



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



RECORDS LIFECYCLE MANAGEMENT SCHEME

1 Teaching & Research

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
1.1	Teaching Strategy Development. Records documenting the development and establishment of the institution's teaching strategy.	Superseded + 10 years	NA	Review for archival value	Approval process for T&L strategy	QED
1.2	Teaching Planning. Records documenting the formulation of plans for the implementation of the institution's teaching strategy.	Superseded + 10 years			Not formally retained	
1.3	Teaching Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's teaching strategy.	Current academic year + 1 year	NA		Not formally retained	
	Records containing reports of performance against the plans for the implementation of the institution's teaching strategy.	Current academic year + 1 year	NA	Review for archival value	Not formally retained	
	Records documenting the conduct and results of audits and reviews of teaching performance, and responses to the results.	Current academic year + 1 year	NA	Review for archival value	Not formally retained	
1.4	Teaching Policy Development. Records documenting the development and establishment of the institution's teaching policies.	Superseded + 10 years	NA	Review for archival value	Not formally retained	
1.5	Teaching Procedures Development. Records documenting the development and establishment of the institution's teaching procedures.	Superseded + 5 years	NA	Review for archival value	Not formally retained	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
1.6	Teaching Quality & Standards Management. Records documenting the development of the institution's internal quality assurance processes.	While current	NA	Review for archival value	ARE history file	Registry
	Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	Included in ARE	Faculties Registry
	Records documenting the conduct and results of external reviews and audits of teaching quality and standards.	Current academic year + 5 years	NA	Review for archival value	Subject review reports	Registry
1.7	Taught Curriculum Development. Records documenting the development of the institution's taught curriculum.	Superseded + 10 years	NA	Review for archival value	See 'programme' area	
	Records documenting monitoring of external developments and trends to inform the development of the institution's taught curriculum.	Current academic year + 5 years	NA		See 'programme' area	
1.8	Taught Curriculum Review. Records documenting routine and ad hoc feedback on the institution's taught curriculum from staff, students, external examiners and others.	Current academic year + 5 years	NA		See 'programme' area	
	Records documenting the conduct and results of formal reviews of the institution's taught curriculum, and the responses to the results.	Current academic year + 10 years	NA	Review for archival value	See 'programme' area	
1.9	Taught Programme Development. Records documenting the development of the institution's taught programmes.	Life of programme + 10 years	NA	Review for archival value	Definitive Course Documents	Faculties Registry

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
	Records documenting the monitoring of external developments and trends to inform the development of the institution's taught programmes.	Current academic year + 1 year	NA		Not formally retained	
	Records documenting the monitoring of taught programme developments in other HE institutions.	Current academic year + 1 year	NA		Not formally retained	
1.10	Taught Programme Approval & Accreditation. Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	Life of programme	NA		Various	Faculties Now Registry
1.11	Taught Programme Review. Records containing data on, and analyses of, student numbers and other taught programme statistics.	Current academic year + 5 years	NA		In ARE	Faculties Registry
	Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	NA		External Examiner reports	Registry Faculties
	Records documenting routine solicited feedback on taught programmes from students: individual feedback.	Completion of analysis of feedback	NA		Module feedback forms	Faculties
	Records containing (anonymised) summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students.	Current academic year + 5 years OR Life of course + 1 year	NA		Course Committee minutes SSLC Module reports Student satisfaction Survey	Faculties Registry
	Records containing reports of routine internal reviews of taught programmes.	Current academic year + 5 years	NA	Review for archival value	ARE reports	Registry Faculties

