

RETENTION SCHEDULE, February 2022

SCOPE

This schedule covers all records, regardless of physical form, which are created, received and / or maintained by the College.

All such records are College Records and remain College's property. These records are subject to this Retention Schedule.

Records identified as having permanent historical value should be transferred to the College Archives and Corporate Records Unit (ACRU).

ACRU can also store non-current records until such time as they should be destroyed.

After records have been retained for the stated period, except where otherwise indicated, they should be destroyed.

Any queries regarding records or retention periods, or seeking changes / additions to this schedule please email us: acru@imperial.ac.uk

Using the retention schedule:

Column (a) indicates the different record types under separate section headings.

Sometimes you will need to refer to a different section to find the retention period for a type of record (eg all departments create finance records).

Column (b) indicates the section primarily responsible for the type of record. Where appropriate, more than one department is listed.

Column (c) indicates when a record should be sent to the Archives and College Record Unit for permanent retention as an archive.

Column (d) indicates the recommended retention period for the record type.

When the retention is a starting point + number (e.g. current year + 7), the number is the retention in years.

Column (e) indicates any statutory, legal or other guidance that determines the retention period stated in column (d)

Column (f) indicates additional relevant notes.

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Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Corporate Governance					
Royal Charter	Central Secretariat	Permanent	Yes - original		Available on the College's web site
College Statutes	Central Secretariat	Permanent	Yes - copy		Available on the College's web site
Regulations	Central Secretariat, Finance Division, HR Division, Registry	Permanent	Yes - copy		Available on the College's web site
Court and Council Agendas, Minutes and Papers	Central Secretariat	Permanent	Yes - copy		Approved Minutes are published on the College's web site
Council Committees, Agendas, Minutes and Papers	Central Secretariat	Permanent	Yes - copy		Approved Minutes are published on the College's web site
Records of legal advice	Legal Services Office	Current + 6 years			
Litigation files	Legal Services Office	Permanent			Contact the Legal Services Office with queries
Subject Access Requests	Legal Services Office	Last Action + 5 years			
Records relating to the management of relationships with HEFCE and other Government organisations	President's Office	Permanent - transfer to ACRU periodically			
Records relating to the management of relationships with other institutions	President's Office	Permanent			
College Notices	College Secretary	Permanent	Yes - copy		College Notices are published electronically on the Central Secretariat webpages
Staff Briefings	President's Office / Communications	Permanent	Yes - copy		E-mailed to all staff and available on the 'Staff' webpages
HEFCE / UUK etc. circulars	President's Office	Current + 3 years			
External committee papers	President's Office	Current + 5 years			
Contract documents	Central Secretariat / Other Departments	Central Secretariat: Permanent Other Departments: Termination date + 6	Yes - original		
Deeds (excluding Title Deeds)	Central Secretariat / Other Departments	Termination date + 12	Yes - original		
Fellowships / Awards papers	College Secretary	Permanent	Yes - copy		
Planning					
Strategic Plan, including Mission Statement	Planning	Permanent	Yes - 3 copies		Available on the College's web site
Reports on performance to funding councils, government departments and other authorised entities	Planning	Permanent	Yes - copy		
Planning Process documents (including completed 'submission template' and 'risk register templates')	Planning / Faculties	Planning: Permanent Faculties: Current academic year + 3	Yes - copy		

