



Document Retention Schedule
Version 7 (effective 1st May 2018)

Preface

The University of Wolverhampton document retention schedule provides consistent guidance on how long records held by the University should be retained.

Retention periods

Retention periods have been assigned after consideration of legal requirements, good practice guidance e.g. JISC HEI retention schedule, good practice within the sector and business needs of the University. The Schedule is designed to ensure that information is kept as long as necessary, whilst addressing compliance with the Data Protection Legislation.

The retention periods within the schedule apply to information in all formats and should be applied consistently regardless of whether the information is held manually or electronically. When storing information in electronic format, only approved applications should be used to ensure long-term accessibility of information. For further advice on applications, or data types for scanned information, please contact IT Services. Any records containing personal data or confidential information should be disposed of in accordance with the University's [guidance on disposing of confidential waste](#). When retention periods for records have expired documents should be reviewed in accordance with this guidance, with a view to disposal. If it is believed that there is justification to retain the data for longer, the University Secretary and Clerk to the Board must be informed and shall make the final decision.

How to use the retention schedule

The retention schedule is split into relevant sections with a description of the type of document, the length of time it should be retained for and a reason why.

Abbreviations/acronyms used in the schedule are:

CAY – current academic year

CFY – current financial year

CTY – current tax year

PPCR – post publication of confirmed results

EOR – end of relationship

LAC – last action on case

JISC – Joint Information Systems Committee

TOA – termination of agreement

Retention periods are listed in reference to the above abbreviations, e.g. CAY + 2 years would be Current Academic Year plus 2 years.

The schedule also refers to the following formats:

E – Electronic

SITS – Strategic Information Technology Services' Student Record System

If you are unable to find a document within the schedule, please contact the University Secretary Directorate on dataprotection@wlv.ac.uk.

Dealing with disposal of confidential records

The University has a confidential waste disposal service and this policy can be viewed [here](#). Documents should be placed in a confidential waste bag or bin which should be sealed and kept in a secure area until collected.

Documents kept on media such as CDs, DVDs, floppy disks, memory sticks and VHS tapes can also be securely disposed of via the magnetic waste collection. Please see the confidential waste disposal service for full details (available [here](#)).

For further advice or guidance on retention, please contact the University Secretary Directorate on ext 2602 dataprotection@wlv.ac.uk.

Categories of Records

1. Governance
2. Financial Resources
3. Human Resources
4. Physical Resources
5. Student Administration and Support
6. Information Services
7. Teaching and Learning
8. Research and Development
9. External Relations
10. Health and Safety

1. Governance				
Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
1.1	Incorporation documents (including Instrument and Articles of Government)	Permanently	University Secretary and Clerk to the Board	Archival value; JISC ⁱ
1.2	Board of Governors minutes (including committees thereof)	Permanently	University Secretary and Clerk to the Board	Archival value; JISC ⁱ University of Wolverhampton, Articles of Government
1.3	Academic Board minutes (including committees thereof)	Permanently	Academic Registrar	Archival value; University of Wolverhampton, Articles of Government
1.4	University Companies minutes	Permanently	University Secretary and Clerk to the Board	Companies Act 1985 s.382 ⁱⁱ
1.5	Vice Chancellor's Advisory Group (VCAG) notes/papers	6 Years	Executive Officer	Archival value

1.6	Corporate Management Team (formerly Senior Management Group) minutes/papers	6 Years	Executive Officer	Good practice ⁱⁱⁱ
1.7	Financial Reports and Accounts	One signed copy Permanently	Finance Director	Evidential purposes
1.8	Trust Deeds	Permanently – one copy	University Secretary and Clerk to the Board	Archival value
1.9	Details of Governors/Trustees	On the University website – updated annually	University Secretary Directorate	OfS Charity Regulation compliance
1.10	Register of Charges	Permanently	University Secretary and Clerk to the Board	Evidential purposes
1.11	Register of Seals	Permanently	University Secretary and Clerk to the Board	Archival value

1.12	Registers of Member's Interests	Permanently	University Secretary and Clerk to the Board	Evidential purposes
1.13	Share transfer documents	Permanently	University Secretary and Clerk to the Board	Evidential purposes
1.14	Companies' annual returns	Updated annually on Companies House website	University Secretary and Clerk to the Board	Statutory requirement
1.15	University Bye-laws	Current versions on the University website	University Secretary and Clerk to the Board	Evidential purposes
1.16	University Committee Handbook	Superseded + 3 years	University Secretary Directorate	Business purposes
1.17	Freedom of Speech Documentation	1 year post event	University Secretary and Clerk to the Board	Evidential purposes