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
	Records documenting the conduct and results of formal independent reviews of taught programmes, and the responses to the results.	Current academic year + 5 years	NA	Review for archival value	Periodic Review reports	Registry Faculties
1.12	Taught Course Development. Records documenting the development of the institution's taught courses.	Life of course + 10 years	NA	Review for archival value	See 'programme' area	
	Records documenting the monitoring of external developments and trends to inform the development of the institution's taught courses.	Current academic year + 1 year	NA		See 'programme' area	
	Records documenting the monitoring of taught course developments in other HE institutions.	Current academic year + 1 year	NA		See 'programme' area	
1.13	Taught Course Preparation & Delivery. Records documenting the development of taught course materials.	Life of course	NA		See 'programme' area	
	Final versions of taught course materials.	Life of course	NA	Review for archival value	Distance learning materials	Faculties
	Working papers documenting the planning and conduct of teaching events.	Current academic year + 1 year	NA		Module plans	Faculties
1.14	Taught Course Review. Records containing data on, and analyses of, student numbers and other taught course statistics.	Current academic year + 5 years	NA		See 'programme' area	
	Records documenting routine solicited feedback on taught courses from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	NA		See 'programme' area	
	Records documenting routine solicited feedback on taught courses from students: individual feedback.	Completion of analysis of feedback	NA		See 'programme' area	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
	Records containing (anonymised) summaries and analyses of routine solicited feedback on taught courses from staff, examiners and students.	Current academic year + 5 years OR Life of course + 1 year	NA		See 'programme' area	
	Records containing reports of routine internal reviews of taught courses.	Current academic year + 5 years	NA	Review for archival value	See 'programme' area	
	Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.	Current academic year + 5 years	NA	Review for archival value	See 'programme' area	
1.15	Taught Course Assessment. Records documenting the development of taught course assessments.	Life of course	NA	Review for archival value	Approval process for assessments	Faculties
	Final versions of taught course assessments.	Life of course	NA	Review for archival value Required for DATs	Exams/cwk	Faculties
	Taught course students' submitted/completed assessments.	Current academic year + 1 year	NA	Required for DATs	student work	Faculties
	Records documenting marks awarded to submitted/completed assessments, including reviews in response to notifications of mitigating circumstances and academic appeals.	Current academic year + 6 years	Limitation Act 1980	Required for DATs	Exam Board reports	Registry Faculties
	Records documenting awards and classifications.	Current academic year + 6 years	Limitation Act 1980		Awards made lists to Senate	Registry
1.16	Taught Student Academic Support. Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.	Completion of student's programme + 6 years	Limitation Act 1980		Tutorial supervision records	Faculties

2 Research

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
2.1	Research Strategy Development Records documenting the development and establishment of the institution's research strategy.	Superseded + 10 years	NA	Review for archival value	
2.2	Research Planning Records documenting the formulation of plans for the implementation of the institution's research strategy.	Superseded + 10 years	NA	Review for archival value	
2.3	Research Performance Management Records containing data on, and analyses of, performance against the plans for the implementation of the institution's research strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's research strategy.	Current academic year + 10 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the research function, and responses to the results.	Current academic year + 10 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
2.4	Research Policy Development Records documenting the development and establishment of the institution's research policies.	Superseded + 10 years	NA	Review for archival value	
2.5	Research Procedures Development Records documenting the development and establishment of the institution's research procedures.	Superseded + 10 years	NA	Review for archival value	
2.6	Research Quality & Standards Management Records documenting the development of the institution's internal quality assurance processes.	While current	NA	Review for archival value	
	Records documenting the conduct and results of formal internal reviews of research quality, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of external reviews and audits of research quality and standards.	Current academic year + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
2.7	Research Business Development Records documenting liaison with research sponsors to monitor their research policies and to promote the institution's capabilities.	Current academic year + 5 years	NA		
	Records documenting the identification and exploration of new research opportunities which lead to research projects.	Completion of project	NA	Review for archival value	
	Records documenting the identification and exploration of new research opportunities which do not lead to research projects.	Last action + 5 years	NA		
	Records documenting the formation and management of partnerships and other collaborative arrangements to undertake research.	Life of partnership/arrangement + 6 years	Limitation Act 1980	Review for archival value	
2.8	Research Project Development Records documenting the design of research projects and the preparation of formal research project proposals which lead to research projects.	Completion of project + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the design of research projects and preparation of formal research project proposals which do not lead to research projects.	Last action + 5 years	NA	Review for archival value	
2.9	<p>Research Project Conduct Institutions must determine retention requirements for research data and records on a project by project basis, or at least for clearly defined categories of projects, taking account of:</p> <ul style="list-style-type: none"> - the legal and regulatory framework for particular types of research - the terms and conditions imposed by external research sponsors - the commercial, political or ethical sensitivity of particular types of research, or any research for particular external sponsors - 				
	Final reports of all research projects	Completion of project + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
2.10	Research Project Management Records documenting the management of internally-funded research projects.	Completion of project + 3 years	NA		
	Records documenting the management of externally-funded research projects.	Completion of project + 6 years unless a longer period is required by sponsor contract	Limitation Act 1980		
	Final reports of all research projects	Completion of project + 5 years	NA	Review for archival value	
2.11	Research Dissemination Records documenting announcements of research results other than in publications or through the media.	Issue of announcement + 1 year	NA		
	Records documenting the preparation of publications, audio-visual presentations, demonstrations or other means of disseminating research results.	Publication / Delivery + 1 year	NA		
	Final versions of publications, presentations etc.	Publication / Delivery + 3 years	NA	Review for archival value	
2.12	Research Exploitation Records documenting the identification of new intellectual property and liaison with specialists regarding applications for patents etc.	Last action on issue + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the identification of opportunities for commercial exploitation of research results and liaison with specialist staff regarding formation of spin-out companies to develop commercial products.	Last action on issue + 5 years	NA	Review for archival value	
2.13	Research Programme Development Records documenting the development of the institution's research programmes.	Life of programme + 10 years	NA	Review for archival value	
	Records documenting routine monitoring of external developments and trends to inform the development of the institution's research programmes.	Current academic year + 1 year	NA		
2.14	Research Programme Review Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 3 years	NA		
	Records containing reports of routine internal reviews of research programmes.	Current academic year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of formal independent reviews of research programmes, and the responses to the results.	Current academic year + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
2.15	Research Student Assessment Records documenting the conduct of formal assessments of work undertaken by research students.	Completion of student's programme + 6 years	Limitation Act 1980		
	Records documenting awards and classifications, including reviews in response to notifications of mitigating circumstances or academic appeals.	Current academic year + 6 years	Limitation Act 1980		
2.16	Research Student Academic Supervision & Support Records documenting the appointment of supervisors for research students.	Termination of appointment + 1 year	NA		
	Records documenting academic advice and guidance to individual students on the selection of research subjects and on the progress and standard of their work.	Completion of student's programme + 6 years	Limitation Act 1980		
	Records documenting the development and delivery of training in research-related skills.	Current academic year + 5 years	NA		

