

## **Records Management Policy February 2020**

### **Purpose of this document**

1. A vital part of the Institute's Data Protection Policy and practice is that personal data is retained for the appropriate period of time –neither too long nor too short. This policy helps to ensure that our obligations under the GDPR data protection regulations are maintained and that personal data is kept accurate, for the stated purpose and for the appropriate time period.
2. Some of the data we hold is kept for reasons of compliance or statutory requirement.
3. Some of the data is kept for the purpose of establishing facts and is referred to in the separate policy on the secure and effective use of electronic communications.
4. It is evident that systems and processes need to be developed to identify differing classes of record, to recognise that record retention timescales have been reached and to take the appropriate course of action. These processes will be detailed at departmental level.
5. Classes of data per functional section are detailed in appendix 1.
6. Detailed records relating to the Institute's research functions (bids, research programmes, working with partners, etc.) are not included in this document. Each research project has its own contract and data management plan. They are saved in the project folder on the Institute's research management platform.

### **Monitoring and review**

1. This document will be reviewed annually to review changes in practice for existing classes of data or to add additional classes of data to the framework.
2. Evidence will be reviewed at least annually to ensure that the records management policy is being enacted and to discuss improvements to current records management procedures.

## Scope of this document

1. This document pertains to the management of all types of record that the Institute holds, whether paper or electronically held.

## Document Control

Issue Number	Date	Changes Made	Owner	Approved by	Date of Next Review
1.0	03.2.2020	First Issue	Nicola Cotterill	David Beaven	February 2023

## Appendix 1 – Data Retention periods

Section	Records Held (type of data)	Personal data? <sup>1</sup>	Retention Timescale years <sup>2</sup>	Action following Retention <sup>3</sup>	Action Complies with <sup>4</sup>	Owner
Estates	Building Plans	N	Disposal of property	Destroy		Head of Facilities
	Leases and deeds of ownership	N	Disposal of property	Destroy		Head of Facilities
	Wayleaves, licences and easements	N	Permanently	Retain		Head of Facilities
	Planning and building control permissions	N	Permanently	Retain		Head of Facilities
	Construction, Maintenance and Development Tender Documents, Drawings and Bills of Quantities	Y	Permanently	Retain		Head of Facilities
	Reports and professional opinions	Y	Permanently	Retain		Head of Facilities
	Legal Documentation	Y	Permanently	Retain		Head of Facilities
	Waste Transfer Notes	N	Current Financial Year + 2	Destroy	Waste Management Licensing Regulations 1994	Head of Facilities
Waste Consignment Notes	N	Current Financial Year + 3	Destroy	Waste Management Licensing Regulations 1994	Head of Facilities	
	Business Continuity Plan	Y	Active	Destroy		Head of Facilities

<sup>1</sup> This column specifies whether personal may be recorded for this class of record as defined by the GDPR (General Data Protection Regulation)

<sup>2</sup> This column specifies the lifecycle management of a record through being an active record, to potentially being archived to a secure but temporary environment, to eventual end state.

<sup>3</sup> Two options are available here: Destroy the record or retain permanently

<sup>4</sup> References other relevant IDS policies, legislation and / or best practice guidelines

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Estates (continued)</b>	Contracts for the supply of goods, works or services to the institution.	Y	12 years	Destroy	<a href="#">The National Archives Records Management Retention Scheduling 5. Contractual Records</a>	Head of Facilities
	Records documenting assessments of the presence of asbestos (inspections), Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it. (condition surveys)	N	Life of the building plus 40 years	Destroy	The Control of Asbestos Regulations 2012	Head of Facilities
	Records documenting the provision of information, instruction and training for employees who are exposed to asbestos.	Y	70 years	Destroy	The Control of Asbestos Regulations 2012	Head of Facilities
	Security Information	Y	Current Academic Year + 5	Destroy		Head of Facilities
	CCTV recordings	Y	28 days	Destroy unless Legally Required	General Data Protection Regulation (GDPR) 2016 & IDS CCTV Policy	Head of Facilities
	Conduct of testing, maintenance and statutory inspections, and any necessary corrective action	N	Life of plant / equipment + 6 years	Destroy	Limitation Act 1980	Head of Facilities
	Maintenance schedules	N	Current + 2 years	Destroy		Head of Facilities
	Maintenance certificates / repair reports	Y	Life of plant / equipment + 6 years	Destroy	Limitation Act 1980	Head of Facilities
	Catering/bar requests	Y	Current + 1 year	Destroy		Head of Facilities

