry + 40 years	S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	25.1	NA	NA	Date of recording + 40 years *	S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of risk assessments for work involving substances hazardous to health, as defined in the Regulations cited.	25.1	NA	NA	Elimination of asbestos + 5 years OR Review of assessment + 5 years	S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health.	25.1	NA	NA	Date of examination	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure.	25.1	NA	NA	Date of action + 5 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: exposure of identifiable individual employees.	25.1	NA	NA	Date of monitoring + 40 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of risk assessments of work which exposes employees to lead.	25.1	NA	NA	Elimination of asbestos + 5 years OR Review of assessment + 5 years	S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead.	25.1	NA	NA	Date of examination / test / repair + 5 years *	S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires individual employees to be under medical surveillance under Regulation 10.	25.1	NA	NA	Date of monitoring + 40 years	S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	25.1	NA	NA	Date of monitoring + 5 years *	S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Health surveillance records of identifiable individual employees who are exposed to lead.	25.1	NA	NA	Date of last entry on record + 40 years *	S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting assessments to determine the presence of asbestos.	25.1	NA	NA	Elimination of asbestos + 5 years OR Review of assessment + 5 years	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: where the exposure of employees may exceed the action level.	25.1	NA	NA	Duration of work to which assessment relates * Recommended: Completion of all work to which the plan relates + 5 years	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: in all other cases.	25.1	NA	NA	Completion of work to which the assessment relates + 5 years	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting written plans of work (as defined in the Regulations) for undertaking work with asbestos.	25.1	NA	NA	Duration of work to which plan relates * Recommended: Completion of all work to which the plan relates + 5 years	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting notifications of work with asbestos to the enforcing authorities.	25.1	NA	NA	Duration of work	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires health records to be kept for individual employees under Regulation 21.	25.1	NA	NA	Date of monitoring + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	25.1	NA	NA	Date of monitoring + 5 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Health surveillance records of identifiable individual employees who are exposed to asbestos.	25.1	NA	NA	Date of last entry on record + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Certificates of medical examination of identifiable individual employees who are exposed to asbestos.	25.1	NA	NA	Date of certificate + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	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	25.11	NA	NA	Current year + 5 years	1974 c 37 Health and Safety at Work etc. Act 1974. S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	25.12	NA	NA	Date of recording + 3 years *	S.I. 1979 / 628 * Social Security (Claims and Payments) Regulations 1979. S.I. 1986 / 980 * Social Security (Industrial Injuries)(Prescribed Diseases) Regulations 1985 (Amended by SI 1938 1993). S.I. 1995 / 3163 * The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	25.12	NA	NA	Closure of investigation + 40 years	NA	NA	NA	Potential long-term liability	NA	NA
Physical Resources	4.4 Health and Safety	Reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	25.12	NA	NA	Date of notification + 3 years	S.I. 1995 / 3163 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	25.12	NA	NA	Date of recording + 40 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting pre-employment health screening of an employee.	25.12	NA	NA	Termination of employment + 40 years	1980 c 58 Limitation Act 1980.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Health (surveillance) records of identifiable individual employees, other than those specified below.	25.12	NA	NA	Date of last surveillance action + 40 years	1980 c 58 Limitation Act 1980. S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Health (surveillance) records of identifiable individual employees who are exposed to substances hazardous to health, as defined by the Regulations cited.	25.12	NA	NA	Date of last entry on record + 40 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Health (surveillance) records of identifiable individual employees who are exposed to lead, as required by the Regulations cited.	25.12	NA	NA	Date of last entry on record + 40 years *	S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Health (surveillance) records of individual employees who are exposed to asbestos, as required by the Regulations cited.	25.12	NA	NA	Date of last entry on record + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Certificates of medical examinations of individual employees who are exposed to asbestos, as required by the Regulations cited.	25.12	NA	NA	Date of last entry on record + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the nomination/appointment of fire wardens.	25.13	NA	NA	Termination of appointment	1974 c 37 Health and Safety at Work etc. Act 1974. S.I. 1997 / 1840. The Fire Precautions (Workplace) Regulations 1997. S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the provision of role-specific training for fire wardens.	NA	NA	NA	Termination of appointment + 5 years	1974 c 37 Health and Safety at Work etc. Act 1974. S.I. 1997 / 1840. The Fire Precautions (Workplace) Regulations 1997.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting assessment of requirements for fire-fighting systems and equipment.	25.13	NA	NA	Review of assessment + 5 years	S.I. 1997 / 1840. The Fire Precautions (Workplace) Regulations 1997.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the appointment of official first aiders.	25.13	NA	NA	Termination of appointment	1974 c 37 Health and Safety at Work etc. Act 1974. S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders.	25.13	NA	NA	Termination of appointment + 5 years	1974 c 37 Health and Safety at Work etc. Act 1974. S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting assessment of requirements for first aid facilities and equipment.	25.13	NA	NA	Re-assessment + 5 years	1974 c 37 Health and Safety at Work etc. Act 1974. S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting specifications for first aid facilities and equipment.	25.13	NA	NA	Superseded + 5 years	1974 c 37 Health and Safety at Work etc. Act 1974. S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981.	NA	NA	NA	NA	NA
