

Record Retention Schedule

This record retention schedule sets out the records maintained by the University of West London. It is organised according to the JISC Business Classification Scheme, suitably amended. The records and their classification is in accordance with the University's Records Management Policy

- A. Teaching and Learning**
- B. Research**
- C. Knowledge Transfer and Exchange**
- D. Academic Administration**
 - 1) Admissions
 - 2) Student records
 - 3) Course administration
 - 4) Assessment
- E. Corporate Management**
 - 1) Planning
 - 2) Governance
 - 3) Risk Management, Audit and Business Continuity
 - 4) Legal
 - 5) Health and Safety
- F. Corporate Resources**
 - 1) Estates
 - 2) Facilities
 - 3) Finance
 - 4) HR
 - 5) Payroll
 - 6) Archives and Publications (Library)
 - 7) IT
 - 8) Insurance
 - 9) Procurement
- G. Corporate Relations**
 - 1) Marketing
 - 2) Communications
 - 3) Alumni
 - 4) Fundraising
- H. Student services**
- I. Enterprise**

Class No	Record category	Responsible	Stored	Disposal action	Retention Period	Citation	Status
A:Teaching and Learning							
A	Course/module handbooks, learning and teaching resources; programme timetables	Course leaders/teachers	Blackboard	Archiving	Upto 4 years or period of course + 1 year	JISC Guidance	Internal
A	Records of participant engagement in taught programmes; records of student attendance; record of student-tutor-mentor allocations; record of anonymised participant feedback	Courses Administrator ; course leaders; personal tutors	EA Sharepoint site/BB	Deletion	Period of course + 1 year	JISC Guidance	Internal
A	Advance UWL records of submissions; records of staff with recognition; assessor-applicant relationship; assessor outcomes; outcomes of panel; panel minutes;	Advance UWL co-ordinator/EA administrator	EA sharepoint/BB site	Deletion	2 years (names of applicants); submissions -permanent if permission given to use as exemplars; assessors comments 5 years (period of accreditation)	JISC Guidance	Internal
A	CPD annual strategic plan and RAID log EA research strategy	Director, EA/ Assoc Prof Research and Prof Dev	EA sharepoint	Deletion	2 years	JISC Guidance	Internal
A	UWL Learning teaching and assessment strategy and RAID log; assessment policy	Director EA	EA sharepoint	Deletion	10 years	JISC Guidance	Internal
A	Presentations, teaching resources	Teacher	BB	Archiving	Length of course plus 2 years	Good Practice	Internal

A	Participant list; agenda; for Festival of Learning; participant feedback; participant submissions (anonymised)	EA administrator	EA sharepoint site/Teaching Hub	Deletion	2 years; although recordings and submissions may be kept permanently on Teaching Hub with owners' permission	JISC Guidance	Internal
A	Other minutes: <ul style="list-style-type: none"> • APARs/APPRs • Validations/ Revalidations • Accreditations/ Reviews • Audit and Approval • Other QA visits 	Assistant Registrars	L:Drive	Dispose	Life of Programme +10 Years	JISC guidance	Internal
A	External Subject Specialists <ul style="list-style-type: none"> • Passport Fee and Expenses claims 	HoQA	L:Drive	Retain until processed	Until processed by HR/Payroll, up to end of AY	GDPR	Confidential
A	Other minutes: <ul style="list-style-type: none"> • APARs/APPRs • Validation • Audit and Approval • Other QA visits 	AQO report writers Chairs HoQA	L:Drive	Retain	10 years	OfS regulatory framework requirements	Internal/ external compliance
A	Registers: <ul style="list-style-type: none"> • PSRBs • Validation 	HoQA	L:Drive SharePoint	Retain,	Permanent	Historical record	Internal
A	Course Documentation for Validation/Revalidation	HoQA	L:Drive	Retain	End of Course +6	Limitations Act 1980	Internal/external compliance
A	Records documenting the development of technical and application training for ICT system users.	IT Customer Experience Manager / IT Service Manager	email	Dispose	Superseded + 1 year	JISC guidance	Internal

B Research

R	Research Strategy and policy	Head of Research Operations	L;Drive	Dispose	Superseded +10	JISC guidance	Public
B	Records documenting the preparation/submission of applications for funding, where the application is unsuccessful.	Head of Research Operations	L;Drive	Dispose	Receipt of notification + 1yr	Good practice	Internal
B	Research grants	Lead researcher	EA sharepoint	Deletion	Period of grant plus 6 years or grant requirement	Statute of Limitation 1980	Internal
B	Research ethics guidance	Head of Research Operations	L;Drive	Dispose	Superseded +10	JISC guidance	Public
B	Research ethics applications and central records of consideration	Head of Research Operations	L;Drive	Dispose confidentially	10 years	JISC guidance	Confidential
B	REF Policy and Code of Practice	Head of REF	L:Drive	Dispose	REF + 10 years	Operational requirement	Internal
B	REF preparations	Head of REF	L:Drive	Dispose	REF + 10 years	Operational requirement	Confidential
C: Knowledge transfer							
C	Academic Regulations	Senior Assistant Registrar	L:Drive	Retain	Historical record	JISC Guidance	Public
C	Course Unistats data	Senior Assistant Registrar	UNIT-e	Dispose	10 years	JISC Guidance	Public
C	Grant documentation (ERDF related documentation during the appraisal phase, during and after the project, funding agreement, legislation and guidelines, policies etc.)	Enterprise co-ordinator	PE.GF.004B, Cabinet M:\Research & Enterprise Income Project share-point	Dispose	As per grant requirements	Contract	Internal
C	project management (Progress reports, claims, flat rate methodology, official correspondence)	Enterprise co-ordinator	PE.GF.004B, Cabinet M:\Research & Enterprise Income	Dispose	As per grant requirements	Contract	Confidential Confidential (salary/project staff)

	from/to the GLA/DCLG, asset register, etc.)		Project share-point				
C	Financial management (invoices, payroll information, bank statements, match funding evidence, procurement and tender documentation etc.)	Financial manager Procurement manager Enterprise co-ordinator	Villiers House (7 th floor) M Drive Project share-point In-Tend PE.GF.004B, Cabinet	Dispose	As per grant requirements	Contract	Confidential (salary/project staff)
C	WLFIL output related documentation and evidence (SME application, eligibility documentation, company brief, final report, company feedback, agreements, lab final plan etc.)	Enterprise co-ordinator	PE.GF.004B, Cabinet M:\Research & Enterprise Income Project share-point	Dispose	As per grant requirements	Contract	Confidential
C	state aid related documentation and evidence	Enterprise co-ordinator	PE.GF.004B, Cabinet M:\Research & Enterprise Income Project share-point	Dispose	As per grant requirements	Contract	Confidential Internal
C	Publicity material	Enterprise co-ordinator Marketing officer	PE.GF.004B, Cabinet M:\Research & Enterprise Income Project share-point	Dispose	As per grant requirements	Contract	Public information
C	approved use related evidence	Enterprise co-ordinator	PE.GF.004B, Cabinet M:\Research & Enterprise Income Project share-point	Dispose	As per grant requirements	Contract	Contract
D1: Student Administration: Admissions							
D1	Applicant file	Admissions Team	Unit-E	Delete	End of Registration +6	Statute of Limitation 1980	Confidential