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Estates (continued)</b>	Accommodation requests	Y	Current + 6 years	Destroy		Head of Facilities
	Catering/bar Invoices	Y	Current + 1 year	Destroy		Head of Facilities
	Accommodation Invoices	Y	Current + 6 years	Destroy		Head of Facilities
	Premises Licence	Y	Current + 6 years	Destroy	<a href="#">Licencing Act 2003</a>	Head of Facilities
	Temporary events notification	Y	Current + 6 years	Destroy	<a href="#">Licencing Act 2003</a>	Head of Facilities
<b>Finance</b>	Annual Accounts	N	Previous Academic Year + 2 + Archive	Retain	HMRC Policy	Director of Finance & Strategic Operations
	Monthly Financial Statements	N	Current Academic Year + 2	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Internal Audit Reports	N	Current Financial Year + 2	Destroy		Director of Finance & Strategic Operations
	External Audit Reports	N	Previous Academic Year + 2 + Archive	Retain		Director of Finance & Strategic Operations
	Tax Documentation	N	Current Financial Year + 5	Destroy	Value Added Tax Act 1994	Director of Finance & Strategic Operations
	VAT Administration	N	Current Tax Year + 5	Destroy		Director of Finance & Strategic Operations

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Finance (continued)</b>	Bursary Files	Y	Current Academic Year + 5	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Records of Student Fees	Y	Current Academic Year + 5	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Student Funding Arrangements	Y	Current Academic Year + 5	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Cheque Reconciliations	Y	Creation until after Audit then 6	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Travel/Staff Expenses etc.	Y	Current financial Year + 2: Archive, Current financial Year + 5	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Register of Expenses	Y	Current Academic Year + Archive	Retain	HMRC Policy	Director of Finance & Strategic Operations
	BACS prints	Y	Current Financial Year + 3	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Legal Costs	N	Current Financial Year + 5	Destroy	HMRC Policy	Director of Finance & Strategic Operations

<b>Section</b>	<b>Records Held (type of data)</b>	<b>Personal data?</b>	<b>Retention Timescale years</b>	<b>Action following Retention</b>	<b>Action Complies with</b>	<b>Owner</b>
<b>Finance (continued)</b>	Invoices	Y	Current Academic Year + 5	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Orders	Y	Current Academic Year + 5	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Purchase Records	Y	Current Tax Year + 5	Destroy	HMRC Policy	Director of Finance & Strategic Operations
	Funder Contracts	Y	Duration of Contract + Tax Year + 5 following termination	Destroy	HMRC Policy/ Limitation Act 1980	Director of Finance & Strategic Operations
	Sub-Contracts	Y	Duration of Contract + Tax Year + 5 following termination	Destroy	HMRC Policy/ Limitation Act 1980	Director of Finance & Strategic Operations
<b>Fundraising &amp; Development</b>	Funding Proposals	N	Permanent	Retain		Head of Fundraising and Development
	Proposal CRM records	N	Permanent (for FDO and Hub access only)	Retain		Head of Fundraising and Development
	Donation & Gift Aid forms	Y	Current Financial Year + 7	Destroy	HMRC charity auditing guidance	Head of Fundraising and Development

<b>Section</b>	<b>Records Held (type of data)</b>	<b>Personal data?</b>	<b>Retention Timescale years</b>	<b>Action following Retention</b>	<b>Action Complies with</b>	<b>Owner</b>
<b>Governance</b>	Internal Quality Audit Documents	N	Current Academic Year + 2	Destroy		Director of Finance and Strategic Operations
	Awarding Body Approval Documentation	N	Active	Destroy		Director of Finance and Strategic Operations
	Self-Evaluation Annual Reports - Curriculum, Moderation and Support Teams	N	Current Academic Year + 4	Destroy		Director of Finance and Strategic Operations
	External Audit Reports	N	Current Academic Year + 4 then Archive	Archive		Director of Finance and Strategic Operations
	Quality Audit Criteria	N	Active	Destroy		Director of Finance and Strategic Operations
	Annual Report and Accounts	N	Permanent	Retain		Director of Finance and Strategic Operations
	Quarterly Reports	N	Current Financial Year + 5	Destroy		Director of Finance and Strategic Operations
	Policy Documents	N	Active + 5	Destroy		Director of Finance and Strategic Operations