Physical Resources	4.4 Health and Safety	Records documenting arrangements with external emergency service organisations.	25.13	NA	NA	Review of arrangements + 5 years	S.I. 1997 / 1840. The Fire Precautions (Workplace) Regulations 1997. S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999.	NA	NA	NA	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the development and establishment of the institution's environmental management strategy.	26.1	NA	NA	Superseded + 10 years	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the conduct and results of audits and reviews of the environmental management function, and responses to the results.	26.3	NA	NA	Current academic year + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the development and establishment of the institution's environmental management policies.	26.4	NA	NA	Superseded + 10 years	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the development of the institution's environmental management procedures.	26.5	NA	NA	Superseded + 10 years	NA	NA	NA	NA	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the conduct and results of environmental audits, and action taken to address issues raised.	26.6	NA	NA	Completion of audit + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments.	26.7	NA	NA	Elimination of risk + 5 years OR Updating of risk assessment + 5 years	NA	NA	NA	NA	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.	26.8	NA	NA	Termination of accreditation + 1 year	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.	26.9	NA	NA	Current year + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.	26.1	NA	NA	Last action on incident + 40 years	NA	NA	NA	Potential long-term liability	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.	26.1	NA	NA	Closure of investigation + 40 years	NA	NA	NA	Potential long-term liability	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities.	26.1	NA	NA	Date of notification + 5 years	NA	NA	NA	NA	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting routine monitoring of the institution's use and consumption of energy.	26.11	NA	NA	Current year + 5 years	NA	NA	NA	NA	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the conduct and results of formal reviews of the institution's use and consumption of energy, and action taken to address issues raised.	26.11	NA	NA	Completion of review + 5 years	NA	NA	NA	NA	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal.	26.12	NA	NA	Removal of waste consignment + 2 years	S.I. 1991 / 2839 Environmental Protection (Duty of Care) Regulations 1991.	NA	NA	NA	NA	NA
Physical Resources	4.5 Environmental Management	Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors.	26.12	NA	NA	Removal of waste consignment + 2 years *	S.I. 1991 / 2839 * Environmental Protection (Duty of Care) Regulations 1991.	NA	NA	NA	NA	NA
Physical Resources	4.5 Environmental Management	Records documenting the classification, collection and storage of 'special waste' prior to removal from the premises for disposal.	26.12	NA	NA	Removal of waste consignment + 3 years	S.I. 1996 / 972 * The Special Waste Regulations 1996.	NA	NA	NA	NA	NA
Physical Resources	4.5 Environmental Management	Register of 'special waste' removed from the premises for disposal by registered/licensed contractors.	26.12	NA	NA	Removal of waste consignment + 3 years *	S.I. 1996 / 972 * The Special Waste Regulations 1996.	NA	NA	NA	NA	NA
Physical Resources	4.6 Internal Services	Records documenting the development and establishment of the institution's internal services strategy.	36.1	NA	NA	Superseded + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.6 Internal Services	Records documenting the conduct and results of audits and reviews of the overall management of internal services, and the responses to the results.	36.3	NA	NA	Current year + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.6 Internal Services	Records documenting the development and establishment of the institution's policies on the overall management and development of internal services.	36.4	NA	NA	Superseded + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.6 Internal Services	Records documenting the development of the institution's procedures for the overall management and development of internal services.	36.5	NA	NA	Superseded + 3 years	NA	NA	NA	NA	NA	NA
Physical Resources	4.6 Internal Services	Records documenting the planning of the management and operation of an internal service.	36.7	NA	NA	Current year + 3 years	NA	NA	NA	Review for archival value.	NA	NA

Physical Resources	4.6 Internal Services	Records documenting the conduct and results of audits and reviews of an internal service, and the responses to the results.	36.8	NA	NA	**Current year + 3 years**	NA	NA	NA	Review for archival value.	NA	NA
Physical Resources	4.6 Internal Services	Records documenting the development and establishment of policies on the operation, management and development of an internal service.	36.1	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.1 Course Information	Records detailing the Structure and Content of each programme.	NA	5.1	12	**Master copy kept permanently**	NA	NA	Course Prospectuses, Qualifications offered	Archive	NA	NA
Student Administration and Support	5.1 Course Information	Records of Tuition and other course fees.	NA	5.1	12	**Length of course +6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	Treat as a contractual obligation	NA	NA
Student Administration and Support	5.2 Student Administration Development and Planning	Records documenting the development and establishment of the institution's student administration strategy.	3.1	NA	NA	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.2 Student Administration Development and Planning	Records documenting the development and establishment of the institution's student administration policies.	3.3	NA	NA	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.2 Student Administration Development and Planning	Records documenting the development and establishment of the institution's student administration procedures.	3.5	NA	NA	**Superseded + 10 years**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.3 Student Recruitment	Records documenting the design, operation and summary results of student recruitment schemes.	3.6	NA	NA	**Current academic year + 5 years OR Termination of scheme + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.3 Student Recruitment	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	3.6	NA	NA	**Current academic year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.3 Student Recruitment	Records documenting the handling of enquiries from prospective students.	