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Design of new curricula – Reports and other key documents	Registry	Registry: Copy held permanently by Registry Academic Departments: Current year + 10	Yes - copy		
Monitoring, evaluations and development of existing curricula – Reports and key documents	Registry	Registry: Copy held permanently by Registry Academic Departments: Current academic year + 10			
Programme Review Reports	Registry	Registry: Copy held permanently by Registry Academic Departments: Current academic year + 6	Yes - copy		
Identification of accreditation requirements for courses and obtaining accreditation and reaccreditation	Academic Department / Registry	Retain for the life of the programme		JISC recommendation	
Student programme applications	Registry - Admissions	Registry: Permanent (successful applications) Academic Departments: Unsuccessful applications + 6 months		Actions under discrimination legislation must usually be brought within 6 months	Interview statistics can be retained
Disclosure and Barring Service information	Registry - Admissions	Registry: + 6 months			Unless a case is referred to a Fitness to Practice Panel, all DBS documentation should be destroyed after 6 months
Examination Regulations	Registry	Registry: Copy held permanently by Registry Academic Departments: Retain current version until superseded	Yes - copy		Available on the College's web site
Selection of External Examiners – invitations to potential examiners	Registry - Quality Assurance and Data Team	Registry: Current + 2 Academic Departments: Current + 2			Available on the College's web site
External Examiner Membership records	Registry - Quality Assurance and Data Team	Registry: Permanent Academic Departments: Current academic year + 2			
Examiners' notes	Academic Departments	Academic Departments: Current academic year + 3			
Completed External Examiners' reports	Registry - Quality Assurance and Data Team	Collation of reports + 3			
Examination Papers	Registry / Academic Departments	Permanent			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Complaints and Appeals files	Registry / Central Secretariat	Retain for 6 years following completion of case - core documents then added to student file			
Pass lists	Registry	Registry to retain a copy permanently	Yes - copy		
Graduation lists	Registry	Registry to retain a copy permanently	Yes - copy		
Lists of unclassified students	Registry	Registry to retain a copy permanently	Yes - copy		
Prize lists	Registry	Registry to retain a copy permanently	Yes - copy		
Commemoration Day Programme	Graduation Team	Permanent	Yes - copy		
Student files held electronically in the Student Records database	Registry - Student Records	Permanent retention on database			
Student files (hard copy)	Registry - Student Records / Academic Departments	Registry master file: Permanent - transferred to ACRU storage annually Departmental file: Retain for 3 years following completion of the programme then destroy			Files are no longer being created in paper copy
Student discipline case files	Registry	Permanent - incorporate into registry student file			
Outgoing student references	Registry / Departments	Date of reference + 1			
Course Administration					
Development of new and existing courses – Course outlines	Academic Departments	Current academic year + 6	Yes - copy		
Course guides	Academic Departments	Current academic year + 6	Yes - copy		
Programme specifications	Academic Departments	Current academic year + 6	Yes - copy		
Staff course review reports	Academic Departments	Current academic year + 6			
Student feedback forms	Academic Departments	Destroy after collation + 6 months			
Collated course feedback data (reports, statistics etc.)	Academic Departments	Current academic year + 6	Yes - copy		
Mitigating Circumstances records	Registry / Academic Departments	Current academic year + 6			Also forms part of the student's permanent record