3 Student administration & support

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
3.1	Student Administration Policy Development Records documenting the development and establishment of the institution's student administration policies.	Superseded + 10 years	NA	Review for archival value	Enrolment Policy	SAS
3.2	Student Administration Procedures Development Records documenting the development and establishment of the institution's student administration procedures.	Superseded + 10 years	NA		Under development	SAS
3.3	Student Recruitment Records documenting the design, conduct and summary results of student recruitment campaigns.	Completion of campaign + 5 years	NA	Review for archival value	Ask Marketing	MCR Faculties
	Records documenting the design, organisation and summary results of student recruitment events.	Completion of event + 5 years	NA	Review for archival value	Ask Marketing	MCR Faculties
	Records documenting the design, operation and summary results of student recruitment schemes.	Current academic year + 5 years OR Termination of scheme + 5 years	NA	Review for archival value	Ask Marketing	MCR Faculties
	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year	NA		Ask marketing	MCR Faculties
	Records documenting the handling of enquiries from prospective students.	Current academic year + 1 year	NA	File based only	Will be available via QL (if used as intended)	MCR Faculties

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
	Records containing summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years	NA	To be developed		BTS
3.4	Student Admission Records documenting the development and establishment of the institution's admission criteria.	Superseded + 10 years	NA	Review for archival value	Admissions Policy Standard offer criteria	MCR
	Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years	1980 c.58		Application forms QL record	Faculties SAS
	Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year	NA		Application forms QL record	MCR Faculties
	Records documenting the administration of the clearing process.	Current academic year + 1 year	NA			MCR
	Records containing data on overall student numbers.	Perpetuity	NA		HESA	BTS
3.5	Student Registration Records documenting the registration of individual students on programmes.	Current academic year + 1 year	1980 c.58		Enrolment form	SAS
	Records containing summaries and analyses of data on registration of students on programmes	Current academic year + 5 years	NA		Final ARE reports	SAS
3.6	Student Induction Records documenting the design, conduct and review of induction programmes for new students.	Current academic year + 1 year	NA	Review for archival value	Induction programmes	Faculties
	Records documenting the administration of induction programmes and events for new students.	Current academic year + 1 year	NA			

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
3.7	Student Records Administration Records containing personal data on individual students	Minimum required. Variable for different types of personal data.			The student file	Faculties
		Recommended maximum retention: End of 'registered student' relationship with institution + 6 years	1980 c.58	Retention must comply with the provisions of 1998 c.29 Duplication	Enrolment forms	SAS Faculties
	Records containing standard analyses of data from individual students' records.	Current academic year + 5 years	NA	Review for archival value	HESA, HESES & DLHE	BTS
	Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request + 1 year	NA			
	Records documenting the handling of individual students' requests for statements of results/transcripts.	Last action on request + 1 year	NA		File of requests from ex-students	SAS Faculties
	Records documenting the handling of requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions.	Last action on request + 1 year	NA		File of requests from ex-students	SAS
	Records documenting the design and conduct of First Destination Surveys.	Current academic year + 5 years	NA	Review for archival value		SAS
	First Destination Surveys: individual responses	Completion of analysis of responses	NA			SAS