1.18	Powers of Attorney	Permanently	University Secretary and Clerk to the Board	Evidential purposes
1.19	University's Mission Statement	Permanently	University Secretary Directorate	Archival value
1.20	University's Strategic Plan(s)	Permanently	University Secretary Directorate	Corporate knowledge; Archival value
1.21	University Academic Calendar	CAY + 6 years	Academic Registrar	Business purposes
1.22	Financial Regulations	Permanently	Finance Director	Archival value
1.23	Complaints documentation	CAY + 6 years	Dean of Students	Limitation Act 1980
1.24	Deeds of Covenant	12 years after expiry	University Secretary and Clerk to the Board	Limitation Act 1980 1980s. 8

1.25	Student record	As part of SITS electronic record/at least 6 years	Academic Registrar	Business purposes
1.26	Major agreements of historical significance	Permanently	University Secretary and Clerk to the Board	Archival value
1.27	Internal audit services reports and documentation	CAY + 5 years	University Secretary and Clerk to the Board	Business purposes
1.28	Investigations under the Public Disclosure Act 1998 (whistleblowing investigations)	5 years from close of investigation	University Secretary Directorate	Evidential purposes
1.29	Freedom of Information requests	3 years	University Secretary Directorate	Evidential and cross referencing purposes
1.30	Data Protection subject access requests	3 years	University Secretary Directorate	Evidential Purposes

2. Financial Resources				
Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
2.1	Contracts/Licensing Agreements (other than building see 4.2)	6 years after expiry	Legal Services	Limitation Act 1980/Record for Tax purposes
2.2	Rental/hire purchase agreements	6 years after expiry	Legal Services	Limitation Act 1980/Record for Tax purposes
2.3	Indemnities and guarantees	6 years after expiry	Legal Services	Limitation Act 1980
2.4	Franchise and collaborative agreements	6 years after expiry	Academic Registrar	Limitation Act 1980
2.5	Property deeds/land certificates	Until sold or transferred	Legal Services	Evidential purposes
2.6	Property leases/licenses	12 years after expiry	Legal Services	Evidential purposes

2.7	Patent and trademark records	Permanently	Legal Services	Evidential purposes
2.8	Intellectual property rights' agreements	TOA + 6 years	Legal Services	JISC ¹
2.9	Published Accounts	CFY + 6 years	Finance Director	Business purposes
2.10	Internal budgets and forecasts	CFY + 2 years	Finance Director	Business purposes
2.11	Tax returns (income tax and VAT)	CTY + 6 years	Finance Director	HMRC 700/21 para. 2.4 ^{iv}
2.12	Bank statements	CFY + 6 years	Finance Director	HMRC 700/21 para. 2.4 ⁴
2.13	Instructions to Bank other than mandates	6 years after expiry of instruction	University Secretary and Clerk to the Board	Business purposes
2.14	Bank mandates	6 years after expiry	Finance Director	Business purposes

2.15	Payroll	Indefinitely	Finance Director	the National Archives guidance until age 100 ^y
2.16	Expense account information	CTY + 6 years	Finance Director	JISC ¹
2.17	Sales invoices	CFY + 6 years	Finance Director	HMRC 700/21 para. 2.4 ⁴
2.18	Purchase invoice	CFY + 6 years	Finance Director	HMRC 700/21 para. 2.4 ⁴
2.19	Insurance: public products and employees liabilities policies and certificates	12 years after expiry	Finance Director	Evidential purposes
2.20	Purchase order requests (PORs)	CFY + 1 where required locally	Budget holder	Business purposes
2.21	Insurance: Other policies	6 years after expiry	Finance Director	JISC ¹
2.22	Insurance: Claims correspondence	12 years after settlement unless claimant is under 18 at time of settlement then age 18 plus 12 years	Finance Director	Current practice

2.23	Insurance: loss/accident reports	6 years unless claim commences then follow guidance in 2.22	Finance Director	Limitation Act 1980
2.24	Successful tenders including specification, advertisements	6 years after expiry of contract	Finance Director	Limitation Act 1980
2.25	Approval of waivers/variation of tendering requirements (within financial regulations)	3 years	Finance Director	Business purposes
2.26	Unsuccessful tenders	1 year	Procuring school or department	Business purposes
2.27	Quotations	1 year	Procuring school or department	Business purposes

