Record Type	Initiating Department(s)	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
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		

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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	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		
REF/TEF Final Results	Planning / Departments	**Current + 10**			Available on the College's web site
REF/TEF submissions and preparation	Planning / Departments	**Current + 10**	Yes - copy		
Student Recruitment					
Expressions of interest	Outreach	**5 years**			Held on database
Registry / Academic Departments					
Learning and Teaching Strategy	Provost's Office	**Until superseded**	Yes - copy		Available on the College's website
Senate, Agendas, Minutes and Papers	Registry	**Registry: Copy held permanently by Registry. Academic Departments: Current academic year + 1**	Yes - copy		
Senate Committees, Agendas, Minutes and Papers	Registry	**Copy held permanently by Registry**	Yes - copy		
Monitoring, inspection & assessment of examinations & other procedures which lead to awards	Registry	**Copy held permanently by Registry**			
Teaching Quality Assessments –Final Reports	Registry - Quality Assurance and Data Team	**Registry: Copy held permanently by Registry. Academic Departments: Current academic year + 1**	Yes - copy		
Teaching Quality Assessments –Other Records	Registry - Quality Assurance and Data Team	**Registry: Copy held permanently by Registry. Academic Departments: Current academic year + 6**			
Subject Review – Self Assessment	Registry	**Registry: Copy held permanently by Registry. Academic Departments: Current academic year + 6**			

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Subject Review – Final report and other significant records	Registry	**Registry: 7 years then transfer to ACRU Academic Departments: Current academic year + 6**			
Subject Review – Final Report	Registry	**Registry: Copy held permanently by Registry Academic Departments: Current academic year + 6**	Yes - copy		
Design of new curricula – Reports and other key documents	Registry	**Registry: Copy held permanently by Registry Academic Departments: Current year + 10**			
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 course applications	Registry - Admissions	**Registry: Permanent; Academic Departments: Unsuccessful applications: + 6 months**		Actions under discrimination legislation must usually be brought within 6 months	
Disclosure and Barring Service information	Registry - Admissions	**Academic Departments: + 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

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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	**Registry: Permanent Academic Departments: Current + 1**			
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 (for example debtors)	Registry	**Registry to retain a copy permanently**	Yes - copy		
Prize lists	Registry	**Registry to retain a copy permanently**	Yes - copy		
Commemoration Day Programme	Advancement / Communications	**Permanent**	Yes - copy		
Student files held electronically in the Student Records database	Registry - Student Records	**Permanent retention on database**			Database to be backed up and records migrated to new systems
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**			

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Course Administration					
Development of new and existing courses – Course outlines	Academic Departments	**Current academic year + 6**			
Course guides	Academic Departments	**Current academic year + 6**			
Programme specifications	Academic Departments	**Current academic year + 6**			
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	Academic Departments	**Current academic year + 6**			Also forms part of the student's permanent record
Examination scripts which contribute to the final degree assessment [other than Medicine scripts]	Academic Departments	**Successful candidates: Retain until 31 December following the meeting of the final year Board of Examiners Unsuccessful candidates: Retain until 31 December following the last opportunity for the candidate to retake examinations under the degree regulations**		Academic Regulations	
Examination scripts for Taught Masters Degrees [other than Medicine scripts]	Academic Departments	**Successful candidates: Retain until 6 months following the meeting of the final year Board of Examiners Unsuccessful candidates: Retain until 6 months following the last opportunity for the candidate to retake examinations under the degree regulations**		Academic Regulations	
Assessed essays, reports, dissertations [other than Medicine scripts]	Academic Departments	**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

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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	**Current academic year + 2**			
Course assignment registers	Academic Departments	**Current academic year + 2**			
Student Handbooks	Academic Departments	**Current academic year + 2**	Yes - copy		
Staff / student liaison meetings	Academic Departments	**Current academic year + 1**			
Compliance training records	All Departments	**Permanent**			Retained on staff and student files. Includes training on Health and Safety, Information Security, Data Protection
Research					
Imperial College Strategic Research Committee, Agendas, Minutes and Papers	Senior Principal	**Research Office: Permanent. Academic Departments: Current academic year + 1**	Yes - copy		Summaries of meetings are published online (password protected)
Research Grant Proposals / Applications	Academic Departments / Research Services	**Successful proposals: Current academic year + 10. Unsuccessful proposals: Current academic year +3**			
Records documenting the design and planning of research projects which are undertaken: key	Academic Departments	**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	Academic Departments	**Current financial year + 6**			
Progress reports to sponsors	Academic Departments	**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	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Data subject consent forms for trials and studies	Academic Departments	**MRC funded research: Completion of project + 30 Other: 5 years minimum**			MRC Guidance: +10 for basic research, +20/+25 for clinical studies or population health research
Primary research data / conduction of research	Academic Departments	**Completion of the project + 10 (or longer if required by funder / sponsor / regulatory body). MRC: Completion of project + 10 but research records relating to clinical or public health studies should be retained for 20 years**			MRC Guidance: +10 for basic research, +20/+25 for clinical studies or population health research
Closed research account project files	Research Services	**Current financial year + 6 (transfer to ACRU storage periodically)**			
Finance					
Finance Committee Agenda, Minutes and Papers	Finance	**Finance: Permanent Other Departments: current year + 1**	Yes - copy		
Financial Regulations	Finance	**Finance: Permanent Other Departments: Retain while current then destroy**	Yes - copy		
Financial forecasts	Finance	**Current year + 1**			
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	Payroll	**Current tax year + 6**		Tax legislation	

