



**UNIVERSITY OF
CAMBRIDGE**

Estates Division



ESTATES DIVISION – RECORDS RETENTION SCHEDULE

Period May 2020 – May 2021



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The following categories can be found in the University Master Retention Schedule attached below:



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FINANCE	University Master Records Retention Schedule Section 5
HEALTH & SAFETY	University Master Records Retention Schedule Section 12
HR	University Master Records Retention Schedule Section 6
ICT	University Master Records Retention Schedule Section 11
MEETING RECORDS	University Master Records Retention Schedule Section 1.2
PROCUREMENT	University Master Records Retention Schedule Section 5.8



Purpose of the Retention Schedule

The retention schedule was compiled with guidance from the University's Data Protection Office and JISC HE Classification

[JISC HE Retention Schedule](#)

The Retention Schedule is the control document which is continually evolving and is a key component in the management of the lifecycle of records (creation, receipt, maintenance, use, and disposition)

The schedule sets out the prescribed periods for the minimum length of time for the retention of documents regardless of their format therefore applies to both paper and electronic records and media storage such as memory sticks. Records should be retained in order to meet business and operational needs, as well as complying with Statutory, Regulatory and information management obligations (e.g. GDPR)

The Estates Division is a large and complex organisation and whilst there is an overlap between Sections in relation to the records they regularly work with there are also many types of records unique to specific Sections. If there is not an entry to cover the records you work with please contact the Records Management Team, EMRecords@admin.cam.ac.uk

The Schedule lists the methods of disposal i.e. recycling, shredding, deletion of electronic version.

Efficient application of the retention schedule will:

- Provide a consistent controlled system for disposal of records
- Prevent records from being discarded prematurely and to identify records with historic value for preservation
- Ensures information is not saved unnecessarily
- Help to save space and time

The schedule identifies the relevant functions of the Estates Division and the categories of records within those functions.

The schedule describes:

- The record series(type)
- Description of the record
- Recommended disposal date & method.

Hard copy records which require permanent retention will be securely held in ED's archives which are stored off-site. These may be obtained on request and will be received within 24 hours.



Please contact the Records Management Team with any requests relating to this schedule.

Records which may be routinely destroyed.

As a rule, the following types of records have no significant operational, informational or evidential value. They can therefore be destroyed as soon as they have served their primary purpose.

Examples

- Announcements and notices of meetings and other events, and notifications of acceptance or apologies
- Requests for information such as maps and travel directions, brochures etc.
- Superseded address lists, distribution lists etc.

Duplicate documents such as:

- 'CC' and 'FYI' copies
- Unaltered drafts
- Snapshot printouts or extracts from databases
- Working papers, where the results have been written into an official document



Citations - Acts of Parliament (UK)

DATE	TITLE
2005	The Regulatory Reform (Fire Safety) Order 2005
1980 c.58	Limitation Act 1980
1995	Environment Act. <i>Note The Environment Bill 2020 is awaiting agreement</i>
2018	General Data Protection Regulation

Statutory Instruments (SI)

2015	SI 2015/51 Construction (Design & Management) Regulations 2015
2013	SI 2013/147 Reporting injuries diseases and & dangerous occurrences Regulations 2013
2001	SI 2001/314 The Special Waste Regulations 2001
1997	SI 1997/1840 The Fire Precautions (Workplace) Regulations 1997 (see also Fire Safety Order 2005)
1998	S.I 1998/2306 The Provision and Use of Work Equipment Regulations 1998
1998	S.I 1998/2307 The Lifting Operations and Lifting Equipment Regulations 1998
2004	S.I 2004/3391 Environmental Information Regulations 2004
1999	S.I 1999/3242 The Management of Health & Safety at Work Regulations 1999
2012	S.I 2012/632 The Control of Asbestos Regulations 2012



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Using the schedule

The schedule identifies the relevant functions of the Estates Division and the categories of records within those functions.

Search by reviewing the hyperlinked contents page for the records you are looking for or by pressing CTRL & F on the keyboard & type in the search box.