2.28	Project Initiation Documents (Green Forms and attendant documentation)	6 years after completion of contract	Finance Director	Financial Regulations
2.29	EU and Non-EU funded project financial records	Variable (not less than 12 years) – format usually manual	Project Support Office and Finance Department	Contractual funding requirements and evidential purposes
2.30	Pensions information (contributions)	Permanently	Finance Director	Business purposes

3. Human Resources (subject to review on completion of new HR system project)				
Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
3.1	Electronic record of employees' employment at the University (electronic) including posts held	Permanently - E	Director of HR	Verification/The National Archives ⁵
3.2	Personnel record including: <ul style="list-style-type: none"> • Application form • Qualifications/References/ Professional Accreditation • Posts held and Job description • Disciplinary/grievance • Signed contract • Letter of resignation • Excludes occupational health (see H&S) 	EOR + 6 years	Director of HR	Limitation Act 1980/ JISC ¹ Exception: where a disciplinary relates to child protection retain for the expected working life of the individual or a minimum of 10 years (whichever is the longer) NSPCC ^{vi}
3.3	Sponsored Employees under points based system All records in s. 3.2 and : - <ul style="list-style-type: none"> • Confirmation letter for sponsorship 	EOR + 6 years	Director of HR	UK Border Agency Guidance ^{vii}

	<ul style="list-style-type: none"> • Governing Body endorsement (where appropriate) • All documents submitted as part of application • Copy of passport and biometric card • Job advertisements (original format) and recruitment evidence e.g. invoices and contracts with head hunters • All applications/expressions of interest from unsuccessful applicants in original format • Names of shortlisted applicants and interview notes • Reasons for non-employment of unsuccessful EEA (European Economic Area) nationals • All contact details held during time of sponsorship • Evidence of international status where appropriate e.g. press cuttings, recordings of media interviews 			
3.4	<p>Disclosure and Barring Service Checks</p> <p>Record that check took place</p> <p>Summary information supplied by DBS</p>	<p>EOR + 6 years</p> <p>6 months from receipt</p>	Director of HR	<p>JISC¹</p> <p>DBS Code of Practice for Registered Persons</p>
3.5	Absence record detailing causes and periods	Indefinitely	Director of HR	<p>JISC¹ EOR + 40 years</p> <p>The National Archives⁵ until</p>

	of absence			age 72
3.6	Performance assessment /appraisal	CAY + 3 years	Line Manager	JISC ¹
3.7	Pension opt-in/out notices and confirmation	Permanently	Director of HR	Evidential purposes
Applications and Recruitment				
3.8	Unsuccessful job applications	Appointment date + 6 months	Director of HR	JISC ¹
3.9	Interview notes	Appointment date + 6 months	Director of HR	Equality legislation
3.10	Ethnic monitoring forms	CAY + 1	Director of HR	Monitoring purposes
Training and Development				
3.11	Training records (mandatory) including Health and Safety training	Permanently – E	Director of HR	Evidential purposes
3.12	Corporate Staff Development Programme	6 years	Director of HR	Business purposes

4. Physical Resources				
Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
4.2	Building contracts	15 years after Expiry (where contracts are engrossed as a Deed) 6 years after Expiry (where engrossed under hand)	Director of Estates & Facilities	Limitation with additional time allowed for latent damage ²
4.3	Consultant appointments	15 years after Expiry (where contracts are engrossed as a Deed) 6 years after Expiry (where engrossed under hand)	Director of Estates & Facilities	Limitation with additional time allowed for consistency with building contracts
4.4	Building plans/drawings/files/operation & maintenance (O&M) manuals	Until disposal of property	Director of Estates & Facilities	JISC ¹ , evidential purposes

4.5	Planning applications, listed building consent	Permanently	Director of Estates & Facilities	JISC ¹ , evidential purposes
4.6	Transport leases	Until disposal of vehicle	Director of Estates & Facilities	Business purposes
4.7	Transport: Mileage records	1 year after disposal of vehicle	Director of Estates & Facilities	Business purposes
4.8	Transport: MOT certificates	1 year after disposal	Director of Estates & Facilities	Business purposes