		<i>Marketing dept.</i>					
D1	Applications made to UWL through online forms	Digital team manager	Content Management System (data currently hosted by CTI).	Delete	Delete after 3 mths	Data protection	Confidential
D1	Data on potential customers/sales leads for Apprentices	Associate Head – Degree Apprenticeships	email	Dispose	5 years	Good practice	Internal
D1	Copies of Apprenticeship Service Contracts	Associate Head – Degree Apprenticeships	M:\Research & Enterprise Income	Confidential disposal - shredding	Dispose after 10 years following completion of the Apprenticeship	ESFA Funding rules	Strictly confidential
D1	Copies of Apprenticeship Commitment Statements and Apprenticeship Agreements	Associate Head – Degree Apprenticeships	M:\Research & Enterprise Income Paper copies in External Hire Office	Dispose Dispose	Dispose after 10 years Disposed 2 years after completion of the contract	ESFA Funding rules	Confidential
D1	International applications	International	International Office and M: Drive	Confidential Disposal	End of Relevant Registration +6	Limitation Act 1980	Confidential
D1	Disclosure Forms	International	International Office and M: Drive	Confidential Disposal	End of Relevant Registration +6	Limitation Act 1980	Confidential
D1	UWL English Language test transcripts and files for student who do not enrol	International	International Office	Confidential Disposal	End of relevant registration + 1 year	GDPR	Confidential

D1	International Scholarship applications	International	International Office	Confidential Disposal	End of relevant registration	Limitation Act 1980	Confidential
D1	Criminal convictions panel records	Complaints and Compliance	L:Drive	Confidential disposal (shredding)	End of Relationship +6	Statute of Limitation	Strictly confidential
D2: Student Administration: Student records							
D2	Active Student Records and Achievement Data	Head of Student Records and Data, Head of Conferment and Awards, Course Administrators and Senior Administrative Officers	UNIT-e, CIVITAS, UWL Dashboard Emails, paper records	Retain assessment and basic ID – dispose of other information	Date of exit plus 6 years	GDPR	Confidential
D2	Student Personal Information	Course Administrators and Senior Administrative Officers	Emails, paper records	Confidential disposal	Date of exit +6 years	GDPR	Confidential (Strictly confidential for monitoring data)
D2	Student record on Unite (scanning of immigration status documents)	Compliance	Unite – EDM	Retain – central electronic system	The legal requirement from UKVI (Appendix D record keeping) is one year from the date end of sponsorship of the migrant • if the migrant is no longer sponsored, the point at	Legal requirements from UKVI	Strictly confidential

					which a compliance officer has examined and approved them		
D2	Archived Course Records (Pass lists)	Head of Conferments and Awards	Paper archives	Retain	Permanent	GDPR	Confidential
D2	Archived Student Records	Head of Conferments and Awards	UNIT-e R-Live, HEMIS, FEMIS, OTAR and Access student record systems and paper archives	Retain	Permanent	GDPR	Confidential
D2	Student requests for references, transcripts or replacement certificates	Head of Conferments and Awards	Paper archives	Confidential disposal	Last action on request + 1 year	GDPR	Confidential
D3: Student Administration: Course administration							
D3	Timetabling data	Timetabling Manager	CMIS timetabling system	Confidential disposal	Current year +2	GDPR	Confidential
D3	Attendance data	Planning	SEATS	Destroy from system	5 years	Operational Need	Confidential
D3	Engagement Data	Planning	Planning Dashboard/Civitas	Destroy from system	5 years	Operational Need	Confidential
D3	Engagement activity	Student Engagement Team	L:Drive	Dispose confidentially	10 years	Statute of Limitation 1980	Confidential
D3	Registry Panels/Committees student-related data: <ul style="list-style-type: none"> • Regulatory Casework Panel • DBS Panels • Fitness to Practise Panels • Mitigation Panels • Academic Offences Panels • UAC (legacy data) 	Clerk to committees/ Assistant Registrars and Senior Administrative Officers	L:Drive	Confidential disposal	Date of exit plus 6 years for records of decisions Confidential disposal evidence on conclusion of case post appeal timeframe	GDPR Statute of limitation	Confidential

D3	Course Handbooks and Module Study Guides	Assistant Registrars	L:Drive/ SharePoint?	Dispose	Life of programme +6	Limitations Act 1980	Internal
D3	Erasmus+ Application Files	International	International Office and M:Drive	Confidential Disposal	5 years from date of closure of applicants grant agreement	Erasmus Scheme Requirement	Confidential
D3	Copies of TNE/Partnership Business Cases	Head of TNE	M:\Research & Enterprise Income	Dispose	End of Relationship +6	Best practice	commercially confidential
D3	Records of engagement activities with Partners (travel, finance, APLT reports, annual reports, copies of partner marketing materials, course documentation)	Head of TNE	M:\Research & Enterprise Income	Dispose	End of course +6	Limitations Act 1980	Internal
D3	Lists of Partners	Head of TNE	M:\Research & Enterprise Income Published on UWL website	Archive	Permanent record	Potential historic value Best practice	Public Information
D3	Records of Student Appeals	Complaints and Compliance	L:Drive	Confidential disposal	End of Relationship +6	Statute of Limitation	Strictly confidential
D3	Records of Student Compliants	Complaints and Compliance	L:Drive	Confidential disposal	End of Relationship +6	Statute of Limitation	Strictly confidential
D3	Records of Student Disciplinary cases	Complaints and Compliance	L:Drive	Confidential disposal	End of Relationship +6	Statute of Limitation	Strictly confidential
D3	Enrolment planning data, correspondence	Head of Student Records and Data	M: Drive, emails	Retain	Usually 3-4 year cycle	JISC Guidance	Internal
D3	Timetabling room usage data	Timetabling Manager	CMIS timetabling system	Retain	Usually 3-4 year cycle	JISC Guidance	Internal

D3	Academic Calendars	Registrar	M: Drive	Retain	Usually 3-4 year cycle	JISC Guidance	Internal
D3	Student Handbooks	Registrar	M: Drive	Retain	10 years	Limitations Act 1980	Internal
D4: Student Administration: Assessment							
D4	Student reasonable adjustment requirements for examinations	Head of Conferments and Awards	UNIT-e	Confidential disposal	Current academic year + 1	Equalities Act 2010	Strictly Confidential
D4	Records documenting the organisation and management of exams and control of papers and exam scripts	Head of Conferments and Awards	Paper archives	Confidential disposal	Current academic year + 1	Academic Regulations	Confidential
D4	Graduation Ceremony reasonable adjustment requirements	Head of Conferments and Awards	UNIT-e	Confidential disposal	End of ceremony	Equalities Act 2010	Strictly Confidential
D4	Records on the appointment and training of exam invigilators	Head of Conferments and Awards	Paper Archives	Dispose	Current academic year + 1	JISC Guidance	Internal
D4	External Examiners Register	HoQA	L:Drive	Dispose	Current +5	Good practice	Internal
D4	External Examiners: <ul style="list-style-type: none"> • Contracts (inc. NI number) • Contact details (on Register above) 	HoQA	L:Drive	Retain	3 year following completion of contract	GDPR	Confidential
D4	Graduation planning data, contracts, correspondence	Head of Conferments and Awards	M; Drive, emails	Retain	Completion of ceremony + 1 year	JISC Guidance	Internal
E1:Corporate Management:Strategic Planning							
E1	Strategic Plan	Directorate	Website L:Drive	Retain	Permanent	Historical Value	Public
E1	Annual review and accounts	Directorate	Website L:Drive	Retain	Permanent	Historical Value	Public
E1	Periodic review of KPIs	Directorate	L:Drive	Dispose	10 Years	Good practice	internal
E1	Learning analytics from BB, teaching hub, panopto	Strategic Planning	Planning Dashboard	Deletion	5 years	GDPR	Confidential
E2:Corporate Management: Governance							