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Examination scripts which contribute to the final degree assessment [other than Medicine scripts]	Academic Departments	Successful candidates: Confirmation of degree result + 1 year		Academic Regulations	
Examination scripts for Taught Masters Degrees [other than Medicine scripts]	Academic Departments	Unsuccessful candidates: Conclusion of resit opportunities + 1 year Successful candidates: Confirmation of degree result + 1 year		Academic Regulations	
Assessed essays, reports, dissertations [other than Medicine scripts]	Academic Departments	Unsuccessful candidates: Conclusion of resit opportunities + 1 year Current academic year May be returned to candidates		Academic Regulations	
Medicine examination scripts and assignments which contribute to the final degree assessment	Faculty Education Office	Current academic year + 3		Academic Regulations	
PhD theses	Registry / Library	Permanent (electronic copy)			Held in the Spiral Digital Repository
Course timetables	Academic Departments	Current academic year + 2			
Class lists	Academic Departments	Current academic year + 2			
Tutorial lists	Academic Departments	Current academic year + 2			
Student attendance registers	Academic Departments	Duration of course + 1			
Course assignment registers	Academic Departments	Current academic year + 2			
Student Handbooks	Academic Departments	Current academic year + 2			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Records documenting the design and planning of research projects which are undertaken: key	Research Office	Completion of project + 10 or longer if required by funder / sponsor / regulatory body			
Research contracts	Research Services / Research Office	Original signed copy: Permanent Copy: Added to the research account project file			
Time sheets Progress reports to sponsors	Academic Departments Academic Departments	Current financial year + 6 Current year + 2 or longer if required by funder / sponsor			
Progress reports for ethics committees and regulatory bodies	Academic Departments	Incorporate into trial master file and retain for a minimum of 5 years		Medicines for Human Use (Clinical Trials) Regulations	
Final Reports to sponsors	Academic Departments	Current financial year + 10 or longer if required by funder / sponsor	Yes - copy		
Ethics and Regulatory end of study reports	Academic Departments	Incorporate into trial master file and retain for a minimum of 5 years			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Budgets	Finance / All Departments	Current year + 1			
Budget reports	Finance	Current year + 1			
Annual reports	Finance / Publications	Current year + 1	Yes - 3 copies		Available on the College's web site
Annual Accounts working papers	Finance	Current tax year + 6			
Original Accounts signed copies	Finance	Permanent			
HESA Finance returns	Finance	Finance Department: Permanent Other departments / services: current + 10			
Staff pension records	HR / Pensions	Permanent			
Processing of non-statutory deductions from salaries, deduction authorisations, tax code notices	Payroll	Current tax year + 6		Tax legislation	
Payroll Payments, salary advises, bank transfer reports (can include overtime, timesheets, bonuses, expenses, payments in kind, season ticket loans, other loans, PAYE documents)	Payroll / HR	Current tax year + 6		Tax legislation	
Notifications to staff of their employment relations tax liabilities	Finance	Current tax year + 6		Tax legislation	
Purchase orders	Purchasing	Purchasing: Current tax year + 6 Other Departments: Current tax year + 1			
Purchase invoices (receipt and purchase of)	Finance / All Departments	Finance: Current tax year + 6 Other Departments: Current + 1		Tax legislation	
Delivery notes	All Departments	Current + 1			
Sales invoices	Finance / All Departments	Finance: Current tax year + 6 Departments: Current + 1		Tax legislation	
Credit notes	Finance / All Departments	Finance: Current tax year + 6 Departments: Current + 1		Tax legislation	
Till rolls	Relevant departments / services	Current tax year + 6		Tax legislation	
Remittance advises	Finance	Current tax year + 6		Tax legislation	

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
BACS reports	Finance	Current tax year + 6		Tax legislation	
Expense claims (staff and non- staff)	Expense team	Expense team: Current tax year + 6 Other departments / services: Current + 1 Current tax year + 6		Tax legislation	
Petty cash claims / records documenting the handling of petty cash	Finance	Current tax year + 6		Tax legislation	
Investment instructions	Finance	Current tax year + 6		Tax legislation	
Credit share certificates	Finance	Current tax year + 6		Tax legislation	
Asset register of items under £10K	Heads of Departments	Retain until disposal of asset + 1 year			
Asset register of items under £10K	Heads of Departments	Retain until disposal of asset + 1			



Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Mortgage deeds	Property Management	Permanent - transferred to ACRU once no longer required by Property Management team			
Planning Applications	Property Management	Permanent - transferred to ACRU once no longer required by Property Management team			
Building Projects					
Building Plans / drawings	Estates Operations	Permanent			
Supplier evaluation reports	Estates Operations	Current year + 5			
Register of approved suppliers	Estates Operations / Procurement	Current year + 5		Consumer Protection Act 1987	
Framework Supplier files	Estates Operations	Retain until termination of relationship + 2			
Framework Supplier performance reviews	Estates Operations	Retain until termination of supply contract + 6		Limitation Act 1980 Consumer Protection Act 1987	Overview results available on the College's web site
Requests for proposals / Proposal evaluation documentation	Estates Operations	Successful proposals: Retain until termination of supply contract + 6 Unsuccessful proposals: 12 months		Limitation Act 1980 Consumer Protection Act 1987	
Manuals (digital and hard copy)	Estates Operations	Permanent			Stored on Pythagoras Document Manager / hard copy in store
Consultant Fee Proposals / Appointment	Estates Operations	Retain until end of project + 12			
Contract Document / Orders	Estates Operations	Retain until end of project + 12			
Tender Invite Document	Estates Operations	Retain until end of project + 12		Limitation Act 1980 Consumer Protection Act 1987	
Tender Return and Report	Estates Operations	Retain until end of project + 12			
Tender Enquiry Documents / Orders	Estates Operations	Retain until end of project + 12			
Tender received (Successful Contractor)	Estates Operations	Retain until end of project + 12			
Unsuccessful tenders	Estates Operations	Current + 1			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Collateral Warranties	Estates Operations	Retain until end of project + 12			
Novation Agreements	Estates Operations	Retain until end of project + 12			
Handover Certificates	Estates Operations	Retain until end of project + 12			
Final Accounts	Estates Operations	Retain until end of project + 12			
Practical Completion Certificates	Estates Operations	Retain until end of project + 12			
Procurement Strategy	Estates Operations	Retain until end of project + 12			
Project Filing	Estates Operations	Current year + 6			
O&M Manuals, As-Built Drawings	Estates Operations	Permanent			
Party Wall Award	Estates Operations	End of project + 12			Incorporated into the Project file
Building Reg. Approval	Estates Operations	Permanent - transfer to ACRU when no longer required			