ACCOMMODATION SERVICE	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Booking forms	6 years after booking		Shredding/ Delete Electronic Version
Accommodation lists	Destroy when superseded		Shredding/ Delete Electronic Version
Tenancy agreement	End of tenancy + 6 years		Shredding/ Delete Electronic Version
Fair Rent tenancy agreements	Permanent Retention		Retain
Accommodation fees register	6 years after booking		Shredding/ Delete Electronic Version



BUILDING MANAGEMENT	RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Master plans for sites & buildings	Permanent Retention		Retain
Management of Historical buildings and monuments	Permanent Retention		Retain



BUILDING MAINTENANCE	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Building condition surveys	Date of survey + 10 years		Shredding/ Delete Electronic Version
Records documenting minor maintenance works on property.	Completion of works + 5 years	1980 c. 58 s 14B	Recycle waste/ Delete Electronic Version
Records documenting assessments made to determine the presence (or likely presence) of asbestos in premises, as required by Regulation 4(3) of the Control of Asbestos Regulations 2006 (SI 2006/2739).	Permanent Retention	SI 2006/2739 does not prescribe a retention period for these records.	Retaining assessments provides evidence of effective management of risks associated
Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.	Permanent Retention	SI 2006/2739	Retain
Records documenting the carrying out of interior refurbishment and fitting- out works.	Review after completion of works + 5 years	1980 c. 58 s 14 JISC HE Retention Schedule	Shredding/Delete Electronic Version
Records documenting the carrying out of major maintenance works within facilities.	Review after completion of work + 15 years	NA JISC HE Retention Schedule	Recycle waste/ Delete Electronic Version
Drainage survey reports	Permanent Retention		Retain/ Delete Electronic Version



BUILDING MAINTENANCE	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Roof Inspection Reports including fall arrest	Date of report + 5 years		Recycle waste/ Delete Electronic Version
Records documenting carrying out of planned preventative maintenance work	Current year + 5 years		Recycle waste/ Delete Electronic Version
Crack monitoring	Date of report + 10 years		Recycle waste/ Delete Electronic Version
Maintenance Contracts	Cessation of contracts + 5 years		Shredding/ Delete Electronic Version
CAD Drawings	Permanent Retention		Retain
O&M Manuals	Permanent Retention (life of building, transfer to new owner if applicable)		Shredding/ Delete Electronic Version



CATERING SERVICES	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Records of catering requirements & options for provision	End current year + 6 years		Shredding/ Delete Electronic Version
Design & delivery of catering, menu plans , events plans	End current year + 1 year		Shredding/ Delete Electronic Version
Vending services	End current year + 6 years		Shredding/ Delete Electronic Version
Bar licence	End current year + 6 years		Shredding/ Delete Electronic Version
Hiring of conference facilities	End of current year + 1 year		Shredding/ Delete Electronic Version



ESTATE DEVELOPMENT	TRIGGER/ RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Capacity Record documents	Superseded + 5 years	Good Practice	Shredding/ Delete Electronic Version
Records documenting development of EM's Estate plan	Superseded + 10 years	Good Practice	Shredding/ Delete Electronic Version
Records documenting the development of the Capital Plan	Current + 15 years	Good Practice	Shredding/ Delete Electronic Version
Space Management	Superseded + 10 years	Good Practice	Shredding/ Delete Electronic Version
Records documenting the conduct and outcomes of space audits.	Completion of subsequent audit + 5 years	N/A	Shredding/ Delete Electronic Version



ENERGY MANAGEMENT	TRIGGER /RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Records documenting formal reviews of use of energy and action taken to address issues raised	Current report + 5 years	n/a	Shredding/ Delete Electronic Version
Records monitoring use and consumption of energy	Current year + 5 years	n/a	Shredding/ Delete Electronic Version
Energy Certificates for all Buildings	Subsequent certificate +5 years	n/a	Shredding/ Delete Electronic Version
Meter Readings	Subsequent reading + 5 years	n/a	Shredding/ Delete Electronic Version
Annual utilities report	Subsequent report + 5 years	n/a	Shredding/ Delete Electronic Version