E2	Committee/Network Minutes: <ul style="list-style-type: none"> • School Boards • School Quality Committees • EEAC • ARRC • Course Committees 	Clerk to committees/ Assistant Registrars Course Administrators and Senior Administrative Officers	L:Drive	Dispose	Current academic year + 6 years	JISC Guidance	Internal
E2	Committee Agenda/Notes (JNCC etc.)	Director of HR	Soft / Hard Copy	Confidential disposal	5 years – end of business use	JISC Guidance	Confidential
E2	Governor appointments	Governance team	L:Committees	Confidential disposal	For the Governors term of office plus 5 years	Good practice	Confidential
E2	Governor Register of interests	Governance team	L:Committees	Confidential disposal	For the Governors term of office plus 5 years	Good practice	Public
E2	Governor contact details	Governance team	L:Committees	Confidential disposal	For the Governors term of office plus 5 years	Good practice	Confidential
E2	Board of Governor and Academic Board Minutes	Governance team	L:Committees	Retain	Permanent	Historical record	Public
E2	Board of Governor and Academic Board Agendas and Minutes	Governance team	L:Committees	Retain	Permanent	Historical record	Public
E2	Remuneration Committee agenda, papers and minutes	University Secretary	L:Committees	Confidential disposal	10 Years	Best practice	Internal
E2	Board of Governor and Academic Board Committees: agenda, papers and minutes	Governance team	L:Committees	Dispose	10 Years	Best practice	Internal
E2	VCE and SMG	Directorate	L:Committees	Dispose	10 Years	Best practice	Internal

E2	Committee/Network Minutes: <ul style="list-style-type: none"> • AQSC • APC • Quality Network • FEACQIG • S/CQCs 	Clerk to committees	L:Drive	Dispose	10 years	JISC Guidance	Internal
E3:Corporate Management: Risk Management, Audit and Business Continuity							
E3	Risk Management Policy, Guidance and Risk Appetite Statement	US	Web pages, L:Drive	Dispose	10 years	Good practice	Public
E3	Risk Register, Risk Assessments,	US	L:Drive	Dispose	10 years	JISC Guidance	Confidential
E3	Incident Management and Business Continuity Framework	US	Business continuity website	Dispose	Current +1 year	Operational requirement	Confidential
E3	Internal Audit Service reports	Governance team	L:Drive	Dispose	10 years	JISC Guidance	Confidential
E3	External Audit Service reports	Governance team	L:Drive	Dispose	10 years	JISC Guidance	Confidential
E3	Business Continuity Plans	Heads of School/Service	L:Drive	Dispose	Current +1 year	Operational requirement	Confidential
E4:Corporate Management: Legal							
E4	Commercial contracts	Head of Legal/Procurement	L:Drive	Confidential disposal	End of contract +6 or review	Statute of Limitation 1980 or other governing law	Strictly confidential
E4	Professional Advice Records (Mills and Reeve, ACAS)	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	12 months	Employment Law	Strictly confidential
E4	Professional advice	Head of Legal	L:Drive	Confidential disposal	Review on case by case basis	Statute of Limitation 1980 or other governing law	Strictly confidential
E4	Property and acquisition records	HoPS/CFO	Hard copy	Confidential disposal	Review on case by case basis	Statute of Limitation 1980 or other governing law	Strictly confidential
E4	Agent Contracts	International	International Office and M:Drive	Confidential Disposal	End of valid period + 6 years	Limitations Act 1980	Strictly Confidential

E4	Copies of TNE/Partnership Contracts	Head of TNE	M:\Research & Enterprise Income	Dispose	End of relationship +6	Limitations Act 1980	commercially confidential
E5	SAR Records/Complaints	Compliance/HR	L:Drive	Confidential Disposal	End of valid period + 6 years	Limitations Act 1980	Strictly Confidential
E5	FOI Records	Compliance	L:Drive	Dispose	End of valid period + 6 years	Limitations Act 1980	Public
E5	Equality and Diversity Statements, reports and plans	Governance Team	Web pages L:Drive	Dispose	10 years	Good practice	Public
E4: Corporate Management: Health and Safety							
E5	Health records where termination of employment is related to, and medical records relating to, Control of Substances Hazardous to Health (COSHH).	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	50 years	Health & Safety regulations The Control of Substances Hazardous to Health Regulations 1999 and 2002, Employment Rights Act 1996	Confidential
E5	Accident books/accident record/reports	Health & Safety Manager	M:Drive: HR Office for soft copies	Confidential disposal	3 years from the date of the last entry (or, if the accident involves a child/young adult, then until that person reaches the age of 21)	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) SI 1995/3163) as amended, and max. 15 years for negligence (in respect of latent damage) Limitation Act 1980)	Confidential
E5	Health and Safety training records (i.e. first aid, fire evacuation)	Health & Safety Manager	M:Drive: HR Office for soft copies	Confidential disposal	6 years from the end of employment	Limitation Act 1980 Employment Rights Act 1996	Confidential

E5	Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)	Health and Safety Manager	M:Drive: HR Office for soft copies	Confidential disposal	5 years from the date on which the tests were carried out	Control of Substances Hazardous to Health Regulations (COSHH)	Confidential
E5	DSE Assessment form	Health and Safety Manager	M:Drive: HR Office for soft copies	Confidential disposal	6 years from the end of employment	Limitations Act 1980, Health and Safety (DSE) Regulations	Confidential
E5	New and Expectant mothers at Work – risk assessment, MATB1 etc.	Health and Safety Manager	M:Drive:	Confidential disposal	6 years after employment ends	Limitation Act 1980, Management of health and safety at work regulations	Confidential
E5	Central Health & Safety: Accident & Near miss records	H&S Manager	Tier 1 hosting provider AWS UK.	Deleted from systemd from the system	6 years. Children - Retention 5 years from 18th birthday if a child under 18.	HSE and RIDDOR	Confidential
E5	Central Health & Safety: <ul style="list-style-type: none"> Travel Risk Advice 	H&S Manager	L: Drive	Deleted from systemd from the System	6yrs	IRMS Civil law: Limitations Act: HASAWA and regulations made under it MHSWR COSHH	Confidential
E5	Central Health & Safety: <ul style="list-style-type: none"> Occupational health and medical records Air monitoring and/or biological monitoring etc. 	H&S Manager	L:Drive	Confidential disposal	6 years or 40 years in respect of specific individuals.	Statutory – H&S at work and Control of Substances Hazardous to Health Regulations 2002 COSHH Civil law – Limitations Act.	Confidential
E5	Central Health & Safety: <ul style="list-style-type: none"> Departmental Safety Rep First Aiders Fire Marshals 	H&S Manager	L:Drive	Deleted from systemd from the system	Superseded plus 6 years	Statutory – H&S at work	Confidential
E5	Central Health & Safety: <ul style="list-style-type: none"> Fire Risk Assessment 	H&S Manager	L:Drive	Deleted from systemd from the system	Life of the Building	Fire Precautions Act 1971 Fire Precautions (Workplace) (Amendment) Regulations	FOI and Commercial

						1999 The Regulatory Reform (Fire Safety Order) 2005	Confidentiality
F: Corporate Resources: Estates							
F1	Estates Strategy	HOPS	L:Drive	Dispose	End of Strategy +6	Good practice	Public
F1	Building Plans	HOPS	L:Drive	Retain	Permanent	JISC Guidance	Internal
F1	Estates projects including legal work, risk registers and project plans	HOPS	L:Drive	Retain	Building guarantees +6	Operational requirement	Confidential
F: Corporate Resources: Facilities							
F2	Access Control System <ul style="list-style-type: none"> Name and address, employee/student number, telephone contact, department, ID Card swipe activities record 	Head of Security (HoSec).	ACS Database Server in IT Comms Room	Live record for two years and archived afterwards.	6yrs	GDPR	Confidential
F2	CCTV: <ul style="list-style-type: none"> Recorded Images 	HoSec	NVR (Networked Video Recorders) in IT Comms Rooms	Digital recorders software programmed to overwrite historical data in chronological order with 1 month rotation in data retention.	30 days	Police Act 1996 Section 30(1) and Section 30(5) GDPR Accident records / reporting (RIDDOR 2013)	Confidential
F2	Visitor & Contractors Registers <ul style="list-style-type: none"> 	HoSec	Register in security controlled document folders	Retain and Deleted from system files at end of retention period All paper based records are sent away in confidential waste bins/bags for secure professional shredding.	6yrs	Health and Safety Legislation Limitation Act 1980	Confidential