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
	Records containing (anonymised) summaries and analyses of the results of First Destination Surveys.	Current academic year + 5 years	NA	Review for archival value	DLHE	SAS
3.8	Student Progress Administration Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.	Termination of relationship with student + 3 years	1980 c.58		Student file	Faculties
	Records documenting the transfer of individual students to new programmes or to new courses within programmes.	Termination of relationship with student + 3 years	1980 c.58		transfers	Faculties
	Records documenting the withdrawal of individual students from the institution.	Termination of relationship with student + 3 years	1980 c.58		withdrawals	Faculties
	Records documenting the termination of individual students' programmes.	Termination of relationship with student + 3 years	1980 c.58		Individual results letters	Faculties
3.9	Student Disciplinary Case Handling Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case + 3 years	1980 c.58		Disciplinary files Academic offences files	VCO Depts. Faculties SAS
3.10	Student Academic Appeal Handling Records documenting the handling and results of academic appeals by individual students.	Last action on case + 3 years	1980 c.58		Appeals files	SAS
3.11	Student Complaint Handling Records documenting the handling of formal complaints made by individual students against the institution.	Last action on case + 3 years	1980 c.58		Complaints files	SAS
	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	NA			Faculties VCO

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
3.12	Course Administration. Records documenting the timetabling of teaching and management of teaching space.	Current academic year	NA		On file Annual usage summary	Room Management
	Class / tutorial lists.	Current academic year	NA			Faculties
	Schedules for submission, marking and return of coursework.	Current academic year + 1 year	NA		Course handbooks Module plan	Faculties
	Records documenting individual students' submission of coursework.	Current academic year + 1 year	NA			Faculties
	Records documenting individual students' attendance.	Current academic year + 1 year for professional courses	NA			Faculties
	Records documenting the organisation of students' work placements.	Current academic year + 1 year except professional courses	NA			Faculties
3.13	Assessment Administration Records documenting the development and establishment of the institution's assessment and examination rules and procedures.	Superseded + 10 years	NA	Review for archival value	Q26, R6	SAS
	Records documenting the selection and appointment of external examiners.	Termination of appointment + 3 years	NA		Ex Ex files	SAS
	Records documenting liaison with external examiners on administrative matters.	Current academic year + 1 year	NA	Useful for DATs	Ex Ex files	Faculties
	Records documenting the selection and appointment of examination invigilators.	End of contract + 1 year	NA			SAS

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
	Records documenting the design and delivery of training for examination invigilators.	Current academic year + 1 year	NA			SAS
	Records documenting the control of examination papers and examination scripts.	Current academic year + 6 months	NA			SAS
	Records documenting the timetabling of examinations.	Current academic year + 1 year	NA		Past exam timetables	SAS
	Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Life of student + 1 year	NA		Special arrangements file	SAS
	Records documenting individual students' attendance at examinations.	Current academic year + 6 months	NA		Exam report	
	Records documenting the handling of reports of mitigating circumstances for individual students'.	Current academic year + 3 years	NA		Student file	SAS
	Records documenting the collation of examination results and compilation of pass lists.	Perpetuity	NA			Faculties
	Records documenting the individual notifications of results.	Current academic year + 3 years	NA			
	Pass Lists/Awards lists.	Issue of list + 10 years	NA	Consider implications of 1998 c.29 Review for archival value	Pass lists	SAS
3.14	Award Ceremony Administration Records documenting the organisation of award ceremonies.	Perpetuity	NA		Graduation Programmes	SAS
	Records documenting the production of award certificates.	Perpetuity	NA			SAS

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents	Location
	Records documenting the mailing of award certificates to students who do not attend ceremonies.	Perpetuity	NA			SAS
3.15	Student Relations Management Records documenting the establishment and operation of staff-student liaison committees.		NA			SAS
	Records documenting the operation of staff-student liaison committees.	Current academic year + 3 years	NA	SEC		Faculties and SAS
	Records documenting the election and/or appointment of student representatives to the institution's governing body and executive committees.	Completion of next election	NA	Formal records of elections/appointments are preserved in the records of the governing body and executive committees		SU
	Records documenting the design, development and delivery of training for elected student representatives.	Superseded + 1 year	NA			SU
	Records documenting the design and conduct of student surveys.	Completion of survey + 1 year	NA	Review for archival value	Student Satisfaction SG papers	SAS
	Results of student surveys: individual responses	Completion of analysis of survey responses	NA			SAS
	Results of student surveys: summaries and analyses of responses	Completion of survey + 5 years	NA	Review for archival value	Student satisfaction survey	SAS