Facilities Management

Plant maintenance, tests, statutory inspections and corrective action	Facilities Management	Retain for life of equipment + 6		Limitation Act 1980	
Insurance inspection reports for equipment	Facilities Management	Retain for life of equipment + 6		Limitation Act 1980	
Maintenance schedules	Facilities Management	Current + 2			
Corrective action schedules	Facilities Management	Current + 2			
Inspection certificates	Facilities Management	Current + 6			
Maintenance certificates	Facilities Management	Retain for life of equipment + 6		Limitation Act 1980	
Repair reports	Facilities Management	Retain for life of equipment + 6		Limitation Act 1980	
Car parking tickets and banking records	Facilities Management	Current tax year + 6		Tax Legislation	
Current Asbestos Register (stored electronically)	Asbestos Manager	Permanent		Control of Asbestos at Work Regulations	
Previous Asbestos Registers (stored electronically)	Head of Maintenance	Permanent		Control of Asbestos at Work Regulations	Tax Legislation

Current Asbestos Register (stored Limitation Act 1980)

Record Type

**Creating Department /
Faculty / Section**

Retention period

**Send to ACRU upon
creation?**

**Compliance and
Regulatory
information**

Additional Notes

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Monitoring exposure at the workplace	Safety Department / Academic Departments	Current + 40		Control of Substances Hazardous to Health Regulations 1994	
Health surveillance	Safety Department / Occupational Health	Current + 40		Control of Substances Hazardous to Health Regulations 1994	
Register of staff working with hazard group 3 and 4 pathogens	Safety Department / Occupational Health	Current + 40		Control of Substances Hazardous to Health Regulations 1994 (schedule 3)	
Records documenting hazardous waste disposal (clinical and chemical)	Safety Department	Removal of waste + 3		SI 2005/894 Regulation 49 (3)	
Pressure systems - Examination in Accordance with the Written Scheme of Examination	Facilities Management / Academic Departments	Date of inspection + 6		Pressure System Safety Regulations (2000)	Zurich for the insurance inspections (CRIMSON database)
Risk Assessments in relation to Dangerous Substances and Explosive Atmospheres	Academic Departments	Current + 6		Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002	
Annual Report by DGSA	Safety Department	Current + 5		Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009	
Records of electrical testing	Facilities Management / Academic Departments	Until superseded		Electricity at Work Regulations 1989	
Records of risk assessment and personal training records	Safety Department / Academic Departments	Cessation of work + 10		Genetically Modified Organisms (contained use) Regulations 2014	

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Inventory of animal pathogen samples and waste	Safety Department / Academic Departments	Permanent		Specified Animal Pathogen Order (2008)	
Tissue Register	Academic Departments	Permanent		Human Tissue Act (2004)	
Records of holdings and usage	Academics / Departments	Licence-dependent (default is current + 40)		Importation of Animal Pathogens Order (1980)	
Record of all licenced material (use and disposal)	Academics / Departments	Date of disposal + 1		Plant Health Order (2015)	
Record of all licenced material (use and disposal)	Academics / Departments	Permanent		Convention of International Trade in Endangered Species	
Permit to work	Safety Department / Facilities Management / Academic Departments	Current + 3		Limitation Act 1980	
Reporting and investigations of accidents and dangerous occurrences	Safety Department	Closure of investigation + 40		Limitation Act 1980 + case law	
Accident books / records / reports	All Departments	Date of last entry + 4		Health and Safety at Work Act 1974 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	
Accident Report Form F2508	Safety Department	Date of last entry + 4		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Details input to SALUS
Accident reports	Safety Department	Date of occurrence + 4		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Details input to SALUS