F2	Car parking permit application: <ul style="list-style-type: none"> Name of staff/student/visitor Telephone Number Vehicles registration details Bank card details 	HoSec	VPS used exclusively for UWL projects/websites. Located in a secure data centre in Leeds, in the UK Bank card details processed by SagePay	Backup taken and replaced with current backup on a 2 weeks cycle. When data is no longer required, Data rows within the database will simply be Deleted from systemd	2yrs	Good Practice	Confidential
F2	University bus travel <ul style="list-style-type: none"> Shuttle Bus usage via ID swipe card 	Director of IT & HoSec	SMS Database Server in IT Comms Room	Live record for two years and archived afterwards for further min 3 years.	6yrs	Required as part of the contract with the University. Safety and Security.	Confidential
F2	Bouygues TFM <ul style="list-style-type: none"> Contract Documentation Parabillis Data Sharing Platforms 	Head of Property Services (HoPSD)	L:Drive	Retain – update details and rollover year-on-year	6yrs	Limitation acts 1980. Required as part of contract with the University. To assess KPIs and SLAs and statutory compliance.	Commercial Confidentiality
F2	Key Contractor Information <ul style="list-style-type: none"> Contractor Name address, telephone numbers and email Contract documentation, Parabillis, PPMs & Service log Instructions on Work streams, projects, service and maintenance agreements. 	HoPSD	L:Drive	Retain – update details and rollover year-on-year Retain and Deleted from system files at end of retention period	6yrs	Limitation acts 1980 Legitimate interest	FOI
F2	Fire Equipment <ul style="list-style-type: none"> Contractor Service & Maintenance reports Quantity and type of equipment 	HoPSD	L:Drive	Retain and Deleted from system files at end of retention period.	6yrs	Statutory Compliance.	Internal

F2	Water Hygiene <ul style="list-style-type: none"> Contractor Job sheets and quotations Contractor Service & Maintenance history 	HoPSD	L:Drive	Retain and Deleted from system files at end of retention period	6yrs	Statutory Compliance. Incident Investigation	Internal
F2	Refrigeration <ul style="list-style-type: none"> Contractor Service & Maintenance reports Quantity and type of equipment 	HoPSD	L:Drive	Retain and Deleted from system files at end of retention period	6yrs	Statutory Compliance. Incident Investigation	Internal
F2	Lifting Equipment <ul style="list-style-type: none"> Contractor Job sheets and quotations Contractor Service & Maintenance reports Quantity and type of equipment 	HoPSD	L:Drive	Retain and Deleted from system files at end of retention period	6yr OR life of the building	Statutory Compliance. Incident Investigation	Internal
F2	Asbestos <ul style="list-style-type: none"> Asbestos Register Contractor Name, address, telephone numbers and email Contractor Job sheets and quotations Contractor Service & Maintenance reports 	HoPSD	L:Drive	Retain and Deleted from system files at end of retention period	40 years	Statutory Compliance. Incident Investigation	Confidential
F2	Records of University vehicles	HoPSD	L:Drive	Dispose	Current year +1	Operational requirement	Internal
F2	Records of University drivers	HoPSD	L:Drive	Dispose	End of employment relationship +6	Operational requirement	Confidential
F3: Corporate Resources: Finance							
F3	Financial strategy	CFO	L drive (Finance)	Dispose	Superseded +10 years	Good practice	Public
F3	Financial Regulations and Policies	CFP	External Webpage	Dispose	Superseded +10 years	Good practice	Public

F3	Data on financial transactions relating to Non-levy paying employers	Associate Head – Degree Apprenticeships	University finance systems Paper copies of invoice requisitions & invoices	Confidential disposal Confidential disposal	Dispose after 10 years Disposed 2 years after completion of the contract	ESFA Funding rules	Confidential
F3	US Federal Loan Files	International	International Office and M:Drive	Confidential Disposal	Until student's award date + 6 years	Limitation Act 1980 and US Department of Education	Confidential
F3	Student & Company records on banking & accounting software	Credit control team & Accounts Payable team	BluQube- accounting software	Dispose	Current Financial year + 6 years	HMRC legal guidance	Confidential
Parabilis- online software							
Barclays Bank- online software							
WPM- online software							
Sagepay- online software & downloads on L drive (Finance)							
Takenote- online software							
KX- rental software							
ACT & STA- online portal							
Worldpay- online software							
F3	Staff records on procurement & prepaid card systems	Credit control team	Barclaycard- online software	Dispose	Current Financial year + 6 years	HMRC legal guidance	Confidential
Bread UK- online software			Dispose				
Finance Office (paper copies)			Dispose (confidential shredding)				
F3	Student Record on Unit-E	Credit control team/ Registrar	Unit-E student record system	Archive	Permanent record	Limitation Act 1980	Confidential
F3	Debt Collectors (reports)	Credit Control Team	ACT & STA (online)	Dispose	Current + 6 years	HMRC legal guidance	Confidential
F3	Issue County Court Summons (letters)	Credit Control Team	County Court (online)	Dispose	Current + 6 years	HMRC legal guidance	Confidential

F3	Petty cash records	Income team	Paper & electronic (L Drive-Finance)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Internal
F3	Sales documentation (invoices, credit notes, upload batches, contracts)	Credit Control Team	Paper copies (Finance office) & electronic copies on L drive (Finance)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Internal
F3	Employee expense claims (including receipts)	Accounts Payable Team	Paper copies (Finance office)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Confidential
F3	Purchase documentation (invoices, credit notes, contracts)	Accounts Payable Team	Paper copies (Finance office) & Parabilis software	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Internal
F3	Accounting records (management accounts, sales/purchase ledger reports, audit schedules, activity reports, balance sheet reconciliations, journal workings, asset register, cash flow reports, budget preparation)	Finance Managers	L drive (Finance)	Dispose	Current + 6 years	HMRC legal guidance	Internal
F3	Annual Financial Statements	CFO	Paper copies & electronic copies (L drive- Finance)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Public
F3	Funding records of awarded grants (OFS and Research England)	CFO	L drive (Finance)	Dispose	10 years	JISC- Best practice	Internal
F3	Research grant records (claim awards, claim workings & supporting documents)	Finance Managers	L drive (Finance)	Dispose	10 years	Funding Body Requirements	Internal
F3	Banking & loan records (agreements, drawdowns, covenant reports)	CFO	L drive (Finance)	Archive	Permanent	Limitation Act 1980	Confidential
F3	Investment Portfolio records (i.e. RLAM summaries)	CFO	L drive (Finance)	Dispose	Divestment + 6 years	Limitation Act 1980	Internal
F3	Tax records (VAT returns, Corporation Tax workings)	CFO	L drive (Finance)	Dispose	Current + 6 years	VAT Act 1984	Internal

F: Corporate Resources: Human Resources

F4	HR Strategy, Policies and Procedures: Activities/documents involved in developing the University's strategy, policies and procedures for the management of its human resources.	Director of HR	M:Drive	Confidential disposal	Superseded +6 years	To inform HR work /recommended by CIPD/compliance with legislation To comply with legislation – Employment Rights Act 1996	Public
F4	General personnel records/paperwork, personal details, address, next of kin, emergency contacts, induction and probation documents, contracts of employment and changes to terms and conditions, flexible working requests, resignations, exit interview forms, relocation details, documents in relation to remuneration and rewards, apart from the information listed below.	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years after employment ends	Compliance with legislation - Limitation Act 1980 (limitation for breach of contract), Data Protection Act 1998/GDPR, Employment Rights Act 1996	Confidential
F4	Staff records	Payroll/HR Teams	Resourcelink	Retain	Permanent record	Limitation Act 1980	Confidential
F4	Maternity documentation	Director of HR	HR Office for soft copies	Confidential disposal	6 years after employment ends	Maternity & Parental Leave Regulations 1999)	Confidential
F4	Vacancy authorisations (VMG), job evaluation, job descriptions, job specifications, adverts.	Director of HR	M:Drive: HR Office for soft copies	Dispose c	Completion of appointment and thereafter -6 years after employment ends	Limitation Act 1980, Employment Rights Act 1996	Public