<b>Section</b>	<b>Records Held (type of data)</b>	<b>Personal data?</b>	<b>Retention Timescale years</b>	<b>Action following Retention</b>	<b>Action Complies with</b>	<b>Owner</b>
<b>Governance (continued)</b>	Board Committee Papers	N	Permanent	Retain		Director of Finance and Strategic Operations
	Board Minutes	N	Permanent	Retain		Director of Finance and Strategic Operations
	General Correspondence	Potentially	Current Academic Year + 5	Destroy		Director of Finance and Strategic Operations
	Statutory Register of Members	Y	Permanent	Retain	Corporate law	Director of Finance and Strategic Operations
	Statutory Register of Directors (Trustees)	Y	Permanent	Retain	Corporate law	Director of Finance and Strategic Operations
	Statutory Register of Company Secretaries	Y	Permanent	Retain	Corporate law	Director of Finance and Strategic Operations
	Statutory Register of Directors' addresses	Y	Permanent	Retain	Corporate law	Director of Finance and Strategic Operations
<b>Health and Safety</b>	Health & Safety policy documents (old and revised copies)	N	Permanent	Retain	Health & Safety at Work Act (1974 S2(3))	HR Director
	Health and Safety Reports	Potentially	Current Academic Year + 5	Destroy		HR Director

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Health and Safety (continued)</b>	Health and safety committee minutes	N	permanent	retain	CIPD recommendation	HR Director
	Legal Documentation	Potentially	Permanent	Retain		HR Director
	Risk Assessment Reports	Potentially	Year of Assessment + 3	Destroy	Management of Health and Safety at Work Regulations 1992	HR Director
	Accident Book	Y	Completion of book + 3 years (or if relating to a child, until that person reaches 21)	Destroy	Health and Safety at Work Act 1974 & RIDDOR 1995	HR Director
	Reporting and investigation of accidents and dangerous occurrences	Y	Date of Accident + 40 years	Destroy	Limitation Act 1980	HR Director
	Accident Report – Form F2508 (Reportable Accidents and Dangerous Occurrences)	Y	Date of Entry + 3 years	Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	HR Director
	Health and Safety Correspondence	N	Current Academic Year + 5	Destroy	Legislation	HR Director
	Safety Training Records	Y	Current Academic Year + 6	Destroy	Legislation	HR Director
	Fire Safety Certificates	N	Permanent	Retain	Legislation	HR Director
	Fire Risk Assessment and Fire Plans	Potentially	Active	Destroy	Legislation	HR Director

<b>Section</b>	<b>Records Held (type of data)</b>	<b>Personal data?</b>	<b>Retention Timescale years</b>	<b>Action following Retention</b>	<b>Action Complies with</b>	<b>Owner</b>
<b>Health and Safety (continued)</b>	PPE Maintenance and Examination	Y	Current Financial Year + 5	Destroy	Legislation	HR Director
	Lifting Operations - Examinations	N	Active	Destroy	Legislation	HR Director
	Fire Occurrence Records	Y	Current Academic Year + 5	Destroy		HR Director
	Control of access to hazardous areas / permits to work	Y	Current + 3	Destroy	Legislation	HR Director
<b>Human Resources</b>	Current Staff Details	Y	Retain and check currency	Retain	CIPD Recommendation	HR Director
	Former Staff Details	Y	Date of Termination + 6	Destroy	CIPD Recommendation	HR Director
	Staff Appraisal records	Y	Retain for Current Staff. Former Staff Termination + 2	Destroy		HR Director
	Attendance and sickness Records	Y	Date of Termination + 6	Destroy	CIPD recommendation	HR Director
	Occupational Health Reports	Y	Date of Termination + 6	Destroy		HR Director
	Exit Interview Forms	Y	Date of Termination + 1	Destroy		HR Director
	Employment Tribunal Records	Y	Date of Termination + 1	Destroy		HR Director