ENVIRONMENT	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Records documenting results of environmental audits and actions taken to address issues raised	Completion of audit + 5 years	Provides evidence	Shredding/ Delete Electronic Version
Records documenting notification and reporting of incidents to enforcing authorities	Date of notification + 5 years	Provides evidence	Shredding/ Delete Electronic Version
Records documenting attainment of accreditation and maintenance of environmental schemes	Termination of accreditation + 1 year	Waste(England & Wales) Regulations 2011	Recycle waste/ Delete Electronic Version
Waste transfer notes & consignment notes (Hazardous waste)	Removal of waste + 5 years	Waste(England & Wales) Regulations 2011	Shredding/ Delete Electronic Version
Waste transfer notes & consignment notes (non-hazardous waste)	Removal of waste + 5 years	Provides evidence	Recycle waste/ Delete Electronic Version
Register of special waste for disposal by registered contractors (not asbestos)	Removal of waste + 5 years	SI 2004/3391	Shredding/ Delete Electronic Version
Records containing (anonymous) management statistics, analyses and reports of requests for	Completion of request handling process + 3 years	Good Practice	Shredding/ Delete Electronic Version



ENVIRONMENT	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
environmental information.			
Records documenting identified hazards created by its operations (i.e. drains)	Current + 5 years	Provides Evidence	Shredding/ Delete Electronic Version



ESTATE STRATEGY/ POLICY	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Records documenting the development of EM's estate strategy	Superseded + 10 years	NA	Shredding/ Delete Electronic Version
Records documenting the development and establishment of EM's Estate Management policies: key records.	Superseded + 10 years	NA	Shredding/ Delete Electronic Version



EQUIPMENT (Plant/Lifts/Fire Systems)	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Records documenting the installation of equipment: items which are safety critical or associated with hazardous operations.	Decommissioning/removal + 6 years Notes SI 1997/1840 Regulation 6 requires the maintenance of fire detection and fire-fighting equipment but does not prescribe a retention period for records in relation to this activity. Retaining a maintenance history provides evidence of compliance and effective management of health and safety over time.	1980 c.58 s14	Shredding/ Delete Electronic Version
Reports of pre-commissioning examinations of lifting equipment.	Decommissioning/removal of plant	SI 1998.2307	Recycle waste/ Delete Electronic Version
Records documenting the inspection, testing and maintenance of equipment: major items other than those specified elsewhere.	Disposal of item + 1 years	SI 1998/2307 Regulation	Shredding/ Delete Electronic Version
Maintenance logs for equipment	Decommissioning/Removal + 1 year	SI 1998/2306 Reg. 5(2) ;1980 c58 s5	Shredding/ Delete Electronic Version
Records documenting inspections of equipment, made under Regulation 6 of the Provision and Use of Work Equipment Regulations 1998	Life of equipment + 6 years	1980 c.58 s 5 SI 1998/2306	Shredding/ Delete Electronic Version



EQUIPMENT (Plant/Lifts/Fire Systems)	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health	Decommissioning/Disposal + 15 years	SI 1998/2306 Regulation 6(3) SI 2002/2677	Shredding/ Delete Electronic Version
Gas Safety Certificates	Expiry + 2 years	H&S Executive Gas Regulations	Shredding/ Delete Electronic Version
Reports of inspection and 'thorough examination' of lifting equipment.	Subsequent Report + 2 years	SI 1998/2307	Recycle waste/ Delete Electronic Version
Records documenting the transfer of ownership of equipment	Disposal of item + 6 years	1980 c.58 s 14	Shredding/ Delete Electronic Version
Legionella Risk Assessment (Water Safety)	Subsequent report + 7 years		
Electrical Testing	Expiry + 2 years or until superseded due to change of occupancy		Shredding/ Delete
Refrigerant Gas Logs	Creation of record + 5 years	EC 2014 No517 F	Shredding/ Delete Electronic Version



FACILITIES MANAGEMENT	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Cleaning Contract	End of contract + 6 years		Shredding/ Delete Electronic Version
Waste Disposal Statistics	End of year + 3 years		Recycle/ Delete Electronic Version



FIRE SAFETY	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Records documenting the conduct and review of fire drills	Current year + 5 years	Fire Safety order 2005	Shredding/ Delete Electronic Version
Records documenting arrangements with external emergency services	Current year + 5 years after superseded		Shredding/ Delete Electronic Version
Records of Active & Passive Fire Precautions	Current year + 5 years		Shredding/ Delete Electronic Version
Fire Strategy Reports	Retain for life of building		
Records of unwanted fire alarms	Current + 5 years		Shredding/ Delete Electronic Version
Incident reports	Current year + 5 years after superseded		Shredding/ Delete Electronic Version
Records of fire risk assessments	Current year + 5 years after superseded	SI 2005/1541	Shredding/ Delete Electronic Version