F4	Application forms and interview notes for successful candidates (i.e. CV's, references, tests, feedback, offer letter and withdrawal notifications)	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years after employment ends	Limitation Act 1980 , Employment Rights Act 1996	Confidential
F4	Application forms and interview notes for unsuccessful candidates (i.e. CV's, tests, feedback, rejection letter)	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	12 months (in case of tribunal claim)	Equality Act 2010, Employment Rights Act 1996	Strictly Confidential
F4	Eligibility to work: Identity checks and Correspondence. Work Permit Information correspondence and verification.	Director of HR	HR file	Confidential disposal	2 years after termination	UKVI regulations Asylum and Immigration Act 1996 Immigration, Asylum and Nationality 2006)	Confidential
F4	Qualifications: copies of relevant degree/diploma/A level/GCSE/other examination/course certificates	Director of HR	HR file	Confidential disposal	6 years after employment ends	GDPR	Confidential
F4	DBS/CRB checks and disclosures of criminal records for vetting purposes	Director of HR	n/a	Confidential disposal-securely shredded	6 months	Criminal Records Bureau Code of Practice/ Data Protection Act 1998	Strictly confidential
F4	Casework records, including disciplinary, grievance, performance management (investigations, notes of meetings, correspondence, outcome letters)	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years – following termination as a result of a sanction, all other 12 months after employment ends	To maintain employment contract. To assist in legal compliance i.e. Data Protection Act 1998/GDPR, Employment Rights Act 1996	Strictly confidential
F4	Settlement Agreements	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years after the last payment	To maintain employment contract. To assist in legal compliance i.e. Data Protection Act 1998/GDPR, Employment Rights Act 1996	Strictly confidential

F4	Occupational Health Records (clearance, advice, referral correspondence)	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years	Limitations Act 1980, GDPR	Strictly confidential
F4	Employment Tribunal documents	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years	Limitations Act 1980	Strictly confidential
F4	Redundancy – quotes, acceptance letters	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years after employment ends	The Collective Redundancies and Transfer of Undertakings (Protection of Employment) Amendment Regulations 1995 SI 1996/2587, Employment Rights Act 1996	Confidential
F4	Redeployment documentation	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years after employment ends	Data Protection Act 1998/GDPR	Confidential
F4	TUPE – Due Diligence associated paperwork	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	3 years	The Transfer of Undertakings (Protection of Employment) Regulations 2006 SI 2006/246 (implied under reg.4)	Confidential
F4	Collective workforce agreement and past agreements that could affect present employees	Director of HR	M:Drive: HR Office for soft copies	Dispose	10 years after ceasing to be effective	To maintain institutional records in relation to past agreements, TULRCA 1992	Internal
F4	Trade Union Agreements	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	10 years after ceasing to be effective	To maintain institutional records in relation to past agreements, TULRCA 1992	Internal
F4	Appraisal records (performance, objectives, and developmental needs, evaluations, feedback).	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years after employment ends.	Compliance with legislation (Limitation Act 1980)	Confidential
F4	Training certificates/records	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	6 years after employment ends	To maintain institutional records	Confidential
F4	Documentation relating to training course: training packs, materials such as session plans, handouts, presentations, booklets, feedback from programmes/courses	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	5 years or earlier – depends on date course superseded or revised	To inform HR work	Internal

F4	Consent for processing of personal & special category data (staff) (Equal opportunities monitoring)	HR	M:Drive: HR Office for soft copies	Confidential disposal - shredding	While processed and 6 years after.	Equalities Act 2010 GDPR	Strictly confidential
F4	CCTV footage/reports	Director of HR	M:Drive: HR Office for soft copies	Confidential disposal	28 days after issue is resolved	CCTV Policy	Confidential
F4	Declaration of Interest	Director of HR	My view	Confidential disposal	6 years after employment ends	Limitations Act 1980	Confidential
F4	External reference requests – - Request for and/or copy of reference for Mortgage/Letting and confirmation letters - Request for and/or copy of reference provided for prospective employer	Director of HR	Soft / Hard Copy	Confidential disposal	1 Year	CIPD Guidance	Confidential
F4	Workforce surveys, benchmarking data	Director of HR	Soft / Hard Copy	Dispose	5 years – end of business use	CIPD Guidance	Internal
F5: Corporate Resources: Payroll							
F5	Payroll deductions & reports	Payroll Team	Resourcelink	Dispose	Current + 6 years	HMRC legal guidance	Confidential
F5	P11d data	Payroll Team	Finance Office (paper copies)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Confidential
F5	PSA data	Payroll Team	Finance Office (paper copies)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Confidential
F5	Adhoc Payment claims	Payroll Team	Finance Office (paper copies)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Confidential
F5	Starter/Leaver/Changes forms	Payroll Team	Finance Office (paper copies)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Confidential

F5	Childcare Vouchers	Payroll Team	Finance Office (paper copies)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Confidential
F5	RTI data	Payroll Team	Finance Office (paper copies) & electronic copies on L drive- Finance	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Confidential
F5	Tax Year End data	Payroll Team	Finance Office (paper copies) & electronic copies on L drive- Finance	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Internal act & HMRC Retention policy
F5	Historical payroll data	Payroll Team	Finance Office (paper copies)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Confidential
F5	Timesheets/Annual leave records	HR / Payroll	M:Drive: HR Office for soft copies	Confidential disposal	6 years	Working Time Regulations 1998/UKVI/Health and Safety regulations, Employment Rights Act 1996	Confidential
F5	Details of remuneration rewards, discretionary payments, promotions	HR / Payroll	M:Drive: HR Office for soft copies	Confidential disposal	6 years	To maintain employment contract/ Limitations Act 1980, Employment Rights Act 1996	Confidential
F5	Statutory Sick Pay Records, Calculations, Certificates, Self-Certificates.	HR / Payroll	M:Drive: HR Office for soft copies	Confidential disposal - shredding	6 years after employment ceases in case of a contractual claim	Statutory Sick Pay Regulations 1982 SI 1982/894, Employment Rights Act 1996	Strictly Confidential
F5	Maternity Pay Records (Statutory, Calculations, certificates (Mat B1s) or other medical evidence)	HR/Payroll	M:Drive: HR Office for soft copies	Confidential disposal	3 years after the end of the tax year in which the maternity period ends	To maintain employment contract and to comply with legislation (The Statutory Maternity Pay (General) Regulations 1986 as amended and Maternity & Parental Leave Regulations 1999)	Confidential
F5	Paternity pay	HR/Payroll	M:Drive: HR Office for soft copies	Confidential disposal	3 years after the end of the tax year in which the paternity pay was made	Statutory Paternity Pay (General) Regulations 1986 SI 1986/1961	Confidential
F5	Adoption Pay	HR/Payroll	M:Drive: HR Office for soft copies	Confidential disposal	3 years after the end of the tax year	Statutory Adoption Pay (General) Regulations 2002 SI 2002/2822	Confidential

					in which the adoption pay is made		
F5	Record of advances for season tickets and loans.	HR / Payroll	M:Drive: HR Office for soft copies	Confidential disposal	Up to 6 years after repayment	To maintain employment contract benefit. HMRC and tax regulations. Limitation Act 1980	Confidential
F5	Income tax and NI returns, income tax records and correspondence with HMRC	HR / Payroll	M:Drive: HR Office for soft copies	Confidential disposal	Three years from the end of the financial year to which they relate.	Compliance with legislation (The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended	Confidential
F5	Wages and Salary Records (including overtime, bonuses, relocation expenses)	HR / Payroll	M:Drive: HR Office for soft copies	Confidential disposal	6 years	To maintain employment contract and to comply with legislation (Taxes Management Act 1970)	Confidential
F5	Staff current bank details	HR	M:Drive: HR Office for soft copies	Confidential disposal - shredding	Until payroll form has been passed to payroll for processing	To maintain employment contract	Strictly Confidential
F5	Retirement decisions. Decisions to allow retirement due to incapacity, pension accounts, associated documents.	HR/Payroll	M:Drive: HR Office for soft copies	Confidential disposal	6 years	The Retirement Benefits Schemes (information Powers) Regulations 1995 SI 1996/103	Confidential
F5	Individual Pension Records Employee's contributions and entitlement, inc. salary summary. Pension provider (LGPS, Teachers Pension)	Payroll	M:Drive: HR Office for soft copies	Confidential disposal	6 years	Recommended practice (CIPD), Limitation Act 1980	Confidential
F5	Death Benefit nomination and revocation forms	HR / Payroll	M:Drive: HR Office for soft copies	Confidential disposal	6 years after payment of benefit	Limitation Act 1980	Confidential