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Dangerous occurrence reports	Safety Department	Date of occurrence + 4		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Details input to SALUS
Health and Safety Committee agendas, minutes and papers	Safety Department / Central Secretariat	Permanent	Yes - copy		
Departmental Health and Safety Committee Minutes	Academic Departments	Departments: Permanent retention and send a copy to Safety Department Safety Department: Permanent			
Radiation records					
Permits to keep / use radioactive substances	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Permits to accumulate/dispose of radioactive substances	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Enforcement notices	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
HASS RSA10 and other reports	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Any other record required by EPR including decommissioning	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Routine radioactive waste disposal	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Legacy radioactive waste disposal	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Building histories	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Certificates of Notification, Registration and Consent	Safety Department	Current + 6		Ionising Radiation Regulations 2017	
Risk Assessments (specific to person)	Operational Departments	Retain during conduct of practice		Ionising Radiation Regulations 2017	
Notifications of pregnancy / breastfeeding	Safety Department	Retain while relevant and recommend addition to Occupational Health's record		Ionising Radiation Regulations 2017	
Contingency Plans	Operational Departments	Until superseded		Ionising Radiation Regulations 2017	
Local Rules	Operational Departments	Until no longer required or superseded + 1		Ionising Radiation Regulations 2017	
Monitoring records	Operational Departments	Date of creation + 2		Ionising Radiation Regulations 2017	
Monitoring equipment records (tests and maintenance)	Operational Departments	Date of creation + 2		Ionising Radiation Regulations 2017	
Summary of dose records (all persons)	Safety Department	Retain until persons to whom they relate reach (or would reach) age 75		Ionising Radiation Regulations 2017	
		recorleedi tio711TT4 1 Tf25.3235 .0205 T676		Ionising Radiation Regulations 2017	

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Sealed source leakage tests	Safety Department	Retain for 2 years after the article is disposed of or until a further record is made.		Ionising Radiation Regulations 2017	
Routine accounting for radioactive substances	Operational Departments	Retain for 2 years from the date of the record and in addition for 2 years from the date of disposal of the substance		Ionising Radiation Regulations 2017	
Notification of accidents involving ionising radiations	Safety Department	Notification of accident + 50		Ionising Radiation Regulations 2017	
EURATOM monthly and annual accounts (Physical Inventory Listing [PIL], Material Balance Report [MBR], Inventory Change Report [ICR])	Safety Department	Retain while reportable items are being used or stored + 5 (minimum)		EURATOM Regulation No. 302/2005	
Consignment documents (transport)	Operational Department	Current + 10		Consignment of Dangerous Goods 2009	
Commercial Services					
Room booking reports	Conferences	Current year + 1			
Hiring out of conference facilities	Conferences	Retain until termination of agreement + 1			
Private hire agreements	Conferences	Retain until termination of agreement + 1			
Design and delivery of catering services	Catering	Current year + 1			
Menu plans	Catering	Current year + 1			
Event plans	Catering	Current year + 1			
Accommodation booking forms	Accommodation Office	Retain until termination of agreement + 1			Held electronically
Accommodation lists	Accommodation Office	Retain until termination of agreement + 1			Landlords details are kept on a database and will remain for the life of the property advert
Student accommodation files	Accommodation Office	Retain until termination of agreement + 7			
Residence records	Residences	Retain until termination of agreement + 1			
Sports Centres membership records	Move Imperial	Termination of membership + 2			Held electronically
Human Resources					
HR, Regulations, Policies and des of	HR Practice	Permanent	Yes - copy		Available on the College's web site