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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	
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**		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 registers /inventory of items over £10K	Heads of Departments	**Current tax year + 6**			
Fixed asset register of items over £50K	DiPresident of Finance / Heads of Departments	**Finance: Permanent - records maintained in the Finance Oracle system Departments: Current tax year + 6**			
Assessment of VAT liabilities	Finance - Tax Section	**Current tax year + 6**		Tax legislation	

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
VAT return	Finance - Tax Section	**Current tax year + 6**		Tax legislation	
Corporation tax returns and assessments	Finance - Tax Section	**Current tax year + 6**		Tax legislation	
Other tax returns	Finance - Tax Section	**Current tax year + 6**		Tax legislation	
Insurance policies	Finance - Insurance Section	**Retain until policy terminated + 6**		Limitation Act	
Insurance claims	Finance - Insurance Section	**Retain until settlement of claim + 6**		Limitation Act	
Insurance reports	Finance - Insurance Section	**Retain until settlement of claim + 6**		Limitation Act	
Audit					
Audit reports	Internal Audit / Deloitte	**Completion of audit + 5**	Yes - copy	JISC recommendation	
Property Management					
Title deeds	Property Management	**Permanent - transferred to ACRU once no longer required by Property Management team**			Deeds of title for a property are transferred to new owner if sold
Leases	Property Management	**Permanent - transferred to ACRU once no longer required by Property Management team**			
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	Building Projects	**Permanent**			
Supplier evaluation reports	Building Projects	**Current year + 5**			
Register of approved suppliers	Building Projects	**Current year + 5**		Consumer Protection Act 1987	
Framework Supplier files	Building Projects	**Retain until termination of relationship + 2**			
Framework Supplier performance reviews	Building Projects	**Retain until termination of supply contract + 6**		Limitation Act 1980 Consumer Protection Act 1987	Overview results available on the College's web site

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Requests for proposals / Proposal evaluation documentation	Building Projects	**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)	Building Projects	**Permanent**			Stored on Pythagoras Document Manager / hard copy in store
Consultant Fee Proposals / Appointment	Building Projects	**Retain until end of project + 12**			
Contract Document / Orders	Building Projects	**Retain until end of project + 12**			
Tender Invite Document	Building Projects	**Retain until end of project + 12**		Limitation Act 1980 Consumer Protection Act 1987	
Tender Return and Report	Building Projects	**Retain until end of project + 12**			
Tender Enquiry Documents/Orders	Building Projects	**Retain until end of project + 12**			
Tender received (Successful Contractor)	Building Projects	**Retain until end of project + 12**			
Unsuccessful tenders	Building Projects	**Current + 1**			
Collateral Warranties	Building Projects	**Retain until end of project + 12**			
Novation Agreements	Building Projects	**Retain until end of project + 12**			
Handover Certificates	Building Projects	**Retain until end of project + 12**			
Final Accounts	Building Projects	**Retain until end of project + 12**			
Practical Completion Certificates	Building Projects	**Retain until end of project + 12**			
Procurement Strategy	Building Projects	**Retain until end of project + 12**			
Project Filing	Building Projects	**Current year +6**			
Building Reg. Approval	Building Projects	**Permanent - transfer to ACRU when no longer required**			

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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	
Courier logs	Security - Post	**Current + 1**			
Postage logs	Security - Post	**Current + 1**			
Key issue / return logs	Security	**Current + 1**		GDPR	
Visitor logs	Security	**Current + 1**		GDPR	
Access logs	Security	**Current + 1**		GDPR	
Incident logs	Security	**Last action on incident + 1**		GDPR	
Car parking tickets and banking records	FM Security	**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	
Documents recording fire safety arrangements	Fire Department	**Superseded + 5**		Retaining previous versions provides evidence of compliance & effective management of health and safety over time	