F6: Corporate Resources: Archives Library and publications

F6	Records of visitors to the UWL Archive, recorded for security reasons and as an archival record as part of the Archive itself	Director of Library Services	SharePoint, paper records	Deleted from system, Dispose (shred)	Current + 10 years	Archives best practice	Confidential
F6	Records documenting the development and establishment of the institution's information resources management strategy, and selection/acceptance criteria for collections and publications.	Director of Library Services	SharePoint	Dispose	Superseded + 5 years	Jisc Guidance	Internal
F6	Records documenting the development of the institution's information resources management procedures.	Director of Library Services	SharePoint	Dispose	Superseded + 3 years	Jisc Guidance	Internal
F6	Records documenting applications for permission to copy material outside the scope of the Higher Education Licence Agreement, and the results.	Director of Library Services	Email in CLA inbox	Dispose	Last action on application + 1 year	Limitations Act 1980, Jisc guidance	Internal
F6	Records documenting routine monitoring of copying, the compilation of statistical and other data required by the Copyright Licensing Agency, and the submission of this data to the Agency.	Director of Library Services	SharePoint / CLA Digital Content Store (cloud-hosting)	Dispose	Length of time the digitisation is required for.	Jisc Guidance	Internal
F6	Records documenting the handling of requests from third parties to use material in which the institution owns the copyright.	Director of Library Services	SharePoint	Deleted from system	Last action on request + 5 years	Jisc Guidance	Internal
F6	Records documenting the institution's participation in surveys / audits undertaken	Director of Library Services	SharePoint	Deleted from system	Completion of survey/audit	Jisc Guidance	Internal

	by the Copyright Licensing Agency.						
F6	Records documenting the results of surveys / audits undertaken by the Copyright Licensing Agency (provided to the institution by the Agency).	Director of Library Services	SharePoint	Deleted from system	Current + 5 years	Jisc Guidance	Internal
F6	Records documenting the process of selecting publications to purchase	Director of Library Services	Reading lists system (cloud hosted), email	Delete from system	Review after completion of purchase	Jisc Guidance	Internal
F6	Records documenting decisions to continue or discontinue purchase of publications	Director of Library Services	SharePoint	Delete from system	Review after last action on issue + 1 year	Jisc Guidance	Internal
F6	Records of communication with suppliers - licences, contracts, negotiations, notes of meetings, copy invoices	Director of Library Services	SharePoint email	Delete from system	Current + 6 years	Limitation Act 1980	Strictly confidential
F6	Records documenting the institution's scheme(s) for classifying and cataloguing publications	Director of Library Services	SharePoint	Delete from system	Once all catalogues based on the scheme are superseded.	Jisc Guidance	Internal
F6	Catalogue of publications	Director of Library Services	Library management system (cloud hosted)	Delete from system	Weed regularly and keep up to date in line with the relevant recommendations in this schedule. Notify Directorate about records of potential historic value.	Potential historic value; Best practice	Internal

F6	Records documenting policies governing availability and access to Library facilities	Director of Library Services	Library website, SharePoint	Dispose	Life of policy + 6 years	Jisc Guidance	Internal
F6	User requests for items fulfilled by inter-library loan	Director of Library Services	Email (past 3 years), paper (older forms)	Confidential disposal	Last action on request + 6 years	GDPR	Confidential
F6	User records stored within the LMS detailing borrowing and other interactions with Library Services	Director of Library Services	Library management system (cloud hosted)	Confidential disposal	Current + 3 years	GDPR	Confidential
F6	User financial data stored within the LMS relating to library charges and fine	Director of Library Services	Library management system (cloud hosted)	Confidential disposal	Current + 6 years	GDPR	Confidential
F6	User records stored within the LMS relating to eligibility for disability support	Director of Library Services	Library management system (cloud hosted), paper (forms received from Student Services)	Confidential disposal	Current + 3 years	GDPR	Strictly confidential
F6	User records stored relating to requests for material in alternative formats	Director of Library Services	SharePoint, RNIB Bookshare website, British Library system	Deleted from system	Length of course	GDPR	Strictly confidential
F6	User records stored within the LMS for external visitors who are not members of the University, for which the Library collects and processes their data	Director of Library Services	Library management system (cloud hosted)	Deleted from system	Current + 3 years	Best practice / GDPR guidance	Confidential
F6	Details of students on subcontracted UWL partnerships used to provide or limit access to online resources	Director of Library Services	Email, SharePoint	Deleted from system	Current academic year	Best practice	Internal
F7: Corporate Resources: IT							

F7	Records documenting attempted or actual security breaches of University ICT systems, and actions taken.	Information Security Manager	Sharepoint	Dispose	Last action on incident + 1 year	JISC guidance	Internal
F7	Records documenting the - initial development of ICT systems which are not implemented. - management of ICT systems development projects (i.e. project management records). - initial development and post-implementation modification of ICT systems.	Project Delivery Manager	SharePoint	Dispose	For 5 years after the year in which project activity ceased.	JISC guidance	
F7	Records documenting the development and establishment of the institution's ICT systems strategy and policies: key records.	Deputy Director IT Services	SharePoint & Departmental Share	Dispose	Superseded + 5 years + the lifecycle of the system	JISC guidance	Internal
F7	Working Papers: documenting the development and establishment of the institution's ICT systems strategy, policies and procedures.	Deputy Director IT Services	SharePoint & Departmental Shared Drive	Dispose	Issue of strategy/policies /procedures + 1 year	JISC guidance	Internal
F7	Master copies of procedures relating to the management of ICT systems.	All	SharePoint & Departmental Shared Drive	Dispose	Superseded + 3 years	JISC guidance	Internal

F7	Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Deputy Director IT Services	SharePoint & Departmental Shared Drive	Dispose	Current year + 1 year	JISC guidance	Internal
F7	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.		ITSM Product	Dispose	Last action on fault + 1 year	JISC guidance	Internal
F7	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Deputy Director IT Services	SharePoint & Departmental Share	Dispose	Current year + 1 year	JISC guidance	Internal
F7	Records documenting user requests to recover data from backup or archive stores, and action taken.	IT Service Manager	ITSM Product	Dispose	Last action on request + 3 months	JISC guidance	Internal
F7	Records documenting the maintenance of appropriate software licences for live ICT systems.	IT Customer Experience Manager	SharePoint & Departmental Share	Dispose	Issue of new licence	JISC guidance	Internal
F7	Records documenting the security arrangements for ICT systems.	Deputy Director IT Services / Information Security Manager	SharePoint & Departmental Share	Dispose	Decommissioning of system + 5 years	JISC guidance	Internal
F7	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	IT Customer Experience Manager / IT Service Manager	ITSM Product / SharePoint	Dispose	Closure of account + 1 year	JISC guidance	Internal

