

UNIVERSITY OF CAMBRIDGE

REGISTRY'S OFFICE

**SUMMARY OF KEY CLASSES OF RECORDS FROM THE MASTER RECORDS
RETENTION SCHEDULE**

(Issued October 2013)

The full Master Records Retention Schedule is issued by the Registry's Office under the terms of the University's Statement of Records Management Practice. It is designed to provide advice and guidance to University Institutions on minimum retention periods for various classes of records, including an indication of those records that are or might be suitable for permanent preservation within the University Archives at the University Library. Institutions are encouraged to follow the recommendations in the Schedule which have been formulated in the context of existing University policies and guidelines, national legislation and sector-wide best practice standards.

This document is intended as a short user-friendly summary of the recommended minimum retention periods for some of the main types or 'classes' of records that many Institutions (especially School, Faculty and Department offices) will be dealing with on a regular basis. It is not intended to act as a substitute for the full Schedule.

Entries in full Schedule	Class of record	Recommended retention period within Institution (and action thereafter)
Duplicate and transitory records		
Introduction	Duplicate and transitory (ephemeral) records that are of no reference use	None (destroy when no longer in use)
Governance and Institutional management		
1.1.1	Official publications	One copy to be sent to the Periodicals Department (UL) upon publication
1.2.4 1.2.5	Committee (and Board, Syndicate, Working Group, etc.) agendas, minutes and papers	End of current academic year + 5 years then send to University Archives (UL) in the case of major committees or contact University Archives (UL) for advice in the case of other bodies

1.3.1 1.3.5	Formal strategy and policy documents (where not held as part of committee papers)	Until superseded by new strategy or policy + 5 years then send to University Archives (UL)
1.7.4	Audit records	Completion of audit + 7 years then destroy (though longer retention periods may be necessary depending on findings)
12.2.5	Formal accident and incident investigations and reports	Closure of investigation + 40 years then destroy
Students and alumni		
2.1.1	Core student records	Records on CamSIS: Retain in perpetuity Other records: Student graduation or departure + 6 years then destroy
2.3.6 to 2.3.11	Examination records	Follow Faculty or Department policy issued pursuant to General Board guidance
13.1.1	Core alumni records	Retain in perpetuity
Staff		
6.1.1	Core staff record – University Officers	Records on CHRIS: Retain in perpetuity Other records: End of employment + 6 years then send to University Archives (UL)
6.1.1	Core staff record – other staff	Records on CHRIS: Retain in perpetuity Other records: End of employment + 6 years then destroy
6.2.1	Successful job applications	Held as part of successful applicant's core staff record (see above)
6.2.2	Unsuccessful job applications	Closing date for vacancy + 1 year
6.6.5	Pensions records relating to individual members of staff	End of employment + 75 years then destroy
12.4.1 12.4.2	Occupational Health records relating to individual members of staff	End of employment + 8 years then destroy (except those employees exposed to hazardous substances, for which read: End of employment + 40 years then destroy)
Teaching and research		
3.2.1 3.4.1	Development and review of taught degree courses (e.g. Triposes or taught courses at graduate level) and papers within them	Held as part of relevant committee papers (see above)

3.4.2	Handbooks for taught degree courses and/or papers	Completion of course and/or paper by the relevant cohort of students + 6 years then destroy (though longer retention periods may be necessary due to external accreditation or other quality assurance requirements)
3.4.3	Teaching and learning materials for taught degree courses and/or papers	Retention periods will vary according to the nature and medium of the materials and their on-going pedagogic value
4.2.6	Research project working papers and data	Retention periods will vary according to specific contractual requirements and the nature and sensitivity of the research (as a general guide: Completion of project + 10 years then destroy)
4.2.8	Final reports on research projects	Completion of project + 6 years then send to University Archives (UL) (though longer retention periods may be necessary due to specific contractual requirements)
4.2.9	Final research outputs	One copy to be sent to the University's digital Institutional Repository (UL) upon publication (if suitable for open access)
Financial and legal		
5.2.1	Financial accounting	End of current financial year + 6 years then destroy (though longer retention periods may be necessary due to specific contractual requirements, e.g. of a research project funder)
1.8.1	Contractual records and legal agreements	End of contract + 6 years then destroy (agreements under signature) End of contract + 12 years then destroy (agreements under seal)