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Health and Safety					
Risk Register	Risk Management	**Permanent**		Health and Safety Legislation	The Risk Register is published on the Risk Management web pages
Risk Assessments (process based)	Safety Department / Academic Departments	**Academic Departments: Superseded + 3; Safety: Permanent**			
Health and Safety Matters Newsletter	Safety Department / Occupational Health	**Permanent**	Y - copy		Available on the College's web site
COSHH (Control of substances hazardous to health regulations)	Departments	**Current + 40**		Control of Substances Hazardous to Health Regulations 1994 Health and Safety Display Regulations 1992; Health and Safety at Work Act	
Maintenance, examination and testing of control measures	Facilities Management/ Safety Department/ Academic Departments	**Current + 5**		Control of Substances Hazardous to Health Regulations 1994	
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)	

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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 Atmosphere 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	**10 years following cessation of work**		Genetically Modified Organisms (contained Use) Regulations 2014	
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	

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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 + 3**		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 + 3**		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Details inputted onto Safety database
Accident reports	Safety Department	**Date of occurrence + 3**		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Details inputted onto Safety database
Dangerous occurrence reports	Safety Department	**Date of occurrence + 3**		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Details inputted onto Safety database
Health and Safety Committee agendas, minutes, and papers	Safety Department / Central Secretariat	**Permanent**	Y - 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.

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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.
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	

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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 have reached) 75 years but at least for 50**		Ionising Radiation Regulations 2017	
Radiation Passbook (Classified Person)	Safety Department	**Retain during employment only**		Ionising Radiation Regulations 2017	Transferred to new employer or Approved Dosimetry Service upon termination of employment
Accident dose assessment	Safety Department	**Retain until persons to whom they relate reach (or would have reached) 75 years but at least for 50**		Ionising Radiation Regulations 2017	
Health record	Safety Department	**Retain until persons to whom they relate reach (or would have reached) 75 years but at least for 50**		Ionising Radiation Regulations 2017	
Review of health record	Safety Department	**Retain until persons to whom they relate reach (or would have reached) 75 years but at least for 50**		Ionising Radiation Regulations 2017	
Over exposure investigations	Safety Department	**Retain until persons to whom they relate reach (or would have reached) 75 years but at least for 50**		Ionising Radiation Regulations 2017	
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 (PIL, MBR, ICR)	Safety Department	**Retain while reportable items are being used or stored + 5 (minimum)**		EURATOM Regulation No. 302/2005	
Consignment docs (transport)	Operational Department	**Current + 10**		CDG 2009	
Commercial Services					
Room booking reports	Conferences	**Current year + 1**			

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
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	Sport Imperial	**Termination of membership + 2**			Held electronically

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Human Resources					
HR, Regulations, Policies and Codes of Practice	HR	**Retain while current, then destroy**	Yes - copy		Available on the College's web site
Definition of staffing requirements and evaluation of employment options	HR / All Departments	**HR: Permanent Departments: current + 3**			
Restructuring documents	HR / All Departments	**HR: Transfer to ACRU when no longer required Departments: current + 3**			
Appraisal forms (PRDP)	All Departments	**Transfer to HR to be incorporated into HR staff file**		GDPR Equality Act 2010 Equal Pay Act 1984	
Staff disciplinary / grievance case files	HR	**HR: Closure of case + 7**		Limitation Act 1980 GDPR	
Negotiations 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	HR	**HR: Permanent - transfer to ACRU storage on termination of employment / retirement (leaver files) Departments: Termination of employment + 1**		Limitation Act 1980 GDPR	
Tier 2 shortlist, interview notes, and applications	HR	**When processing the leaver, separately send the Tier 2 documentation to ACRU for + 1 retention**		UKVI Appendix D	
Building society / mortgage references	HR	**Incorporate into HR staff file**			
Recruitment documentation including authorisation to recruit, adverts, short listing notes etc.	Departments / HR	**EEA nationals: Current + 1 Non EEA nationals: Retain for duration of employment**			

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Job application forms	Departments / HR	**Successful candidates: Retain application form on HR staff file;** **Unsuccessful applications: current + 1; applicant information: current + 1**			See also separate Tier 2 category above
Files relating to academic appointments - Chairs and Readers	HR - Academic Appointments	**Current academic year + 3**			
Statutory maternity pay records	HR	**Current tax year + 3**		Statutory Maternity Pay (General) Regulations 1986	
Records documenting the employee's absence due to sickness	HR	**Termination of employment + 40**		IR CA30	
Medical/ self certificates unrelated to industrial injuries	HR	**Retain during employment**		Management of Health and Safety at Work Regulations	
Records documenting the administration of payments made under the Statutory Sick Pay scheme	HR	**Current tax year + 3**		Statutory Sick Pay (General) Regulations 1982 SI 1982/894 Regulation 13	
Records of parental leave taken	HR	**Incorporate into HR staff file**			
Redundancy details, calculation of payments, refunds, notification to the Secretary of State	HR	**Permanent (retain on staff file)**		Limitation Act 1980	
Exit questionnaire reports	HR	**Current + 5**			
Communications to staff from HR	HR	**Current + 5**	Yes - copy		