F7	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Deputy Director IT Services	Alert Systems - e.g. NPM/SCCM/NMS/Firewall	Dispose	Current year + 1 year	JISC guidance	Internal
F7	Requests for, and authorisation of, connections of third party equipment to the institution's networks, either on institutional premises or via communications links.	Deputy Director IT Services / Information Security Manager	SharePoint or Departmental Shared Drive	Dispose	Termination of connection + 1 year	JISC guidance	Internal
F7	Records documenting the removal/return of mobile ICT systems hardware and software from/to the institution's premises.	IT Customer Experience Manager / IT Service Manager	email	Dispose	Return of equipment + 3 months	JISC guidance	Internal
F7	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	IT Customer Experience Manager / IT Service Manager	email	Dispose	Disposal of equipment + 1 year	JISC guidance	Internal
F8: Corporate Resources: Insurance							
F8	Insurance documentation (student and staff records)	Finance staff responsible for Insurance claims	L drive (Finance)	Retain	Permanent record	Limitation Act 1980	Confidential
F8	Insurance documentation (Policy documents & claims)	Finance staff responsible for Insurance claims	L drive (Finance)	Retain	Permanent record	Limitation Act 1980	Internal
F9: Procurement							
F9	Procurement policy	Procurement	Webpage	Dispose	Current + 6 years	Good practice	Public

F9	Supplier Tenders & Approved Suppliers listing	Procurement	Finance Office (paper copies)	Dispose (confidential shredding)	Current + 6 years	HMRC legal guidance	Confidential
G1: Corporate Relations: Marketing							
G1	International Enquiry Lists	International	M: Drive	Confidential Disposal	3 years	GDPR	Confidential
G1	International Applicant Lists	International	M: Drive	Confidential Disposal	18 months after relevant application cycle	GDPR	Confidential
G1	Files containing personal information about participants in Outreach and WP activities	Outreach team <i>Marketing dept</i>	HEAT database (The Higher Education Access Tracker Service) and internally: M:\Recruitment\Outreach team	Retain on HEAT database Confidentially disposal of paper copies	Permanent in line with HEAT requirements Current year +1 for paper copies	HEAT official guidelines http://heat.ac.uk/	Confidential
G1	Files containing personal information of applicants (e.g. address data for postcard mailouts, telephone no. for outbound call campaigns, email for campaigns etc). Must be retained long enough to measure impact of activity.	CRM Team/Admissions <i>Marketing dept</i>	M:\Recruitment\CRM TEAM v2	Destroy once no longer required for the purpose collected	18 months after relevant application cycle	GDPR	Confidential
G1	Files containing personal information of enquirers to the university (e.g. UCAS fair data scans, open day and event registrants – taster days, workshops etc)	CRM team <i>Marketing dept.</i>	M:\Recruitment\CRM TEAM v2	Destroy once no longer required for the purpose collected	18mths after predicted start date	GDPR	Confidential
G1	Files containing work information (job title and contact details) of teachers and careers advisors	Student Recruitment Team <i>Marketing dept</i>	M:\Recruitment\Schools & Colleges	Destroy once no longer required for the purpose collected	Review annually – keep for as long as the individual remains in the role	GDPR	Confidential
G1	Documentation regarding the design of the institution's corporate identity (logos etc.)	Campaigns Team Leader	M:\MARKETING\Central Marketing (inuse)\DEPARTMENTS\Marketing\branding	Dispose	Review once superseded Potential historic value	Potential historic value	Internal
G1	Documentation regarding the design of the	Campaigns Team Leader	M:\MARKETING\Central Marketing	Dispose	Review once superceded Potential historic value	Potential historic value	Internal

	institution's corporate style guides		(inuse)\DEPARTMENTS\Marketing\branding\STYLE GUIDE				
G1	Documentation regarding the design of marketing/recruitment campaigns	Campaigns Team Leader	M:\MARKETING\Central Marketing (inuse)\DESIGN WORK\DESIGN ARTWORK	Dispose	5 years	Best practice	Internal
G1	Documentation regarding the development, placement and results of advertising campaigns	Campaigns Team Leader	M:\MARKETING\Central Marketing (inuse)\ADVERTISING	Dispose	5 years	Best practice	Internal
G1	Publications, including annual reports	Campaigns Team Leader	M:\MARKETING\Central Marketing (inuse)\DEPARTMENTS	Dispose	Indefinite; keep electronic versions	Potential Historic value	Public
G1	Records documenting the design, commissioning, editing and production of publications	Campaigns Team Leader	M:\MARKETING\Central Marketing (inuse)\DEPARTMENTS	Dispose	6 years	Potential Historic value (finance keep hard copies of the annual report)	Internal
G1	Prospectuses – (hard copies)	Campaigns Team Leader	M:\MARKETING\Central Marketing (inuse)\DEPARTMENTS\Marketing\Prospectuses	Dispose	Indefinitely	Potential Historic value	Public
G1	Graduation brochure	Campaigns Team Leader	M:\MARKETING\Central Marketing (inuse)\DEPARTMENTS\Events\Graduation	Dispose	Indefinitely	Potential Historic value	Public
G1	Records documenting work allocation/ work planning and progress of this work	Campaigns Team Leader	M:\MARKETING\Central Marketing (inuse)\DEPARTMENTS\Marketing\Campaigns Admin	Dispose	5 years	Best practice	Internal
G1	Model release forms signed by individuals appearing in photos / videos	Digital team manager	Marketing Sharepoint site	Retain	Permanent record – keep paper copy for one year ; digitise versions f after that.	GDPR	Confidential
G1	Changes to course copy, requested by schools	Digital team manager	CID inbox and archived emails	Archive	10 years	CMA compliance.	Internal
G1	Other online form submissions (eg. for open days and other recruitment events)	Digital team manager	Content Management System (data currently hosted by CTI)	Delete	3 years	Data protection	Confidential

G1	Previous versions of web copy (excluding course copy)	Digital team manager	Content Management system	Retain	Currently permanent. For review when the new website is developed.	Best practice. For reference.	Internal
G1	Assets (original image files, videos, interactives, designs etc.)	Digital team manager	Marketing Sharepoint drive for videos L:\Marketing\WEB\CONTENT for other assets	Archive	Currently permanent. As a future policy, I would suggest 10 years.	For potential re-use online.	Internal
G2: Corporate Relations: Communications and Events							
G2	Records documenting media contacts	Head of Comms and Events	Shared folder (UWL communications contacts) L:\Marketing\Communications and Events\Communications\Press - general	Review update and dispose as appropriate after three years	Three years then review	Best practice	Internal
G2	Records documenting media queries	Head of Comms and Events	Shared folders (Issues) L:\Marketing\Communications and Events\Communications\Press - general	Review, update and dispose after three years as appropriate	Three years then review	Best practice	Internal
G2	Transcripts of media interviews	Head of Comms and Events	Shared folder (key coverage) L:\Marketing\Communications and Events\Communications\Press - general	Review after three years, transfer to archive if of historical value; dispose of those that are not of value	Three years then review	Best practice - historical record	Internal
G2	Press releases	Head of Comms and Events	Shared folder (Communications projects and Press), online archive L:\Marketing\Communications and Events\Communications\Press - general\Coverage	Review after three years, transfer to archive if of historical value; dispose those that are not of historic value	Indefinite online Three years (folders) then archive	Best practice – historical record	Public
G2	Press clippings	Head of Comms and Events	Shared folder (Communications projects and Key coverage) L:\Marketing\Communications and	Review after three years, transfer to archive if of	Three years then review	Best practice – historical record	Internal

			Events\Communications\Press – general/projects	historical value dispose of those that are not.			
G2	Records of monitoring and analysis of media coverage	Head of Comms and Events	Shared folder :Marketing\Communications and Events\Communications\Press - general\Coverage	Review after three years	Three years then review	Best practice – historical record	
G2	Files relating to specific events including design, planning, organisation and impact/results, also files relating to any risk assessment	Head of Comms and Events	Shared Folder (Events) Shared folder :Marketing\Communications and Events\Events	Review after event + 6 years. If a repeated event review at next occurrence	Six years then review	Statute of Limitations	Internal
G2	Files containing personal information about people invited to/attending events	Head of Communications & Events	Eventbrite. Mailchimp	Review and update annually. Only retain if consent obtained and recorded	Review annually, keep if up to date	Best practice	Confidential