3.6	NA	NA	**Current academic year + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.3 Student Recruitment	Records containing summaries and analyses of enquiry, recruitment and retention data.	3.6	5.1	12	**Current academic year + 5 years**	NA	NA	Student qualifications on entry, Range of students classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC, Student Progression, retention and completion data, data on qualifications awarded, data on employment/training outcomes for graduates/students	Statistical Information recommended to be made available by the Cooke Report (2002)	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the development and establishment of the institution's admission criteria and policies.	NA	5.3	12	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the handling of applications for admission: successful applications.	NA	5.1	12	**End of student relationship + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the handling of applications for admission: unsuccessful applications.	NA	5.1	12	**Current academic year + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the administration of the clearing process.	NA	5.1	12	**Current academic year + 1 year**	NA	NA	NA	Appropriate for Colleges involved in degree level courses	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records containing data on overall student numbers.	NA	5.1	12	**Current academic year + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the registration of individual students on programmes.	3.8	5.4	12	**Termination of student relationship + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the initial assessment of Students.	NA	5.4	12	**Termination of student relationship + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	1. Student Qualifications on Entry 2. Key Skills Assessments 3.Care Student Assessments	NA	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records containing summaries and analyses of data on registration of students on programmes.	3.8	5.1	12	**Current academic year + 5 years**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the design, conduct and review of induction programmes for new students.	3.9	5.3	12	**Completion of induction programme + 5 years**	NA	NA	IT Security Policies for Students, IT Illegal/Inappropriate Use, Disciplinary procedures Plagiarism/copyright, Financial/payments of Fees	NA	NA	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the administration of induction programmes and events for new students.	3.9	5.2 5.3	12	**Current academic year + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records about the collection, maintenance, and use of personal information about students.	NA	5.8	12	**Superseded + 6 years minimum**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	Archival value Policies to be kept permanently?	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records containing full personal data on individual students.	3.1 3.11	5.3	12	**Minimum required. Variable for different types of personal data. Recommended maximum retention: End of 'registered student' relationship with institution + 6 years**	1980 c.58 Limitation Act 1980.	NA	NA	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	Core student data.	3.1	5.3	12	**This is the minimal record kept to provide references for former students required for at least 10 years**	NA	NA	NA	Life-long learner record will fall into this category. Ceases to be a personal record on death of student	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records containing full personal data on individual students, including transcription information Open University students.	3.1	5.3	12	**Student DOB + 120 years (one hundred and twenty)**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records of administration of Student Financial and employment support.	NA	5.3	12	**Current + 6 Years**	NA	NA	New Deal Records. Modern Apprenticeship Records. Access Fund Applications. Individualised Student Record (ISRS). Individualised Learner Records	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records containing standard analyses of data from individual students' records.	3.1	5.3	12	**Current academic year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	3.1	5.3	12	**Last action on request + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records documenting the handling of individual students'/ employers requests for statements of results/transcripts.	3.1	5.3	12	**Last action on request + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	First Destination Surveys: individual responses.	3.1	5.3	12	**Completion of analysis of responses**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.	3.11	5.1	12	**Termination of relationship with student + 6 years**	1980 c.58 Limitation Act 1980.	NA	NA	May be included in Student record 5.6 above	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the withdrawal of individual students from the institution.	3.11	5.1	12	**Termination of relationship with student + 6 years**	1980 c.58 Limitation Act 1980.	NA	NA	May be included in Student record 5.6 above	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the termination of individual students' programmes.	NA	NA	NA	**Termination of student relationship + 6 years**	1980 c.58 Limitation Act 1980.	NA	NA	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the development and establishment of the institution's assessment and examination rules and procedures.	3.16	7.5	12	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the selection, appointment and training of external examiners.	3.16	7.5	12	**Termination of appointment + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the control of examination papers and examination scripts.	3.16	7.5	12	**Current academic year + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the timetabling of examinations.	3.16	7.5	12	**Current academic year + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	3.16	5.3	12	**Current academic year + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	1.15 3.16	5.3	12	**Current academic year + 1 year (Minimum)**	NA	NA	NA	May have to be held longer as part of continuous assessment process or record retained if part of disciplinary/plagiarism case	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.	1.16	5.3	12	**Completion of student's programme + 6 years**	1980 c.58 Limitation Act 1980.	NA	NA	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Arrangements for Assessments and examinations.	