4 Student Support Services Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
4.1	Student Support Services Strategy Development Records documenting the development and establishment of the institution's student support services strategy.	Superseded + 10 years	NA	Review for archival value	
4.2	Student Support Services Management Planning Records documenting the formulation of plans for the implementation of the institution's student support services strategy.	Superseded + 10 years	NA	Review for archival value	
4.3	Student Support Services Management Performance Management Records containing data on, and analyses of, performance against the plans for the implementation of the institution's student support services strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's student support services strategy.	Current academic year + 10 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the overall management of student support services, and responses to the results.	Current academic year + 10 years	NA	Review for archival value	

4.4	Student Support Services Management Policy Development Records documenting the development and establishment of the institution's student support services management policies.	Superseded + 10 years	NA	Review for archival value	
4.5	Student Support Services Management Procedures Development Records documenting the development of the institution's student support services management procedures.	Superseded + 5 years	NA	Review for archival value	
4.6	Student Support Service Proposal Development Records documenting the development and evaluation of a proposal to set up a student support service: where a decision is made to proceed.	Life of service	NA	Review for archival value	
	Records documenting the development and evaluation of a proposal to set up a student support service: where a decision is made not to proceed.	Last action on proposal + 5 years	NA	Review for archival value	
4.7	Student Support Service Planning Records documenting the planning of a student support service.	Current academic year + 5 years	NA	Review for archival value	
4.8	Student Support Service Performance Management Records documenting performance indicators for a student support service.	While current	NA		
	Records containing data on, and analyses of, service performance against plans.	Current academic year + 1 year	NA		
	Records containing reports of service performance against plans.	Current academic year + 5 years	NA	Review for archival value	

	Records documenting the conduct and results of formal audits and reviews of a student support service, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	
4.9	Student Support Service Policy Development Records documenting the development and establishment of policies on the operation, management and development of a student support service.	Superseded + 5 years	NA	Review for archival value	
4.10	Student Support Service Procedures Development Records documenting the development of procedures for the operation, management and development of a student support service.	Superseded + 3 years	NA		
4.11	Student Support Service Quality Management Records documenting the development and establishment of service standards for a student support service.	Superseded + 1 year	NA		
	Records containing data on, and analyses of, the quality of service delivered against the established service standards.	Current year + 1 year	NA		
	Records containing reports on service quality.	Current year + 3 years	NA	Review for archival value	
	Records documenting the conduct and results of independent reviews of service quality, and the responses to the results.	Current year + 5 years	NA	Review for archival value	
4.12	Student Support Service Promotion Records documenting the promotion of a student support service.	While current	NA	Review for archival value	

prepared by: Departmental Administrator

date: 12 Jan 2004

file location: K:\acserv\Fdocs\Retention_Schedules_2008\rr_04_Student_Support_Services_Management.doc

4.13	Student Support Service Delivery Institutions must determine retention requirements for records generated by individual student support services on a case by case basis, taking account of: <ul style="list-style-type: none"> - the type of service being provided - the legal and regulatory framework for providing particular types of services - the need to manage personal data on individual students in accordance with the provisions of the Data Protection Act 1998 				
4.14	Student Support Service Customer Relations Management Records documenting the design and conduct of user/customer surveys for a student support service.	Completion of survey + 3 years	NA	Review for archival value	
	Results of user/customer surveys: individual responses	Completion of analysis of survey responses	NA		
	Results of student surveys: summaries and analyses of responses	Completion of survey + 3 years	NA	Review for archival value	
	Records documenting the handling of user/customer complaints about a student support service.	Last action on complaint + 6 years	Limitation Act 1980		