4.9	Transport: Registration records	1 year after disposal	Director of Estates & Facilities	Copy only, original will be sent to DVLA
4.10	Residential accommodation regulations	6 years after expiry	Director of Estates & Facilities	Limitation Act 1980
4.11	Letting of student accommodation	TOA + 6 years	Director of Estates & Facilities	Limitation Act 1980
4.12	Display Energy Certificate Accompanying report	Whilst current CAY + 7 years/10 years (dependent on floor area)	Director of Estates & Facilities	Where the building has a total useful floor area of more than 1,000m ² , the DEC is valid for 12 months. The accompanying advisory report is valid for seven years. Where the building has a total useful floor area of between 250m ² and 1000m ² , the DEC and advisory report are valid for 10 years.
4.13	Plant and equipment maintenance, testing and inspection certificates	Life of equipment + 6 years (statutory testing and inspections) Life of equipment (non-statutory testing and inspections only)	Director of Estates & Facilities	

4.14	Waste management: records documenting the storage and collection of special waste	Removal of waste + 3 years	Director of Estates & Facilities	Special Waste Regulations 1996 SI 972
4.15	Confidential waste receipts	Removal of waste + 1 year	Relevant school or department	Evidential requirements
4.16	Building condition survey files	Permanently	Director of Estates & Facilities	Evidential requirements
4.17	Wayleaves, Right of Access, Covenants and Easement Agreements	Permanently	Director of Estates & Facilities	Evidential requirements

5. Student Administration and Support				
Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
5.1	Student application form	CAY + 1 year	Academic Registrar	Except where required for longer by professional body
5.2	Successful applications	End of Student Relationship + 6 years – E, SITS	Academic Registrar	Verification
5.3	Unsuccessful applications	CAY + 6 months – E, SITS	Academic Registrar	Identify Duplicate/Fraudulent Applications
5.4	Withdrawals and leave of absence data	End of Student Relationship + 6 years- E, SITS	Academic Registrar	Business purposes
5.5	Record of enrolment and admission	Permanently – E, SITS	Academic Registrar	Verification
5.6	Record of academic advice	EOR + 5 years	Deans of Faculty	Limitation Act 1980
5.7	Module/diet registration	Permanently – SITS	Academic Registrar	Verification
5.8	Record of fee payment	Permanently – SITS	Academic Registrar	Student may query payments made when loan becomes due for renewal (up to 20 years)

5.9	Exam scripts	PPCR + 6 months	Deans of Faculty	Internal and External appeals
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				processes
5.10	Feedback on assessed work (including assessment of placements)	PPCR +6 months	Deans of Faculty	Internal and External appeals processes
5.11	Assessed work (student assignments)	10% (or representative sample for small groups) retained for CAY + 1 year for QAA	Deans of Faculty	QAA or longer in accordance with requirements of professional bodies
5.12	Assessment results (grades – module level)	Permanently - SITS	Academic Registrar	Verification
5.13	Marking verification (internal moderation)	PPCR +6 months	Deans of Faculty	Appeals/evidence of moderation
5.14	External examiners' notes (where available)	PPCR +6 months	Deans of Faculty	Appeals
5.15	Invigilators' reports	PPCR +6 months	Dean of Faculty	Appeals
5.16	Subject Board and Award Board minutes Extenuating Circumstances Board minutes	CAY + 6 years	Academic Registrar	Limitation Act 1980 + time allocated for completion of course

5.17	Qualification/degree class awarded	Permanently - SITS	Academic Registrar	Verification throughout student's working life
5.18	Examination question papers	Permanently (2 copies)	Deans of Faculty Director of Learning and Information Services	Archival value
5.19	Record of requests for verification of awards, references etc.	CAY + 1 year	Academic Registrar	Business purposes
5.20	Module guides, Pathway guides and Course handbooks	Permanently	Academic Registrar	Confirmation of course content throughout student's working life
5.21	Rooming Timetable	CAY + 3 years, E	Academic Registrar	Verification of location of students in response to claims
5.22	Graduation programmes	Permanently	Academic Registrar	Archival value
5.23	Record of distribution of certificates	Date of ceremony + 1 year	Academic Registrar	Legal document – needs to be tracked
5.24	Student academic misconduct files	LAC + 6 years	Academic Registrar	JISC ¹
5.25	Student financial support records	CAY + 6 years	Dean of Students	Funding body requirements