3.11 3.16	5.3	12	**Current year + 6 years**	CCM	NA	1.Exam Timetables 2.Procedures 3.Regulations 4.Appeals Procedures	NA	Consider implications of 1998 c.29.	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Open University Student Exam and Assessment Transcripts				**Current Academic year + 120 years (one hundred and twenty)**	NA	NA	NA	Only applies to Open University exam and assessment scripts. All other awarding organisations are as stated.	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the arrangements for meetings of an HE Exam Board.				**Current academic year + 1 year**	NA	NA	NA	Primarily inserted for Open University	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the conduct of the business of a committee: agenda, minutes, and papers.				**Current academic year + 6 year**	NA	NA	NA	Primarily inserted for Open University	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	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.				**Current academic year + 6 year**	NA	NA	NA	Primarily inserted for Open University	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Pass/Qualification/Awards lists.	3.16	5.1	12	**Completion of Programme+10 years**	NA	NA	NA	External certification may rely on examining body to maintain records e.g. RSA etc.	External certification may rely on examining body to maintain records e.g. RSA etc. Colleges should consider whether to maintain record internally beyond 10 years.	NA
Student Administration and Support	5.8 Student Discipline	Policies and Procedures for disciplinary proceedings against students.	NA	5.5	12	**Superseded +6 Years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	Should be considered for permanent retention	NA	NA
Student Administration and Support	5.8 Student Discipline	Records documenting the conduct and results of disciplinary proceedings against individual students.	3.12	5.5	12	**Last action on case + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development and establishment of the institution's student support services strategy.	4.1	5.9	12	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development of the institution's student support services management policies.	4.4	5.9	12	**Superseded + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development of the institution's student support services management procedures.	4.5	5.9	12	**Superseded + 5 years**	NA	NA	NA	Review for archival value. Detail may be included in the Student Handbook.	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development of procedures for the operation, management and development of a student support service.	4.1	5.9	12	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the development and establishment of service standards for a student support service.	4.11	5.9	12	**Superseded + 1 year**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the conduct and results of independent reviews of service quality, and the responses to the results.	4.12	5.9	12	**Current year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the provision of Welfare/Advise Services to individual students.	4.13	5.9	12	**current year +6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Student Counselling Services.	4.13	5.9	12	**current year +2**	NA	NA	Counselling Files	Confidential	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Student Health Services.	4.13	5.9	12	**Medical Records permanent**	NA	NA	Health Files	Confidential	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records relating to the provision of Sports and Recreational facilities.	4.13	5.9	12	**Current Year +3**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records Relating to Careers Advice.	4.13	5.9	12	**Duration of enrolment +3 years**	1975 c.65 Sex Discrimination Act 1975. 1995 c.50 Disability Discrimination Act 1995.	NA	NA	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records relating to the provision of Student Accommodation.	4.13	5.9	12	**Current + 6 Years**	1980 c.58 Limitation Act 1980.	NA	NA	Policies and development of properties will be found in 4.1 above	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records relating to Learning Support for Students with specific needs.	4.13	5.9	12	**Current +7 Years**	1995 c.50 Disability Discrimination Act 1995. CCM	NA	Initial Assessments, Blind Students-Deaf Students, Physically handicapped Students	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the handling of user/customer complaints about a student support service.	4.14	NA	NA	**Last action on complaint + 6 years**	1980c.58	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Chaplaincy Services.	4.13	5.9	12	**permanent**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.10 Student Liaison	Records relating to Meetings of Staff /Student Bodies.	3.18	NA	NA	**permanent**	NA	NA	Minutes of Meetings	Publish under FOI?	NA	NA
Student Administration and Support	5.10 Student Liaison	Records documenting the design and conduct of surveys of Student satisfaction.	3.18	NA	NA	**Completion of survey + 3 years**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.10 Student Liaison	Results of user/customer surveys: individual responses.	3.18	NA	NA	**Completion of analysis of survey responses**	NA	NA	NA	NA	NA	NA
Student Administration and Support	5.10 Student Liaison	Results of student surveys: summaries and analyses of responses.	3.18	NA	NA	**Completion of survey + 3 years**	NA	NA	NA	Publish under FOI?	NA	NA
Student Administration and Support	5.11 Student Complaint Handling	Records documenting policies and procedures for handling student complaints.	NA	NA	12	**permanent**	NA	NA	Harassment and bullying policy, Complaints procedures	Archival	NA	NA
Student Administration and Support	5.11 Student Complaint Handling	Records documenting the handling of formal complaints made by individual students against the institution.	3.14	NA	12	**Last action on case + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Student Administration and Support	5.11 Student Complaint Handling	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	3.14	NA	12	**Last action on complaint + 3 years**	NA	NA	NA	May include informal complaints about harassment, bullying or discrimination, dealt with as a matter if internal discipline in the first instance	NA	NA
Student Administration and Support	5.11 Student Complaint Handling	Records documenting the handling of HE Academic Appeals	3.14	NA	12	**Last action on appeal + 3 years**	NA	NA	NA	Inserted following Open University guidance	NA	NA
Student Administration and Support	5.12 Student Associations and Unions	Records relating to the operation and activities of the Students Union, and other clubs, associations and non-academic activities organised by students.	NA	5.1	NA	**permanent**	NA	NA	Rag Week activities. Constitution of S.U., and other clubs etc. Codes of Practice. Lists of Officers.	NA	NA	NA