5 Related Companies Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
5.1	Related Companies Strategy Development Records documenting the development of the institution's related companies' strategy.	Superseded + 10 years	NA	Review for archival value	
5.2	Related Companies Management Records documenting the formulation of plans for the implementation of the institution's related companies strategy.	Superseded + 10 years	NA	Review for archival value	
5.3	Related Companies Management Performance Management Records containing data on, and analyses of, performance against the plans for the implementation of the institution's related companies strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institutions related company's strategy.	Current academic year + 10 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the overall management of related companies, and responses to the results.	Current academic year + 10 years	NA	Review for archival value	
5.4	Related Companies Management Policy Development Records documenting the development and establishment of the institution's overall policies on the formation and management of related companies.	Superseded + 10 years	NA	Review for archival value	
5.5	Related Companies Management Procedures Development Records documenting the development of the institution's overall procedures for the formation and management of related companies.	Superseded + 10 years	NA		
5.6	Related Company Proposal Development Records documenting the development and evaluation of a	Life of company + 10 years	NA	Review for archival value	

prepared by: Departmental Administrator

date: 12 Jan 2004

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	proposal to form a related company: where a decision is made to proceed.				
	Records documenting the development and evaluation of proposals for the formation of a related company: where a decision is made not to proceed.	Last action on proposal + 5 years	NA	Review for archival value	
5.7	Related Company Formation Records documenting the formation of a related company.	Life of company + 10 years	NA	Review for archival value	
5.8	Related Company Management Records documenting action by the institution to ensure that a related company is conducting business in line with established agreements and company law.	Current year + 5 years	NA	Review for archival value	
5.9	Related Company Review Records documenting the conduct and results of regular reviews of a related company's performance against plans, including budgets.	Current year + 5 years	NA		
	Records containing reports of the results of internal and external audits of a related company.	Current year + 5 years	NA		
	Records documenting action taken by the institution to ensure that a related company has proper operating procedures in place and that they are being implemented.	Current year + 5 years	NA		
	Annual Report & Accounts of related company	Life of company + 10 years	NA	Review for archival value	
5.10	Related Company Disposal Records documenting the disposal of a related company (or the institution's interest in it) by winding-up or sale.	Disposal + 10 years	NA	Review for archival value	

6 Commercial Services Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
6.1	Commercial Services Strategy Development Records documenting the development and establishment of the institution's commercial services strategy.	Superseded + 5 years	NA	Review for archival value	
6.2	Commercial Services Management Planning Records documenting the formulation of plans for the implementation of the institution's commercial services strategy.	Superseded + 5 years	NA	Review for archival value	
6.3	Commercial Services Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's commercial services strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's commercial services strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the overall management of commercial services, and the responses to the results.	Current year + 5 years	NA	Review for archival value	
6.4	Commercial Services Management Policy Development. Records documenting the development and establishment of the institution's policies on the overall management and development of commercial services.	Superseded + 5 years	NA	Review for archival value	
6.5	Commercial Services Management Procedures Development. Records documenting the development of the institution's procedures for the overall management and development of commercial services.	Superseded + 3 years	NA		

prepared by: Departmental Administrator

date: 12 Jan 2004

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
6.6	Commercial Service Proposal Development Records documenting the development and evaluation of a proposal to set up a commercial service: where a decision is made to proceed.	Life of service + 5 years	NA	Review for archival value	
	Records documenting the development and evaluation of a proposal to set up a commercial service: where a decision is made not to proceed.	Last action on proposal + 5 years	NA	Review for archival value	
6.7	Commercial Service Planning. Records documenting the planning of the operation, management and development of a commercial service.	Current year + 5 years	NA	Review for archival value	
6.8	Commercial Service Performance Management Records containing data on, and analyses of, the performance of a commercial service.	Current year + 1 year	NA		
	Records containing reports on the performance of a commercial service.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of a commercial service, and the responses to the results.	Current year + 5 years	NA	Review for archival value	
6.9	Commercial Service Policy Development. Records documenting the development and establishment of policies on the operation, management and development of a commercial service.	Superseded + 5 years	NA	Review for archival value	
6.10	Commercial Service Procedures Development Records documenting the development of procedures for the operation, management and development of a commercial service.	Superseded + 3 years	NA		
6.11	Commercial Service Quality Management. Records documenting the development and establishment of service standards for a commercial service.	Superseded + 3 years	NA		
	Records containing data on, and analyses of, the quality of service delivered against the established service standards.	Current year + 1 year	NA		
	Records containing reports on service quality.	Current year + 3 years	NA	Review for archival value	