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Definition of staffing requirements and evaluation of employment options	HR / All Departments	HR: Permanent Departments: current + 3			
Pay Relativity Data	HR	Compilation + 1			Aggregated figures can be retained
Pay Relativity Reports	HR	Permanent			
Restructuring documents	HR / All Departments	HR: Transfer to ACRU when no longer required Departments: current + 3			
Appraisal forms (PRDP)	Departments	Departmental file: Duration of employment + 1		GDPR Equality Act 2010 Equal Pay Act 1984	Where PRDPs are transferred to the central HR file, these will be retained permanently
Staff disciplinary / grievance / Employment Tribunals / research misconduct documentation	HR	HR: Closure of case + 7; Panel Members / Investigators: At closure of case		Limitation Act 1980 GDPR	Where notes are retained on the central HR file, these can be removed when spent and / or destroyed when processing the file as a leaver
Negotiations and agreements with recognised trades unions	HR	Permanent - transfer to ACRU when no longer required by HR			
Job evaluation criteria and grading schemes	HR	Permanent	Yes - copy		
Job descriptions	HR / All Departments	Permanent (added to staff file)			
Individual staff files NB for sponsored workers, files must include documents required under UKVI Appendix D guidance	HR	HR: Permanent - transfer to ACRU storage on termination of employment / retirement (as leaver files) Departments: Termination of employment + 1		Limitation Act 1980 GDPR; UKVI Appendix D Guidance	Documentation on a central staff file will include employment contracts, contract changes, and working time opt-out agreements
Tier 2 shortlist, interview notes, and applications	HR	When processing the leaver, separately send the Tier 2 documentation for +1 retention		UKVI Appendix D	
Building society / mortgage references	HR	Incorporate into HR staff file for the duration of employment			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Recruitment documentation and pre-employment checks including Authorisation to recruit Adverts Short listing record form Application form CVs Interview Record Form Interview Notes Assessment exercises / tests References received Qualifications information	Departments / HR	Unsuccessful candidates: Settled workers: Current + 6 months after notification of outcome of recruitment exercise; Sponsored workers: Retain recruitment documentation for successful and shortlisted candidates on HR staff file for the duration of that person's employment to be removed at their end of employment and send separately to ACRU for + 1 retention		UKVI Appendix D guidance	See also DBS (HR) and Immigration record types Settled workers are UK and EEA nationals and those with Indefinite Leave To Remain Sponsored workers are those sponsored under Tiers 2, 4, or 5 Application forms can be stored electronically in Talentlink for 12 months. Where there is a need to retain these longer, they can be transferred to a secure online file. Successful candidates: Recruitment documentation will remain permanently on the central leaver file
HESA Staff and Provider Profile Returns	HR	Permanent			
Disclosure and Barring Service Certificates (HR)	HR	Settled workers: + 6 months Sponsored workers: duration of employment + 1		DBS Code of Practice	Settled workers: UK and EEA nationals, those with Indefinite Leave To Remain Sponsored workers: Those sponsored under Tiers 2, 4, or 5
Right to work evidence	HR / Departments / Payroll	Duration of employment + 2		UKVI guidance on Right to Work checks	
Right To Work evidence for Casual					

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Family leave and support records (includes Adoption, Surrogacy, Shared Parental Leave, Maternity, and Paternity)	Payroll, HR, Departments	Current tax year + 6		Statutory Maternity Pay (General) Regulations 1986	Records will remain permanently on main HR file. Records on Departmental files will be end of employment + 1
Records documenting the employee's absence due to sickness	HR	Permanent			Retained on main staff file
Medical / self certificates unrelated to industrial injuries	HR	Permanent			Retained on main staff file
Records documenting the administration of payments made under the Statutory Sick Pay scheme	Payroll	Current tax year + 6		Statutory Sick Pay (General) Regulations 1982 SI 1982/894 Regulation 13	In line with College's overall financial records
Redundancy details, calculation of payments, refunds, notification to the Secretary of State	HR / Payroll	HR: Permanent (retain on staff file) Payroll: Current tax year + 6		Limitation Act 1980	
Current bank details	Payroll	Retain until final payment made			
Occupational Health advisory reports on fitness to work	HR	Permanent			Retained on main staff file
Leavers information including resignation, retirement documentation, and exit questionnaire	HR	Permanent			Retained on main staff file
Exit Questionnaire Reports	HR	Permanent			
Outgoing employment references	HR / Departments	Date of reference + 1			
Organisational Development and Inclusion (ODI)					
Design and commission of new training booklets	ODI	Current + 5			
Summary reports	ODI	Current + 5	Yes - copy		
Staff training records	ODI	Permanent			Incorporated into HR file
Collated course feedback data (reports, statistics etc.)	ODI	Current academic year + 6			
Trainer contracts	ODI	Current financial year + 6			
Programme monitoring, including evaluations, programmes in development, reports, statistical information and key documents	ODI	Current + 10			Can include that relating to Athena Swan and similar applications