Student Administration and Support	5.12 Student Associations and Unions	Student Publications.	NA	5.1	NA	**permanent**	NA	NA	Newspaper, Event programmes	Keep 2 clean sets for Archive	NA	NA
Student Administration and Support	5.13 Immigration Advice and Compliance	Records documenting immigration casework/compliance for students, including the retention of immigration permission from students.				**6 years from last interaction relating to casework or 6 years after permanent withdrawal relating to immigration permission.**				Inserted following Open University guidance	OISC Code of Standards: 2016	
Information Services	6.1 Information Resources Management	Records documenting the development and establishment of the institution's information resources management strategy.	30.1	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the development and establishment of the institution's information resources management policies.	30.4	NA	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the development of the institution's information resources management procedures.	30.5	NA	NA	**Superseded + 3 years**	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	30.6	NA	NA	**Expiry of notification + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA

Information Services	6.1 Information Resources Management	Records documenting the handling of requests for access to personal information held by the institution under the Data Protection Act 1998.	30.6	NA	NA	Last action on request + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under the Data Protection Act 1998.	30.6	NA	NA	Current year + 10 years	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the development and maintenance of the institution's Publication Scheme, as required by the Freedom of Information Acts.	30.7	NA	NA	Completion of revision of Publication Scheme + 5 years	2000 Freedom of Information Act 2000	Freedom of Information Act (Scotland)2002	NA	Subject to revision and direction from the Information Commissioners	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the handling of requests for access to information held by the institution under the Freedom of Information Acts.	30.7	NA	NA	Last action on request + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973.	NA	Subject to revision and direction from the Information Commissioners	NA	NA
Information Services	6.1 Information Resources Management	Records containing (anonymised) management statistics, analyses and reports of requests for access to information held by the institution under the Freedom of Information Acts.	30.7	NA	NA	Current year + 10 years	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting applications for permission to copy material outside the scope of the Higher Education Licence Agreement, and the results.	30.8	NA	NA	Last action on application + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting routine monitoring of copying.	30.8	NA	NA	Current year + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal and contractual provisions.	30.8	NA	NA	Last action on inspection + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the handling of requests from third parties to use material in which the institution owns the copyright.	31.7	NA	NA	Last action on request + 5 years	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting classification and indexing schemes for business and other records.	30.9	NA	NA	Superseded + 5 years	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the monitoring and control of the storage of records.	30.9	NA	NA	Current year + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Final versions of Records Retention Schedules.	30.9	NA	NA	Life of institution	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting authorisation for the disposal of redundant business records.	30.9	NA	NA	Life of records + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the transfer of records to the institution's archives, where this is required by established Records Retention Schedules.	30.9	NA	NA	Completion of transfer + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the development and establishment of the selection criteria for records to be preserved as archives.	30.1	NA	NA	Life of archives	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.	30.1	NA	NA	Life of records	NA	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Records of the administration of Archive Material	NA	6.1	NA	NA	NA	NA	Rules governing access and use of Archive material, Catalogues/Guides	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting authorisation for the disposal of de-accessioned records.	30.1	NA	NA	Life of archives	NA	NA	NA	Detailed Information about archive administration not included here	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the development and establishment of the institution's selection/acceptance criteria for collections and publications.	30.1	NA	14	NA	NA	NA	NA	Detailed Information about Library and Collection management not included here	NA	NA
Information Services	6.1 Information Resources Management	Records documenting policies governing availability and access to Library Facilities.	NA	6.1	14	Life of Policy+6 years	NA	NA	Opening Hours of Libraries, General Conditions of Use, Library Discipline, Catalogues/Guides to materials	Review all policies for archival value	NA	NA
Information Services	6.2 Intellectual Property Management	Records documenting the development and establishment of the institution's intellectual property management strategy.	31.1	NA	14	Superseded + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Information Services	6.2 Intellectual Property Management	Records documenting the development and establishment of the institution's intellectual property management policies.	31.4	NA	NA	Superseded + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Information Services	6.2 Intellectual Property Management	Records documenting the development and establishment of the institution's intellectual property management procedures.	31.5	NA	NA	Superseded + 3 years	NA	NA	NA	NA	NA	NA
Information Services	6.2 Intellectual Property Management	Original patent documents.	31.6	NA	NA	Life of patent	NA	NA	NA	Review for archival value.	NA	NA