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the conduct and results of independent reviews of service quality, and the responses to the results.	Current year + 5 years	NA	Review for archival value	
6.12	Commercial Service Promotion. Records documenting the development and assessment of promotional campaigns and materials for a commercial service.	Superseded + 1 year	NA		
	Promotional materials	While current	NA	Review for archival value	
6.13	Commercial Service Delivery. With the exception of the records detailed below, institutions must determine retention requirements for records generated by individual commercial services on a case by case basis, taking account of: <ul style="list-style-type: none"> - the type of service - the legal and regulatory framework for providing particular types of services - the need to manage personal data on service customers in accordance with the provisions of the Data Protection Act 1998 				
	Records documenting service proposals for prospective customers: where the proposal is accepted.	Termination of contract + 6 years	Limitation Act 1980	Review for archival value	
	Records documenting service proposals for prospective customers: where the proposal is not accepted.	Rejection of proposal + 5 years	NA		
	Records documenting service agreements/contracts with customers	Termination of contract + 6 years	Limitation Act 1980	Review for archival value	
6.14	Commercial Service Customer Relations Management. Records documenting the design and conduct of customer surveys.	Completion of survey + 3 years	NA	Review for archival value	
	Results of customer surveys: individual responses	Completion of analysis of survey responses	NA		
	Results of customer surveys: summaries and analyses of responses	Completion of survey + 3 years	NA	Review for archival value	

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting unsolicited customer feedback on the service, the internal handling of this feedback and the responses provided.	Last action on feedback + 3 years	NA		
	Records documenting customer complaints about the service, the internal handling of these complaints and the responses provided.	Last action on complaint + 6 years	Limitation Act 1980		

7 Retail Trading Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
7.1	Retail Trading Strategy Development Records documenting the development and establishment of the institution's retail trading strategy.	Superseded + 5 years	NA	Review for archival value	
7.2	Retail Trading Management Planning Records documenting the formulation of plans for the implementation of the institution's retail trading strategy.	Superseded + 5 years	NA	Review for archival value	
7.3	Retail Trading Management Performance Management Records containing data on, and analyses of, performance against the plans for the implementation of the institution's retail trading strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's retail trading strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the overall management of retail trading, and the responses to the results.	Current year + 5 years	NA	Review for archival value	
7.4	Retail Trading Management Policy Development Records documenting the development and establishment of the institution's overall policies on the management and operation of retail outlets.	Superseded + 5 years	NA	Review for archival value	
7.5	Retail Trading Management Procedures Development Records documenting the development of the institution's overall procedures for the management and operation of retail outlets.	Superseded + 3 years	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
7.6	Retail Outlet Proposal Development Records documenting the development and evaluation of a proposal to set up a retail outlet: where a decision is made to proceed.	Life of outlet + 5 years	NA	Review for archival value	
	Records documenting the development and evaluation of a proposal to set up a retail outlet: where a decision is made not to proceed.	Last action on proposal + 5 years	NA	Review for archival value	
7.7	Retail Outlet Planning Records documenting the planning of the management and operation of a retail outlet.	Current year + 3 years	NA	Review for archival value	
7.8	Retail Outlet Performance Management Records containing data on, and analyses of, the performance of a retail outlet.	Current year + 1 year	NA		
	Records containing reports on the performance of a retail outlet.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of a retail outlet, and the responses to the results.	Current year + 5 years	NA	Review for archival value	
7.9	Retail Outlet Policy Development Records documenting the development of policies on the operation and management of a retail outlet.	Superseded + 3 years	NA	Review for archival value	
7.10	Retail Outlet Procedures Development Records documenting the development and establishment of procedures for the management and operation of a retail outlet.	Superseded + 5 years	NA	Review for archival value	
7.11	Retail Outlet Promotion Records documenting the development of promotional campaigns and materials for a retail outlet.	Superseded + 1 year	NA		
	Promotional materials.	While current	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
7.12	<p>Retail Outlet Operation</p> <p>With the exception of the records detailed below, institutions must determine retention requirements for records of retail sales on a case by case basis, taking account of:</p> <ul style="list-style-type: none"> - the type of service <ul style="list-style-type: none"> - the legal and regulatory framework for sales of particular types of products - the need to manage personal data on retail customers in accordance with the provisions of the Data Protection Act 1998 				
	Records documenting retail sales transactions.	Current financial year + 6 years*	Limitation Act 1980 and HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts		
7.13	<p>Retail Outlet Customer Services Management</p> <p>Records documenting the design and conduct of customer surveys.</p>	Completion of survey + 3 years	NA	Review for archival value	
	Results of customer surveys: individual responses.	Completion of analysis of survey responses	NA		
	Results of customer surveys: summaries and analyses of responses.	Completion of survey + 3 years	NA	Review for archival value	
	Records documenting customer complaints about the retail outlet, the internal handling of these complaints and the responses provided.	Last action on complaint + 6 years	Limitation Act 1980		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting unsolicited customer feedback on the retail outlet, the internal handling of this feedback and the responses provided.	Last action on feedback + 3 years	NA		