G3: Corporate Relations: Alumni							
G3	List of Honorary Graduates	Governance team	L:Committees	Retain	Permanent	Historical record	Public
G3	Alumni Confidential –	Head of ODAR	Raisers Edge	Update/Confidentially dispose.	While current or request not to be contacted, in which case contact information is removed.	JISC/Best practice	Confidential
G3	Alumni update details forms –	Head of ODAR	Raisers Edge/Paper PE.GF.007 Office Shelves	Disposed confidentially	When processed + 1 year	JISC/Best practice	Confidential
G3	Alumni profiles –	Head of ODAR	NetCommunity /L:\Dev_Alum\	Update/confidentially disposed.	While current + 1 year	JISC/Best practice	Confidential
G3	Alumni Communications – Alumni Magazine – E-newsletter – E-announcements	Head of ODAR	Raisers Edge/L:\Dev_Alum\	Archive	Date of communication + 5 years	Best practice	Internal
G3	Alumni survey	Head of ODAR	L:\Dev_Alum\	Archive questions, planning & anonymised analysis/ Deleted from system raw data	Date of survey + 1 year	JISC/Best Practice	Internal
g3	Alumni Events Documents	Head of ODAR	L:\Dev_Alum\	Deleted from system	Date of event + 5 year	Operational Value	Internal
G3	Alumni Event Management; –	Head of ODAR	Raisers Edge/L:\Dev_Alum\	Archive	Date of event + 5 years	GDPR	Confidential
G3	Alumni enquiries and feedback –	Head of ODAR	alumni inbox	Confidential disposal	Date of enquiry + 1 year	GDPR	Confidential
G3	Honorary Award nomination forms	Assistant Clerk to the Board of Governors	L:\Dir	Delete from system	Date of award +10	JISC Guidance	Confidential

G4: Corporate Relations: Fundraising							
G4	Fundraising strategy	Head of ODAR	L:\Dev_Alum\	Confidential disposal	Superseded + 5 years	Regulatory compliance	Internal
G4	Fundraising prospects list	Head of ODAR	L:\Dev_Alum\	Confidential disposal	Superseded + 5 years	Regulatory compliance	Internal
G4	Fundraising policy	Head of ODAR	L:\Dev_Alum\	Deleted from system	Superseded + 5 years	Regulatory compliance	Internal
G4	Development committee –	Head of ODAR	L:\Dev_Alum\	Deleted from system	While current + 5 years	JISC Guidance	Internal
G4	Gift records –	Head of ODAR	Raisers Edge L:\Dev_Alum\ PE.GF.007 Office Shelves	Review/Confidential disposal	Date of gift + 6 years	GDPR	Confidential
G4	Communications to donors –	Head of ODAR	L:\Dev_Alum\	Confidential disposal	Date of gift + 6 years	GDPR	Confidential
G4	Gift proposals –	Head of ODAR	L:\Dev_Alum\	Deleted from system	Date of proposal + 1 year	Regulatory compliance	Confidential
G4	Prospect research documents –	Head of ODAR	L:\Dev_Alum\	Deleted from system	2 years (i.e. while current or likely to be current)	Regulatory compliance	Confidential
H: Student Services							
H	Students Services Strategy, development and reports	Head of Students Services	L:Drive	Dispose	Current + 5 years	Operation Value	Public

H	Student Record on Unite	Registrar	Unite student record system: Student Services CRM Student Advice Wellbeing Student Welfare Bursaries Careers	Delete from system	End of Registration +6	Limitation Act 1980	Strictly confidential
H	Student Case File info	Welfare Service Team	Password protected to Student Services	Dispose after 6 years	Award +6 or End of Registration +6	Limitations Act 1980	Strictly confidential
H	Student record on Unite – Columbus (visa type and number, passports, etc.)	Head of Student Advice	Unite – Columbus http://columbus01.uwl.ac.uk/InternetBuilder/uib.aspx	Retain – Central electronic system	End of Registration + 6 years	Legal and contractual reasons / best practice / statistics and best practice	Strictly confidential
H	Counselling case files	Senior Counsellor	L:\Registry\Student_Services\Counselling Service	Dispose (Paper confidential shredding) Electronic files – Delete	Date of last contact/session +6years	GDPR; BACP guidelines; Legal and Insurance obligations	Strictly confidential
H	Student file	Head of Wellbeing	L:\Registry\Student_Services\Disability Team	Dispose	Award +6 or End of Registration +6	GDPR	Strictly confidential
H	Placement Student file	Head of Placement and Employment Services	L:\Careers & Employment Services\Placement and Employment Service\Placements 18-19 L:\Careers & Employment Services\Placements	Confidential disposal	Award +6	GDPR	Confidential
H	Talent Bank Student File	Head of Placement and Employment Services	L:\Careers & Employment Services\Placement and Employment Service\Employment Services\UWL Talent Bank	Confidential disposal	Award +2	GDPR	Confidential
H	Student Registration to Job Alerts	Head of Placement	RDB Pro Net	Confidential disposal	Award +6	GDPR	Confidential

		and Employment Services					
H	Student and graduate career consultation records	Head of Careers and Volunteering	Locked filing cabinet	Confidential disposal	Award plus 1 year for students 1 year for Alumni	Best practice	Confidential
H	Students Volunteering hours awards	Head of Careers and Volunteering	L:\Careers & Employment Services\Careers and Volunteering\Volunteer Service (password protected)	Confidential disposal	Award +1	Limitations Act 1980	Confidential
H	Student CVs and application forms	Head of Careers and Volunteering	Email system	Confidential disposal	Only for the length of the guidance delivered	Best practice	Confidential
H	Student file (case notes, immigration advice and immigration documents, CAS, passports, visas, etc.	Head of Student Advice	Student Services shared drive – Student Advice – Case notes L:\Registry\Student_Services\Advice\Advice 17-18\Casenotes/[studentname]/immigration	Confidential disposal	End of registration + 6 years	Legal and contractual reasons / best practice	Strictly confidential
H	Student file (case notes, consent forms, other pdf docs i.e. SFE entitlement letters, bank statements	Head of Student Advice	Student Services shared drive – Student Advice – Case notes L:\Registry\Student_Services\Advice\Advice 18-19\Casenotes	Confidential disposal	+ 6 years	Legal and contractual reasons / best practice	Confidential
H	Fitness to Study Minutes	Head of Student Services	L:\Registry\Student_Services\Welfare\Fitness to Study	Confidential disposal	6 years after Award	Historical interest	Strictly Confidential
H	Faith and Spirituality Group minutes	Head of Student Services	L:\Registry\Student_Services\Wellbeing\Faith	Confidential disposal	6 years	Statutory requirement /Historical interest	Internal
H	Transcripts from focus groups and consent forms (Forum theatre research)	Head of Careers and Volunteering	H drive of researcher password protected and paper copies in locked cabinet.	Confidential disposal	End of research project	Ethical and best practice	Internal

I: Enterprise

I	Data on potential customers/sales leads	External Hire Manager	Salesforce	Dispose	Disposed 2 years after enquiry	GDPR	Internal
I	Data on confirmed sales and clients	External Hire Manager	Salesforce	Dispose	Dispose after 6 years	Limitation Act 1980	Confidential
I	Copies of Hire Contracts	External Hire Manager	M:\Research & Enterprise Income Paper copies in External Hire Office	Dispose Dispose	Dispose after 6 years Disposed 2 years after completion of the hire	Limitation Act 1980	Strictly confidential
I	Data on financial transactions relating to hires	External Hire Manager	University finance systems Paper copies of invoice requisitions & invoices	Dispose Dispose	6 years Disposed 2 years after completion of the hire	Limitation Act 1980	Confidential
I	Copies of Emails with instructions sent to other departments of Hire	External Hire Manager	Paper copies in External Hire Office	Dispose	Disposed after 6 years of completion of the hire	Limitation Act 1980	Confidential
I	Copies of Public Liability Insurance of clients	External Hire Manager	Salesforce Paper copies in External Hire Office	Confidential disposal	Permanent record Disposed 2 years after completion of the hire	Limitation Act 1980	Confidential