Information Services	6.2 Intellectual Property Management	Records documenting the assignment of institutional patents to third parties.	31.6	NA	NA	Termination of assignment + 6 years OR Life of patent + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Information Services	6.2 Intellectual Property Management	Records documenting the licensing of institutional patents to third parties.	31.6	NA	NA	Termination of license + 6 years OR Life of patent + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Information Services	6.2 Intellectual Property Management	Records documenting administration of patent licensing agreements and collection of fees.	31.6	NA	NA	Termination of licence + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the development and establishment of the institution's ICT systems strategy.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the formulation of plans for the implementation of the institution's ICT systems strategy.	32.2	NA	14	Superseded + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	32.3	NA	14	Current academic year + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results.	32.3	NA	14	Current academic year + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the development and establishment of the institution's ICT systems management policies.	32.4	6.2	14	Superseded + 5 years	NA	NA	Mission Statements	Review for archival value.	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the development of the institution's ICT systems management procedures.	32.5	NA	14	Superseded + 3 years	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	32.6	NA	14	Decommissioning of system + 5 years	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the initial development of ICT systems which are not implemented.	32.6	NA	14	Last action on development + 5 years	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the management of ICT systems development projects (i.e. project management records).	32.6	NA	14	Termination of project + 5 years	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	32.7	NA	14	Current year + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	32.7	NA	14	Last action on fault + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	32.7	NA	14	Current year + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting user requests to recover data from backup or archive stores, and action taken.	32.7	NA	14	Last action on request + 3 months	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the maintenance of appropriate software licences for live ICT systems.	32.7	NA	14	Issue of new licence	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the security arrangements for ICT systems.	NA	NA	14	Decommissioning of system + 5 years	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	NA	NA	14	Closure of account + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	NA	NA	14	Current year + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	NA	NA	14	Last action on incident + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	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.	NA	NA	14	Termination of connection + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	NA	NA	14	Return of equipment + 3 months	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	NA	NA	14	Disposal of equipment + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the development of technical and application training for ICT system users.	NA	NA	14	Superseded + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting user requests for technical and application support, and assistance provided.	NA	NA	14	Last action on request + 1 year	NA	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records governing the policies for availability and conditions of use of computing facilities.	NA	6.1	14	Life of Policy+6 years	NA	NA	Information Security Policy, Email Policy, Janet Acceptable Use rules and Athens Rules.	Review all policies for archive	NA	NA
Teaching and Learning	7.1 Course Information	Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students	NA	7.1 7.2	1	Superseded +2 years	NA	NA	Course handbooks, Term Dates, Structure of Courses, Qualifications gained, Work Experience, List of Validating Bodies.	Master copy of material to retained for Archive	NA	NA
Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Records documenting the development and establishment of the institution's teaching strategy.	1.1	NA	NA	Superseded + 10 years	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Records documenting the development and establishment of the institution's teaching policies.	1.4	NA	NA	Superseded + 10 years	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Records documenting the development and establishment of the institution's teaching procedures.	1.5	NA	NA	Superseded + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Records documenting the development of taught course assessment procedures.	1.15	7.5	12	Life of course	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.2 Institutional Teaching Policies and Procedures	Final versions of taught course assessment procedures.	1.15	7.5	12	Life of course	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.3 Teaching Quality Assurance and Monitoring	Records documenting the development of the institution's internal quality assurance processes.	1.6	7.3	13	While current	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.3 Teaching Quality Assurance and Monitoring	Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results.	1.6	7.3	13	Current academic year + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.3 Teaching Quality Assurance and Monitoring	Records documenting the conduct and results of external reviews and audits of teaching quality and standards.	1.6	7.3	13	Next Review completed + 5 years	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting the development of the institution's programmes.	1.7	7.3	13	Superseded + 10 years	NA	NA	Programme/Course specifications. Qualifications. Key Outcomes. Assessment Procedures/Appeals. Periodic Reports of departmental programme reviews.	Review for archival value.	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.	1.7	NA	NA	Current academic year + 5 years	NA	NA	NA	NA	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting the conduct and results of formal reviews of the institution's programmes and courses and responses to the results.	1.8	7.3	13	Current academic year + 10 years	NA	NA	Roles, Responsibilities and Authority of bodies involved in monitoring and review processes. Accreditation and monitoring reports.	Review for archival value.	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting the monitoring of programme developments in other FE institutions.	1.8	NA	13	Current academic year + 1 year	NA	NA	NA	NA	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	1.1	7.3	13	Life of programme	NA	NA	NA	NA	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records containing data on, and analyses of, student numbers and other programme statistics.	1.11	7.3	NA	Current academic year + 5 years	NA	NA	NA	NA	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback.	1.11	NA	NA	Current academic year + 5 years OR Life of course + 1 year	NA	NA	NA	NA	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Records documenting the development of the institution's courses.	1.11	NA	NA	Life of course + 10 years	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Final versions of taught course materials.	1.13	NA	NA	Life of course	NA	NA	NA	Check for copyright implications between institution and course compiler.	NA	Teaching staff