5.26	DBS checks (same as section 3.4)	EOR + 6 years 6 months from receipt	Deans of Faculty	JISC ¹
5.27	International Students: Copy of non-EU passports History of contact details Absences and designated contacts	EOR + 2 years	Academic Registrar	UKVI requirement
5.28	Certificate of sponsorship	Permanently - E	Academic Registrar	UKVI requirement
5.29	Counselling Record	EOR + 5 years	Counselling Service	BACP Guidance
5.30	Disability Record	EOR + 3 years	Dean of Students	Evidential requirements

6. Information Services				
Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
6.1	IT conditions of use	Superseded + 6 years	Director of IT Services	Limitation Act 1980
6.2	Code on using University IT equipment	Superseded + 6 years	Director of IT Services	Limitation Act 1980
6.3	IT Services Customer Charter	Superseded + 6 years	Director of IT Services	Limitation Act 1980
6.4	Records of students' IT systems username	EOR	Director of IT Services	Business purposes
6.5	IT service desk calls	CAY + 2 years - E	Director of IT Services	Business purposes
6.6	Software licenses	End of license + 6 years	Director of IT Services	Limitation Act 1980
6.7	WOLF chat logs	2 months - E	Director of IT Services	Business purposes

6.8	Voicemail recordings (where retained)	1 month	Director of IT Services	Business purposes
6.9	British Library Request slips including copyright declaration	6 years	Director of Learning and Information Services	British Library requirement/ JISC ¹
6.10	Theses applications	6 years	Director of Learning and Information Services	Evidential purposes (plagiarism)
6.11	Learning Resources' Electronic Enquiries	2 years - electronic	Director of Learning and Information Services	Business purposes
6.12	Learning Resources' Conditions of Use	Superseded + 6 years	Director of Learning and Information Services	Evidential purposes
6.13	Learning Resources' User Guides	Superseded + 2 years	Director of Learning and Information Services	Business purposes
6.14	Learning Centres' Borrower Record including fines owing	EOR + 6 months or until record clear	Director of Learning and Information Services	Kept beyond EOR where items are outstanding

6.15	Learning Centres' Payment Record	6 years	Director of Learning and Information Services	Business purposes
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7. Teaching and Learning				
Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
7.1	Academic plans	Permanently	Deputy Vice Chancellor Academic	Archival value
7.2	Programme specifications and course descriptions	Duration of validation period (6 years)	Academic Registrar	Archival value course planning/verification Evidential purposes
7.3	Academic approval records	Permanently	Deputy Vice Chancellor Academic	Archival value Evidential purposes
7.4	Documents relating to the development and design of taught programmes	Life of programme	Quality and Collaboration Unit	Minutes and reports of the Planning and Academic Standards sub-committee
7.5	Teaching and learning materials	Duration of use + 1	Deans of Faculty	JISC ¹

		year		
7.6	Accreditation and monitoring reports by professional, statutory and regulatory bodies	Permanently	Deputy Vice Chancellor Academic	Business purposes
7.7	Annual monitoring reports and documents including examiners comments and student data	CAY+ 5 years – E	Deans of Schools	Quality Assurance
7.8	Undergraduate Regulations	Permanently	Academic Registrar	Evidential purposes
7.9	Postgraduate Regulations for taught programmes	Permanently - E	Academic Registrar	Evidential purposes
7.10	External examiners' records (including contracts) & reports	Termination of employment + 1 year – E	Academic Registrar	Evidential purposes

8. Research and Development

Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
8.1	University Research Committee minutes	10 years	Dean of Research	As subject and award board minutes
	URC Sub-committee minutes	10 years		
	Student Management Board minutes	10 years		

8.2	<p>Research policy and strategy documents</p> <p>Research ethics policy documents</p> <p>University Ethics Sub-Committee minutes</p>	<p>6 years after superseded</p> <p>6 years after superseded</p> <p>10 years</p>	Dean of Research	Evidential/business purposes
8.3	Intellectual Property policy documents	6 years after superseded	University Secretary and Clerk to the Board	Limitation Act 1980
8.4	Research Degree regulations	Permanently	Dean of Research	Evidential purposes
8.5	Research Assessment Exercise submissions	Permanently	Dean of Research	Archival value
8.6	Documentation relating to submitted bids e.g. Research Council Applications	6 years post year of completion of research (variable, EU projects see 2.29)	Dean of Research	Audit purposes, and in accordance with funding requirements/contracts
8.7	Primary research	10 years post	Dean of Research	The retention can be extended

		publication of findings		in accordance with funder's requirements see also 2.29
8.8	Documentation relating to externally funded projects (EU and Non-EU funded) (i.e. bids, funding agreements, partnership records – refer to the specific project requirements for the relevant documents to be retained)	Variable (See project specific contract or funding requirement publications)	Project Team and Faculty/Department within which the project falls	Contractual funding requirements and Evidential purposes