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Organisational and Staff Development					
Design and commission of new training booklets	OSD	**Current + 5**			
Summary reports	OSD	**Current + 5**	Yes - copy		
Staff training records	Staff Development	**Permanent**			Incorporated into HR file
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**		Limitation period for personal injury claims	
Student Counselling Records					
Client files	Student Counselling Service	**Current academic year + 6**		Data Protection Act 1998	
Emails	Student Counselling Service	**Current academic year + 1**		Data Protection Act 1998	

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Communications and Public Affairs					
Press releases	Media Relations	**Permanent (transfer to ACRU periodically)**			
Press clippings relating to Imperial College	Communications	**Permanent (transfer any hard copy cuttings to ACRU periodically)**			
Reporter and other internal communications	Publications	**Permanent**	Yes - 3 copies		Available electronically
Induction materials	Communications / HR	**Permanent**	Yes - 3 copies		
Annual Report	Publications	**Permanent**	Yes - 3 copies		Available electronically
College Strategy	Publications	**Permanent**	Yes - 3 copies		Available electronically
Prospectuses (Undergraduate and Postgraduate)	Publications	**Permanent**	Yes - 3 copies		Available electronically
Other College publications	Publications	**Permanent**	Yes - 3 copies		Available electronically
Branding guidelines	Graphic Identity	**Until superseded**	Yes - copy		Guidance is on the Communications webpages
Homepage	Digital Media / ICT	**Permanent**	Yes - copy		Archived by ICT / ACRU
Records documenting the organisation and administration of official visits.	Events	**Completion of visit + 1 year (transfer any significant records, ephemera or photographs to ACRU)**		JISC recommendation	
Records documenting the organisation and administration of graduation ceremonies	Events	**Completion of ceremony + 1 year**			
Commemoration Day Programme / DVD	Events		Y- copy		
Records documenting the organisation of Inaugural / Special Lectures	Events	**Completion of event + 1 (transfer poster to ACRU)**			
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

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Office of Alumni and Development					
Reports of major fundraising campaigns	OAD	**Current + 1 then transfer to ACRU**			
Reports of Alumni events and associated ephemera	OAD	**Permanent (transfer to ACRU periodically)**			
Administration of alumni events	OAD	**Completion of event + 1**			
Records containing personal data on individual alumni.	OAD	**While current (or likely to be current)**		JISC recommendation	
Alumni surveys		**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	OAD	**Last action on request + 1 year**			
Donors / sponsors surveys (telethon records)	OAD	**Current year + 3**		Data Protection Act 1998	Details also kept on Raisers Edge database
Donation Forms	OAD	**Current year + 5**		JISC recommendation	A shorter/longer period may be appropriate for small/substantial donations.
Major donor agreements / contracts	OAD	**Permanent (transferred to ACRU periodically)**			Details also kept on Raisers Edge database
Gift aid completed forms	OAD	**Current year + 7**			
Careers Advisory Service					
First Destination Surveys:	Careers Advisory Service	**Individual responses: Completion of analysis of responses. Anonymised summaries and analysis: Current academic year +5**	Y- copy of summaries	JISC recommendation	Published on ICT webpages
Policies	Careers Advisory Service	**Permanent**	Yes - copy		
Careers related publications (e.g. leaflets / booklets) produced by IC	Careers Advisory Service	**Superseded + 1**	Y- copy		
Notes following 20 minute discussions with students, kept digitally	Careers Advisory Service	**Retained digitally - deleted after 1 year**		Clients notified of procedure on booking appointment	

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Information Systems					
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	ICT	**Permanent**			
Backup schedules	ICT	**Retain while current + 1**			
Archiving schedules	ICT	**Permanent**			
Design, development and implementation of IT systems	ICT	**Retain while current - major documentation (including manuals) to be transferred to CRU 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 bookings	Library Services	**Until superseded**			
Students' Union					
Formation, management and operation of student unions and associations	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**			
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		

Record Type	Initiating Department(s)	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Archives and Corporate Records Unit					
Record retention authorisations	ACRU	**Retain while current + 10**			
Records retention schedules	ACRU	**Permanent**			
Copyright agreements	Central Secretariat / Library	**Retain for duration of agreement then destroy**			
Reproduction agreements	Central Secretariat / Library	**Retain for duration of agreement then destroy**			
Accessions Register	ACRU	**Permanent**			
Deposit / donor agreements	ACRU / Library	**Permanent**			
Records storage location register	ACRU	**Permanent**			
Enquiry records	ACRU	**Permanent**			
Loan records	ACRU	**Permanent**			
Conservation Survey and Register	ACRU	**Permanent**			