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Online or recorded course materials.	1.13	NA	NA	Life of course or lifetime of online resource	NA	NA	NA	Check for copyright implications between institution and online resource provider. Internal recordings to follow guidelines about learner inclusion	NA	Teaching staff
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Recorded tutorial or pastoral materials.	1.13	NA	NA	Life of course	NA	NA	NA	Internal recordings to follow guidelines about learner inclusion	NA	Teaching staff
Teaching and Learning	7.4 Development and Execution of Programmes and Courses	Working papers documenting the planning and conduct of teaching events.	1.13	NA	NA	Current academic year + 1 year	NA	NA	NA	NA	NA	NA
Teaching and Learning	7.5 Internal and External Review of Courses	Records containing data on, and analyses of, student numbers and other taught course statistics.	1.14	7.3 7.4	13	Current academic year + 5 years	NA	NA	NA	NA	NA	NA
Teaching and Learning	7.5 Internal and External Review of Courses	Records documenting routine solicited feedback on taught courses from staff and examiners: individual feedback.	1.14	7.3 7.4	13	Current academic year + 5 years OR Life of course + 1 year	NA	NA	NA	May be required as part of OFSTED review	NA	NA
Teaching and Learning	7.5 Internal and External Review of Courses	Records documenting routine solicited feedback on taught courses from students: individual feedback.	1.14	7.3 7.4	13	Completion of analysis of feedback	NA	NA	NA	NA	NA	NA

Teaching and Learning	7.5 Internal and External Review of Courses	Records containing (anonymised) summaries and analyses of routine solicited feedback on taught courses from staff, examiners and students.	1.14	7.3 7.4	13	**Current academic year + 5 years OR Life of course + 1 year**	NA	NA	NA	May also be required as part of OFSTED review	NA	NA
Teaching and Learning	7.5 Internal and External Review of Courses	Records containing reports of routine internal reviews of taught courses.	1.14	7.3 7.4	13	**Current academic year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.5 Internal and External Review of Courses	Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.	1.14	7.3 7.4	13	**Current academic year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
Teaching and Learning	7.6 Course Administration	Timetabling of Courses	NA	7.4	13	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Teaching and Learning	7.6 Course Administration	Assignment of students to classes/groups	NA	7.4	13	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
Teaching and Learning	7.6 Course Administration	Course Assignment Registers	NA	7.4	13	**Current year + 1 year**	NA	NA	NA	NA	NA	NA
External Relations	8.1 Government and Regulator Relations	Records containing information that institutions are legally obliged to provide to the Funding Bodies	NA	8.3	16	**permanent**	DEL, (NI) ELWa, (Wales) LSC, (England)	SFC	Statistical Returns e.g. Classification of student entry. Student retention rates. Employment & Training Data. Data on ethnicity, disability etc.	Should be reviewed for archive	NA	NA
External Relations	8.1 Government and Regulator Relations	Inspection Reports	NA	8.3	16	**permanent**	OFSTED	HMIE	Reviews and follow-up reports. Subject Reviews and follow up reports	Should be reviewed for archive	NA	NA
External Relations	8.1 Government and Regulator Relations	Reports/Returns made to standards bodies, professional bodies, other government departments.	NA	8.3	16	**permanent**	NA	NA	NA	Should be reviewed for archive	NA	NA
External Relations	8.1 Government and Regulator Relations	Records dealing with the management of relationships with regulatory bodies	NA	8.3	16	**Current Year +6**	1908c.58	1973 Prescription and Limitation (Scotland) Act 1973.	Instructions. Correspondence. Negotiations. Copy minutes of meetings.	NA	NA	NA
External Relations	8.1 Government and Regulator Relations	Monitoring of and participation in the development of policies which will affect the institution	NA	8.3	16	**permanent**	NA	NA	NA	NA	NA	NA
External Relations	8.2 Institutional Relations	Records documenting the development and establishment of the institution's sector relations strategy.	10.1	8	15	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.2 Institutional Relations	Records documenting the development and establishment of the institution's sector relations management policies.	10.4	8	15	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.2 Institutional Relations	Records documenting the institution's general communications with other institutions, other educational institutions, professional associations and bodies.	10.6	8	15	**Current year + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.2 Institutional Relations	Records documenting general enquiries from institutions and other bodies in the sector, the internal handling of these enquiries and the responses given.	10.6	8	15	**Last action of enquiry + 1 year**	NA	NA	NA	NA	NA	NA
External Relations	8.2 Institutional Relations	Records relating to cooperative partnerships	NA	8	15	**end of partnership+6 years**	1980 c.58 Limitation Act 1980.	NA	Knowledge Transfer partnerships, Joint venture agreements	NA	NA	NA
External Relations	8.2 Institutional Relations	Records documenting the establishment and maintenance of corporate or individual [institutionally-funded] membership of professional associations and other organisations in the sector.	10.8	8	15	**Renewal** **Termination of membership + 1 year**	NA	NA	NA	NA	NA	NA
External Relations	8.2 Institutional Relations	Records documenting the institution's official representation on committees of professional and other organisations in the sector.	10.8	8	15	**Termination of membership of organisation**	NA	NA	NA	NA	NA	NA