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Human Resources (continued)</b>	Parental Leave Requests	Y	Year of Birth + 8 (18 if DLA)	Destroy	CIPD recommendation	HR Director
	Personal and Domestic Leave Requests	Y	Date of Termination +6	Destroy		HR Director
	Declaration of Outside Employment	Y	Date of Termination + 6	Destroy		HR Director
	Pension Documents including retirement benefits schemes	Y	Date of Termination + 6	Destroy	The Retirement Benefits Schemes Regulations 1995	HR Director
	References	Y	Date of Termination +6	Destroy		HR Director
	Disclosure Certificates (clear)	Y	Date of termination + 6	Destroy		HR Director
	Disciplinary Records	Y	Date of Termination + 6	Destroy	CIPD recommendation	HR Director
	Grievance Records	Y	Date of Termination + 1	Destroy		HR Director
	Agency Worker CV	Y	Active + 1	Destroy		HR Director
	Data held on HR System	Y	Retain permanently	Retain		HR Director
	Maternity Leave Requests and SMP records	Y	Current Tax Year + 3	Destroy	The Statutory Maternity Pay (General) regulations 1986 as amended	HR Director

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Human Resources (continued)</b>	Flexible Working Requests	Y	Date of Termination + 6	Destroy		HR Director
	Personnel Files	Y	Date of Termination + 6	Destroy		HR Director
	Senior Staff/executive records	Y	Permanent for historical purposes	Retain	CIPD recommendation	HR Director
	Training Records	Y	Date of Termination + 6	Destroy		HR Director
	Redundancy Details	Y	Active + 6	Destroy	CIPD recommendation	HR Director
	Trade Union Agreement	N	Active + 10	Destroy	CIPD recommendation	HR Director
	Recruitment Documents	Y	1 year	Destroy	CIPD recommendation	HR Director
	Previous Employment Details Related to Salary	Y	1 year	Destroy	CIPD recommendation	HR Director
	Successful Post Applications	Y	Transfer to Staff File		CIPD recommendation	HR Director
	Unsuccessful Post Applications	Y	1 Year	Destroy	CIPD recommendation	HR Director
	Interview Notes	Y	1 Year	Destroy	CIPD recommendation	HR Director
	Bank Details	Y	Current Tax Year + 5	Destroy		HR Director
	Salary/wage records	Y	6 years	Destroy	Taxes management act 1970	HR Director
	Working time records	Y	2 years	Destroy	The Working Time Regulations 1998	HR Director

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Human Resources (continued)</b>	Safeguarding risk assessments and records	Y	Termination + 6 years	Destroy		HR Director
	Documents relating to sponsorship for immigration purposes	Y	All documents must be kept for whichever is the shorter period of either: a) One year from the date you end your sponsorship of the migrant b) If the migrant is no longer sponsored by you, the point at which a compliance officer has examined and approved them	Destroy	UK visas and immigration	HR Director
<b>ICT</b>	Change request logs	N	Active + 6	Destroy		Head of Computer and Technical Services
	Current Technical Specifications	N	Active	Destroy		Head of Computer and Technical Services

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<b>ICT (continued)</b>	Operating Logs	Y	Active + 1	Destroy		Head of Computer and Technical Services
	Security Incident Report	Y	Current Academic Year + 5	Destroy		Head of Computer and Technical Services
	Email correspondence held for legal compliance	Y	Active + 7	Destroy	IDS ICT security policy, GDPR	Head of Computer and Technical Services
	Document data held for legal compliance	Y	Active + 7	Destroy	IDS ICT security policy, GDPR	Head of Computer and Technical Services
	Backup media	Y	Active + 7	Destroy	IDS ICT security policy	Head of Computer and Technical Services
<b>Insurance</b>	Insurance Policies	N	40	Destroy	Legislation	Director of Finance and Strategic Operations
	Employers Liability Claims	N	Permanent	Retain	Legislation	Director of Finance and Strategic Operations
<b>Marketing &amp; Communications</b>	Promotional Material	N	Current Academic Year + Archive	Retain		Head of Communications and Engagement Unit