FLEET MANAGEMENT	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Note; Fleet Checker System manages the documentation			
Records documenting the purchase or lease of vehicles	Retention of vehicle + 3 years		Deletion
Records documenting vehicle road tax, MOT and servicing	Retention of vehicle + 3 years		Deletion
Records documenting insurance	Retention of vehicle		Deletion
Recording of annual mileage	Retention of vehicle + 3 years		Deletion
Weekly vehicle checks	3 years		Deletion
Records documenting sale or disposal of vehicle	6 years after sale/disposal		Deletion
Records of damage to vehicles	Retention of vehicle + 3years		Deletion



MAJOR PROJECTS	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Tender procedures – refer to University Compliance Retention Policy			
Graces/Warrants/Authorities	Review after 15 years		If disposal agreed – Shredding/Delete Electronic Version
Appointment of Consultants - unsuccessful applicants	Award of contract + 1 year		Shredding Delete Electronic Version
Appointment of consultant - retained with contract documents	Completion + 15 years		Shredding Delete Electronic Version
Records documenting the carrying out of major projects (Feasibility, Procurement, Design team, Estimates & Financial Reports, Local Authority Planning, H&S Management, COW Reports, Meetings, General Correspondence, Handover)	Review after Completion + 15 years Note – Permanently Retain O&M, H&S, Fire Strategy & as built drawings		Shredding Delete Electronic Version



PERFORMANCE & STATISTICS	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Key Performance Indicators	KPI + 5 years		Shredding Delete Electronic Version
EMR Statistics	Report + 7 years		Shredding Delete Electronic Version
Benchmarking Annual Reports	Report + 10 years		Shredding Delete Electronic Version



PLANNING	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Local Government Reviews	Superseded + 10 years		Shredding Delete Electronic Version
Listed Buildings/Conservation areas	Permanent Retention		Retain
Planning Obligations	Permanent Retention		Retain



PROPERTY MANAGEMENT	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Records documenting the acquisition of ownership of properties.	Closure of negotiations + 10 years	1980 c. 58 s 2	Shredding Delete Electronic Version
Records documenting negotiations for properties where the property was not acquired.	Close of negotiations + 3 years		Shredding Delete Electronic Version
Records documenting the negotiation of leases and original lease agreements.	End of lease + 15 years		Shredding Delete Electronic Version
Records documenting residential tenancy agreements	End of tenancy + 6 years	Code of practice for Residential Lettings 1.h	Shredding Delete Electronic Version
Records documenting Fair Rent tenancy agreements	Permanent Retention		Shredding Delete Electronic Version



RECORDS MANAGEMENT	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Records documenting the handling of requests for information held by EM, made under the Freedom of Information Act 2000	Completion of request + 3 years	Common practice 1998 c.29	Shredding Delete Electronic Version
Records documenting the development and establishment of EM's Records Management strategy: key records.	Superseded + 5 years	NA	Shredding Delete Electronic Version
Records documenting storage locations of records.	Superseded	NA	Waste Recycling Delete Electronic Version



RURAL ESTATE	TRIGGER / RETENTION PERIOD	AUTHORITY/ LEGISLATION	NOTES/ DISPOSAL METHOD
Appointment of Forestry Managers & Countryside Stewardships	Termination of licence + 15 years		Shredding Delete Electronic Version
Felling licence applications	Termination of scheme + 15 years		Shredding Delete Electronic Version
Woodland Grant Scheme	Termination of licence + 15 years	Countryside & Rights of way Act 2000 (CROW) S37	Shredding Delete Electronic Version
Rights of way	Termination + 15 years		Shredding Delete Electronic Version
Countryside access agreements	Termination + 15 years		Shredding Delete Electronic Version
Grazing Licences	Permanent Retention		Retain
Rural Land Register	Termination + 15 years		Shredding Delete Electronic Version
Cropping Licence	Permanent Retention		Retain
Agriculture set-aside policy	Completion + 15 years		Shredding Delete Electronic Version



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This policy encompasses the majority of ED Records and will be updated regularly to comply with Legislation and University Policies.

Please contact Records Management for further advice:

EM.Records@admin.cam.ac.uk