External Relations	8.3 Community Relations	Records documenting the development and establishment of the institution's community relations strategy.	11.1	8.1	15	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.3 Community Relations	Records documenting the development and establishment of the institution's community relations management policies.	11.4	8.1	15	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.3 Community Relations	Records documenting enquiries from members of the community and the responses provided.	11.6	8.1	15	**Last action of enquiry + 2 years**	2000 Freedom of Information Act 2000.	2002 Freedom of Information (Scotland) Act, 2002.	NA	To be treated as an FOI request	NA	NA
External Relations	8.3 Community Relations	Records documenting complaints from members of the local community, the internal handling of these complaints and the responses provided.	11.6	8.1	15	**Last action on complaint + 1 year**	NA	NA	NA	Assuming that the substance of the complaint is not covered by specific legislation	NA	NA
External Relations	8.3 Community Relations	Records documenting the organisation and administration of local community events.	11.7	8.1	15	**Completion of event + 1 year**	NA	NA	NA	NA	NA	NA
External Relations	8.4 Marketing and Recruitment	Records documenting the development and establishment of the institution's marketing policy.	NA	8.4	15	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.4 Marketing and Recruitment	Design and control of the institution's corporate identity	8.8	8.4	15	**permanent**	NA	NA	Designs. Promotional materials/items.	Review for archival value.	NA	NA
External Relations	8.4 Marketing and Recruitment	Identification and exploitation of promotional opportunities	NA	8.4	15	**Superseded + 5 years**	NA	NA	NA	NA	NA	NA
External Relations	8.4 Marketing and Recruitment	Student Recruitment information and materials	NA	8.4	15	**current+5 years**	NA	NA	Prospectus. Open Days. Own-Language materials for minority groups.	Review for archival value.	NA	NA
External Relations	8.4 Marketing and Recruitment	Planning and execution of Marketing Campaigns and impact assessment	NA	8.4	15	**permanent**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.5 Public Relations	Records documenting the development and establishment of the institution's public relations policies.	8.4	8.5	15	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.5 Public Relations	Records documenting the institution's media contacts.	8.6	8.5	15	**Superseded**	NA	NA	NA	NA	NA	NA
External Relations	8.5 Public Relations	Records documenting the planning and organisation of media briefings.	8.6	8.5	15	**Last action on briefing + 1 year**	NA	NA	NA	NA	NA	NA
External Relations	8.5 Public Relations	Transcripts of media briefings and interviews	8.6	8.5	15	**Last action on briefing + 5 years**	NA	NA	NA	NA	NA	NA
External Relations	8.5 Public Relations	Press Releases	8.6	8.5	15	**Issue + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.5 Public Relations	Records documenting the monitoring and analysis of media coverage of the institution.	8.6	8.5	15	**Creation + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.5 Public Relations	Design and Management of WWW sites	NA	8.5	15	**permanent?**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.6 Fundraising/Grants	Records documenting the formulation of plans for the implementation of the institution's fundraising strategy.	13.2	8.2	NA	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.6 Fundraising/Grants	Records documenting the design, conduct and summary results of fundraising campaigns.	13.6	8.2	NA	**Last action on campaign + 5 years**	NA	NA	Promotional Material. Prospectus.	Review for archival value.	NA	NA
External Relations	8.6 Fundraising/Grants	Records containing details of individual responses to fundraising campaigns.	NA	8.2	NA	**Completion of analysis of data**	NA	NA	NA	Retention must comply with the provisions of 1998 c.29	NA	NA
External Relations	8.6 Fundraising/Grants	Records relating to funds administered under the Knowledge Expansion Fund	NA	8.2	NA	**Current Year +6**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
External Relations	8.6 Fundraising/Grants	Records relating to funds administered under the European Social Fund	NA	8.2	NA	**Current Year +6**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
External Relations	8.7 Alumni Relations	Records documenting the development and establishment of the institution's alumni relations management policies.	12.4	NA	15	**Superseded + 5 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.7 Alumni Relations	Records containing personal data on individual alumni.	12.6	NA	15	**While current (or likely to be current)**	NA	NA	NA	Retention must comply with the provisions of 1998 c.29	NA	NA
External Relations	8.7 Alumni Relations	Summary (anonymised) statistical records of alumni.	12.6	NA	15	**Current year + 10 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.7 Alumni Relations	Records documenting the design, planning and production of official alumni communications.	12.7	NA	15	**Issue of communication + 1 year**	NA	NA	NA	NA	NA	NA
External Relations	8.7 Alumni Relations	Results of alumni surveys: summaries and analyses of responses	12.7	NA	15	**Completion of survey + 3 years**	NA	NA	NA	Review for archival value.	NA	NA
External Relations	8.7 Alumni Relations	Records documenting the organisation and administration of institutional events for alumni.	12.8	NA	15	**Completion of event + 1 year**	NA	NA	NA	NA	NA	NA
External Relations	8.8 Welsh and Gaelic Language	Records documenting the development of the institution's language policy.	NA	NA	NA	**permanent**	1988 Northern Ireland Act 1998. 1993 Welsh Language Act 1993.	2005 Gaelic Language (Scotland) Act 2005.	Welsh Language Schemes	Review for archival value.	NA	NA
External Relations	8.8 Welsh and Gaelic Language	Records documenting the implementation of the institution's language policy.	NA	NA	NA	**Current year + 6 years**	1980 c.58 Limitation Act 1980.	1973 Prescription and Limitation (Scotland) Act 1973.	NA	NA	NA	NA
External Relations	8.8 Welsh and Gaelic Language	Records monitoring and auditing the implementation of the language policy	NA	NA	NA	**completion of next audit + 3 years**	NA	NA	NA	NA	NA	NA
Other	9.1 Staff documents and correspondance	Documents stored in personal (Z:\Drive) storage and emails stored in the central email system	NA	NA	NA	**Removed to archive when no longer employed, removed no more than + 3 years unless Senior Management or likely to be in reciept of contractual documentation**	NA	NA	NA	NA	NA	NA
Other	9.1 Student documents and correspondance	Documents stored in personal (Z:\Drive) storage and emails stored in the central email system	NA	NA	NA	**Removed to archive when no longer an active student, removed no more than + 2 years after final year of study unless involved in Awarding Body investigations. Email and Office 365 account to be released from college control when no longer active**	NA	NA	NA	NA	NA	NA