9. External Relations				
Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
9.1	Correspondence from Associated External Agencies (e.g.HEFCE and TTA)	5 years	Offices of the Vice Chancellor	See also s.2.1 where part of conditions or agreements
9.2	Formal submissions to and from external agencies	Permanently	Offices of the Vice Chancellor	Evidential purposes
9.3	Course Enquiries	CAY + 1 year	External Relations	Trend analysis
9.4	Prospectus (printed)	5 years	External Relations	Archival value

9.5	Student financial support policies/procedures	Superseded + 5 years	Dean of Students	Evidential purposes
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9.6	Marketing plans	5 years	External Relations	Corporate knowledge
9.7	Designs relating to corporate identity	10 years	External Relations	Archival value
9.8	Designs for marketing campaigns	3 years	External Relations	Archival value
9.9	Education guidance records	CAY + 3 years	External Relations	
9.10	Press releases	3 years	External Relations	Archival value
9.11	Conference/Events notices	6 months post event	External Relations	Business purposes
9.12	Referrals to external agencies: including public interest disclosures	LAC + 6 years	Department making referral	Evidential purposes; NSPCC ⁶

9.13	Media correspondence	CAY + 2 years	External Relations	Archival value
9.14	Annual Review	Permanently	External Relations	Archival value
9.15	Web page snapshots (excludes documents posted on the web, which need to be retained in accordance with their content)	3 years	External Relations	Business purposes

10. Health and Safety				
Code	Description of record	Retention/Format	Responsibility	Reasons/Notes
10.2	Accident reports (on-line)	CAY + 3 years	University Secretary	Statutory retention - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended) Social Security (Claims and Payments) Regulations 1979
10.3	RIDDOR reports	CAY + 3 years	University Secretary	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)
10.4	COSHH: reports on exposure of identifiable employee General monitoring reports	40 years 5 years	Director of HR	The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
10.5	Occupational Health Client Records	EOR + 40 years	Director HR	Monitoring purposes

10.6	Occupational Health Pre-employment Screening	EOR + 40 years If post not taken-up 1 year	Director HR	The National Archives ⁵
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10.7	Occupational Health: Health Surveillance Records in accordance with COSHH, Ionising Radiation Regulations and Control of Asbestos at Work Regulations ^{viii}	EOR + 50 years	Director HR	Ionising Radiation Regulations 2017 (as amended) The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
10.8	Risk assessments	Whilst current + 5 years	Relevant Faculty or Department	The National Archives ⁵
10.9	Risk reports	Review of assessment + 3 years	University Secretary Directorate	The National Archives ⁵
10.10	Minutes and papers of risk committee	CAY + 5 years	University Secretary Directorate	Evidential purposes
10.11	Asbestos register	Permanently	Director of Estates & Facilities	Evidential purposes
10.12	Health and Safety Regulations governing University operations	Permanently	University Secretary	Evidential purposes
10.13	Minutes of University Health and Safety Committees	Permanently	University Secretary and Clerk to the Board	Evidential purposes

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- ⁱ JISC HEI Business Classification Scheme and Retention Schedules: <http://www.jiscinfonet.ac.uk/partnerships/records-retention-he/>, accessed 05/04/2007.
- ⁱⁱ Hamer, Andrew C. *The ICA Guide to Document Retention*. 204. pp132
- ⁱⁱⁱ Farrington, D. J. *The Law of Higher Education*. London, 1994. pp216 s.5.38.
- ^{iv} HMRC: Notice 700/21 Dec 2007
http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?_nfpb=true&_pageLabel=pageLibrary_PublicNoticesAndInfoSheets&propertyType=document&columns=1&id=HMCE_CL_000099 accessed May 09
- ^v The National Archives Retention and Disposal Schedules: <http://www.nationalarchives.gov.uk/recordsmanagement/advice/schedules.htm> accessed May 09
- ^{vi} NSPCC. Child Protection Factsheet: Guidance on Records Retention And Storage (England and Wales)
http://www.nspcc.org.uk/Inform/resourcesforprofessionals/InformationBriefings/recordsretentionPDF_wdf52858.pdf accessed May 09
- ^{vii} <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/sponsorapplicationsguidance.pdf?view=Binary> accessed May 09