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Course records (non-ICIS) - name, department, email addresses of attendees	ODI	End of employment			
Health and Safety Training records (non-ICIS)	ODI	End of employment + 6			
Health / dietary information for course attendees	ODI	Until course has taken place			
Occupational Health					
Health surveillance reports	Occupational Health	End of Employment + 50		Control of Substances Hazardous to Health Regulations 1994 Health and Safety Display Regulations 1992	
Medical records and details of biological tests under the Control of Lead at Work Regulations 1980	Occupational Health	End of Employment + 50		Control of Lead at Work Regulations 1980	
Occupational Health clearance forms	HR / Occupational Health	End of Employment + 50			
Medical records as specified by the COSHH Regulations (including Health Surveillance Forms)	Occupational Health	End of Employment + 50		Control of Substances Hazardous to Health Regulations 1994	
Medical records under the Control of Asbestos at Work Regulations	Occupational Health	End of Employment + 50		Control of Asbestos at Work Regulations 1987	
Medical records under the Ionising Radiations Regulations	Occupational Health	End of Employment + 50		Ionising Radiation Regulations 2017	
Health records where termination of employment is connected to health	HR / Occupational Health	End of Employment + 50			
Student Counselling and Mental Health Advice Service Records (SCMHAS)					

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Client files	SCMHAS	Current academic year + 6			Limitation Act 1980; British Association for Counselling and Psychotherapy recommendation
Emails	SCMHAS	Current academic year + 1			
Disability Advisory Service					
Client files	Disability Advisory Service	Current academic year + 6			Limitation Act 1980
Press releases	Media Relations	Permanent (transfer to ACRU periodicall			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Records documenting the organisation of special events (e.g. opening of new buildings / facilities)	Events	Completion of visit + 1 year (transfer any significant records, ephemera or photographs to ACRU)			
Events schedule	Events	Retained as part of website archiving			Available electronically
Photographs and video material (generic, public events)	Communications	Permanent			Consider on a case by case basis if individual consent is required to publish
Photographs and video material (individuals)	Communications	Permanent			Consider on a case by case basis if individual consent is required to publish
Advancement					
Reports of major fundraising campaigns	Advancement	Current + 1 then transfer to ACRU			
Reports of Alumni events and associated ephemera	Alumni Team	Permanent (transfer to ACRU periodically)			
Administration of alumni events	Alumni Team	Completion of event + 1			
Records containing personal data on individual alumni.	Advancement	While current (or likely to be current)		JISC recommendation	
Alumni surveys	Alumni Team	Individual responses: Completion of analysis of survey responses Summaries: Completion of survey + 3		JISC recommendation	
Records documenting requests for contact details for alumni, action taken and the responses	Alumni Team	Last action on request + 1 year			
Donors / sponsors surveys (telethon records)	Advancement	Current year + 3		GDPR	Details also kept on Raisers Edge database
Donation Forms	Advancement	Current year + 5		JISC recommendation	A shorter / longer period may be appropriate for small / substantial donations.
Major donor agreements / contracts	Advancement	Permanent (transferred to ACRU periodically)			Details also kept on Raisers Edge database
Gift aid completed forms	Advancement	Current year + 7			
Careers Service					
Destination Surveys, including HESA Graduate Outcomes	Careers Service	Individual responses: Completion of analysis of responses. Anonymised summaries and analysis: Current academic year + 5	Yes - copy of summaries	JISC recommendation	Reports published on Careers webpages
Policies	Careers Service	Permanent	Yes - copy		