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Marketing &amp; Communications (continued)</b>	Public Relations	N	Permanent	Retain		Head of Communications and Engagement Unit
	Community Liaison	N	Permanent	Retain		Head of Communications and Engagement Unit
	Press Cuttings	N	Permanent	Retain		Head of Communications and Engagement Unit
	Prospectuses	N	Permanent	Retain		Head of Communications and Engagement Unit
	E-alert subscribers	Y	Current Record	Destroy		Head of Communications and Engagement Unit
	Flagship events (where people sign up via Eventbrite)	Y	Current Record	Destroy		Head of Communications and Engagement Unit



<b>Section</b>	<b>Records Held (type of data)</b>	<b>Personal data?</b>	<b>Retention Timescale years</b>	<b>Action following Retention</b>	<b>Action Complies with</b>	<b>Owner</b>
<b>Payroll</b>	Payroll Records	Y	Current Tax Year + 5	Destroy	HMRC Policy	HR Director
	Time Sheets		Current Academic Year + 2	Destroy		Director of Finance & Strategic Operations
	Salary Details	Y	Current Tax Year + 5	Destroy	HMRC Policy	HR Director
	Overtime Records	Y	Date of Termination + 6	Destroy		HR Director
	P45	Y	Current Tax Year + 5	Destroy	Taxes Management Act 1970	HR Director
	P60 Lists	Y	Current Tax Year + 2	Destroy		HR Director
<b>Research</b>	Research data	Y	Itemised on Institute's research management platform	Destroy		Principal Investigator
	Research data, anonymised public data sets	N	Permanent in public research data repository	Retain		Principal Investigator
<b>Records Management</b>	Record Retention Schedules	N	Active + 7	Destroy		Director of Finance & Strategic Operations
<b>Short courses</b>	Enquires from prospective participants	Y	Current Academic Year +	Destroy		Short course Manager

			Archive for 7 years			
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Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Short Courses (continued)</b>	Application records	Y	Current Academic Year + Archive for 7 years	Destroy		Short course Manager
	Short course alumni details	Y	Current Academic Year + Archive for 7 years	Destroy		Short course Manager
<b>SLG</b>	Senior Leadership Group Minutes	N	Current Academic Year + 5	Destroy		PA to Director
	Senior Leadership Group Papers	N	Current Academic Year + 5	Destroy		PA to Director
<b>Student Administration – Core Student Record</b>	Core electronic and paper record of individual students, including: (a) basic personal details (b) information gathered at application (c) information gathered at registration (d) programmes and courses undertaken, including relevant dates of teaching and assessment (e) information on academic progress and performance, including assessment outcomes (f) any supplementary information required for professional accreditation (g) summary information on academic appeals and complaints (h) summary mitigating evidence information (i) the transcript	Y	Student graduation or departure + 6 years  (Any records held within Schools or elsewhere should be passed over to the Student Systems Office	Electronic – retain  Paper – destroy	University of Sussex (UOS) <a href="#">Policy</a> and IDS data sharing agreement with the UoS as joint data controllers	Teaching Manager

	(j) reference(s) from the University		following the student's graduation or departure)			
<b>Section</b>	<b>Records Held (type of data)</b>	<b>Personal data?</b>	<b>Retention Timescale years</b>	<b>Action following Retention</b>	<b>Action Complies with</b>	<b>Owner</b>
<b>Student Administration – Student Recruitment &amp; Admissions</b>	Prospectuses	N	None: one copy to be archived immediately upon publication	Retain		Teaching Manager
	Design, conduct and results of recruitment campaigns and events	N	While necessary for reference and future planning purposes	Destroy		Teaching Manager
	Enquiries from individual prospective students	Y	Current Academic Year + 3 years	Destroy		Teaching Manager
	Anonymised summaries and analyses of enquiry and recruitment data	N	While necessary for reference and future planning purposes	Destroy		Teaching Manager
	Development of general admissions criteria	N	Held in perpetuity within the Admissions Office	Retain		Teaching Manager

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Student Administration – Student Recruitment &amp; Admissions (continued)</b>	Individual student application files: unsuccessful applicants	Y	Current Academic Year + 1 year (though longer retention periods may be necessary for deferred or nonstandard applications)	Destroy		Teaching Manager
	Individual student application files: successful applicants	Y	Held as part of <b>Core Student Record</b>	Electronic – retain Paper – destroy		Teaching Manager
	Individual student registration information	Y	Held as part of <b>Core Student Record</b>	Electronic – retain Paper – destroy		Teaching Manager
<b>Student Administration – Student Progress</b>	Formal academic feedback to individual students	Y	Held as part of <b>Core Student Record</b>	Electronic – retain Paper – destroy		Teaching Manager