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Careers-related publications (e.g. leaflets / booklets) produced by the College	Careers Service	Superseded + 1	Yes - copy		
Notes following student appointments and consultations	Careers Service	Duration of study + 1		Clients notified of procedure on booking appointment	
Information and Communication Technologies (ICT)					
Information System Policies and Codes of Practice	ICT	Permanent			
Specification of functional and technical requirements for IT hardware, software and networks	ICT	Permanent			
Records of testing and operation of hardware, software and networks	ICT	Permanent			
Backup schedules	ICT	Retain while current + 1			
Archiving schedules	ICT	Permanent			
Logs of access to journals	ICT	Current year + 5			Mathematics Department
Design, development and implementation of IT systems	ICT	Retain while current - major documentation (including manuals) to be transferred to ACRU after system decommissioning			
Libraries					
Library user data	Library Services	End of study / employment + 3			
Membership and day visitor registrations	Library Services	Current + 1			
Enquiries	Library Services	Current + 5			
Entry gate data	Library Services	Current + 1 term			
Room bookings	Library Services	Current + 1			
Workshop evaluations and booking	Library Services	Until superseded			
Centre for Languages, Culture and Communications (CLCC)					
CLCC Examination Scripts	CLCC	Current academic year + 5			
CLCC Course Feedback data	CLCC	Current academic year + 10			
Science Communication Unit MSc Student Files	CLCC	Current academic year + 7			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Science Communication Unit Admissions data (application forms, tracking sheet, etc)	CLCC	Successful applications: incorporate into student file Unsuccessful applications: end of process + 6 months Tracking spreadsheet: + 2 years			
Science Communication Unit Collated course feedback data (reports, stats, data analysis etc) incl SOLE	CLCC	Academic year + 10			
Science Communication Unit Assessments	CLCC	Digit301(f6.52 301.071 .36 .72 ies jTalt353 Teulatory)TJT(infowork6.75 udjTtionertprocest, etc))Tfi.59(j4 TLE)Tj kept932 2.5defi.itel2 .3501 i			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Committees, Working Parties and Task and Finish Group	Graduate School	Copy held permanently by Graduate School			
Applications for Associate Fellowship of the Higher Education Academy (HEA)	Graduate School	Current academic year + 3			
Student attendance at professional skills courses	Graduate School	Copy held permanently by Graduate School			
Students' Union					
Formation, management and operation of student unions, associations, clubs and societies	Imperial College Union	Current year + 1 then transfer to ACRU			
ICU Constitution and Regulations	Imperial College Union	Current + 1 year	Yes - copy		
Records relating to the organisation of student events including sports and other events	Imperial College Union	Current year + 1 then transfer significant records to ACRU			
Union financial records	Imperial College Union	Current + 6			
Student newspaper (Felix) and other publications / supplements (e.g. I-Science)	Imperial College Union	Permanent (complete set to be retained in ICU office)	Yes - 3 copies of each publication		Felix is online with its own website
Archives and Corporate Records Unit (ACRU)					
Record retention authorisations	ACRU	Retain while current + 10			
Records retention schedules	ACRU	Permanent			
Copyright agreements	Central Secretariat	Retain for duration of agreement then destroy			
Reproduction agreements	Central Secretariat	Retain for duration of agreement then destroy			
Accessions Register	ACRU	Permanent			
Deposit / donor agreements, including assignment of copyright	ACRU	Permanent			
Records storage location register	ACRU	Permanent			
Enquiry records	ACRU	Permanent			
Loan records	ACRU	Permanent			
Permissions to publish	ACRU	Permanent			
Copyright Declaration Forms	ACRU	Permanent			
Conservation Survey and Register	ACRU	Permanent			

College Committees and Corporate Records

The Agendas, Minutes and Papers of the following College committees should be sent to the Archives and Corporate Records Unit

The most effective way of accomplishing this is for ACRU to be added to each Committee's mailing list: digital.preservation@imperial.ac.uk

Please email ACRU with any queries: acru@imperial.ac.uk

Court

Council

Senate

President's Board

Provost's Board

Research Committee