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Student Administration – Student Progress (continued)</b>	Records relating to the placement learning of individual students	Y	Held as part of <b>Core Student Record</b>	Electronic – retain Paper – destroy		Teaching Manager
	Records relating to an individual student's attendance	Y	Held as part of <b>Core Student Record</b>	Electronic – retain Paper – destroy		Teaching Manager
	Informal supervision records relating to individual research postgraduate students	Y	Student graduation or departure + 1	Destroy		Teaching Manager
<b>Student Administration – Student Assessment</b>	Examination and Assessment Handbooks (including examination rules and procedures)	N	Publication of new edition + 10 years	Retain		Teaching Manager
	Records concerning the appointment of individual external examiners (excluding formal HR records)	Y	End of an individual's appointment + 1 year	Destroy		Teaching Manager
	Summaries of mitigating evidence information relating to individual students	Y	Held as part of <b>Core Student Record</b>	Electronic – retain Paper – destroy		Teaching Manager
	Examination timetables	Y	Held as part of <b>Core Student Record</b>	Electronic – retain Paper – destroy		Teaching Manager

Section	Records Held (type of data)	Personal data?	Retention Timescale years	Action following Retention	Action Complies with	Owner
<b>Student Administration – Student Assessment (continued)</b>	Examination papers	N	Publication + 1	Retain		Teaching Manager
	Examination scripts, submitted assessments, dissertations and theses: undergraduate and taught postgraduate students	Y	Student graduation or departure + 1 (though longer retention periods may be necessary if stipulated by any external accrediting body)	Destroy		Teaching Manager
	Doctoral theses: research postgraduate students	N	None: one copy to be archived immediately upon successful completion of programme	Retain		Teaching Manager
	Examination Board minutes, External Examiners' reports and pass lists	N	While necessary for reference purposes	Destroy		Teaching Manager
	Records relating to graduation	Y	Closure of individual student files relating to the ceremony + 2	Destroy		Teaching Manager

<b>Section</b>	<b>Records Held (type of data)</b>	<b>Personal data?</b>	<b>Retention Timescale years</b>	<b>Action following Retention</b>	<b>Action Complies with</b>	<b>Owner</b>
<b>Student Administration – Student Complaints, Appeals, Discipline &amp; Misconduct</b>	Individual student complaint files	Y	Last action on complaint + 6 years	Destroy (a summary is placed on the <b>Core Student Record</b> )		Teaching Manager
	Individual student academic appeal files (including the records of any ensuing Appeals Panel or Research Degree and Professional Doctorate Appeals Board)	Y	Last action on appeal + 6 years	Destroy (a summary is placed on the <b>Core Student Record</b> )		Teaching Manager
	Individual student disciplinary files (including the records of any ensuing Student Disciplinary Panel or Student Disciplinary Appeals Board)	Y	Last action on disciplinary case + 6 years	Destroy		Teaching Manager
	Individual student academic misconduct files (including the records of any ensuing Misconduct Panel)	Y	Last action on misconduct case + 6 years	Destroy		Teaching Manager
<b>Student Administration – Student Support</b>	Administration of financial aid, emergency or hardship funds, scholarships and bursaries	Y	End of current academic year + 6 years	Destroy		Teaching Manager

<b>Section</b>	<b>Records Held (type of data)</b>	<b>Personal data?</b>	<b>Retention Timescale years</b>	<b>Action following Retention</b>	<b>Action Complies with</b>	<b>Owner</b>
<b>Student Administration – Student Support (continued)</b>	Design, operation and anonymised results of regular and major student surveys	N	While necessary for reference and future planning purposes (as a general guide: Until superseded by new survey + 5 years	Destroy		Teaching Manager
	Formal counselling and disability support files relating to individual students	Y	Student graduation or departure + 6 years	Destroy		Teaching Manager
	Student Handbook and comparable formal publications for students	N	None: one copy to be archived immediately upon publication	Retain		Teaching Manager
<b>Student Administration – USSU University Relations</b>	Records of formal USSU-University liaison committees	N	End of current academic year + 5 years	Retain		Teaching Manager