8 Public Relations Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
8.1	Public Relations Strategy Development. Records documenting the development and establishment of the institution's public relations strategy.	Superseded + 5 years	NA	Review for archival value	
8.2	Public Relations Management Planning. Records documenting the formulation of plans for the implementation of the institution's public relations strategy.	Superseded + 5 years	NA	Review for archival value	
8.3	Public Relations Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's public relations strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's public relations strategy.	Current academic year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the public relations function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	
8.4	Public Relations Management Policy Development Records documenting the development and establishment of the institution's public relations management policies.	Superseded + 5 years	NA	Review for archival value	
8.5	Public Relations Management Procedures Development. Records documenting the development of the institution's public relations management procedures.	Superseded + 3 years	NA		
8.6	Public Communication Management. Records documenting enquiries from members of the public and the responses provided.	Last action on enquiry + 1 year	NA		
	Records documenting unsolicited feedback from members of the public, the internal handling of this	Last action on feedback + 1 year	NA		

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	feedback and the responses provided.				
	Records documenting the design and conduct of surveys to assess public attitudes towards the institution.	Completion of survey + 3 years	NA	Review for archival value	
	Results of public surveys: individual responses.	Completion of analysis of survey responses	NA		
	Results of public surveys: summaries and analyses of responses.	Completion of survey + 3 years	NA	Review for archival value	
	Records documenting complaints from members of the public, the internal handling of these complaints and the responses provided.	Last action on complaint + 1 year	NA		
8.7	Public Relations Event Management. Records documenting the planning and impact/results of public events.	Completion of event + 3 years	NA		
	Records documenting the organisation and administration of public events.	Completion of event + 1 year	NA		
8.8	Corporate Identity & Brand Management. Records documenting the design of the institution's corporate identity marks (logos etc.).	While current	NA	Review for archival value	
	Records documenting the development of corporate style guides for official use of corporate identity marks.	While current	NA		
8.9	Sponsorship Management. Records documenting the negotiation of corporate sponsorship of public events by the institution.	Termination of sponsor relationship + 5 years	NA	Review for archival value	
8.10	Donation Management. Records documenting the management of the institution's relationship with donors to the institution (other than in response to fundraising campaigns).	Duration of relationship + 6 years	Limitation Act 1980	Review for archival value	
	Records documenting the process of making donations to third parties.	Last action on donation + 6 years	Limitation Act 1980	Review for archival value	
8.11	Honorary Award Management. Records documenting nominations for honorary awards, and decisions made on individual nominations.	Current academic year + 10 years	NA	Review for archival value	
	Records documenting the organisation of honorary awards ceremonies.	Completion of ceremony + 1 year	NA		

9 Media Relations

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
9.1	Media Relations Strategy Development Records documenting the development and establishment of the institution's media relations strategy.	Superseded + 5 years	NA	Review for archival value	
9.2	Media Relations Management Planning Records documenting the development of plans for the implementation of the institution's media relations strategy.	Superseded + 5 years	NA	Review for archival value	
9.3	Media Relations Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's media relations strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's media relations strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the media relations function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
9.4	Media Relations Management Policy Development. Records documenting the development of the institution's media relations management policies.	Superseded + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
9.5	Media Relations Management Procedures Development. Records documenting the development of the institution's media relations management procedures.	Superseded + 3 years	NA		
9.6	Media Communication Management. Records documenting the institution's media contacts.	Superseded	NA		
	Records documenting the planning and organisation of media briefings.	Last action on briefing + 1 year	NA		
	Transcripts of media briefings	Last action on briefing + 5 years	NA		
	Records documenting the planning and organisation of media interviews.	Last action on interview + 1 year	NA		
	Transcripts of media interviews	Interview + 5 years	NA	Review for archival value	
	Press Releases	Issue + 5 years	NA	Review for archival value	
	Records documenting media enquiries, the internal handling of these enquiries and responses provided.	Last action on enquiry + 5 years	NA		
	Records documenting the monitoring and analysis of media coverage of the institution.	Creation + 5 years	NA	Review for archival value	

10 HE Sector Relations

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
10.1	HE Sector Relations Strategy Development. Records documenting the development and establishment of the institution's HE sector relations strategy.	Superseded + 5 years	NA	Review for archival value	
10.2	HE Sector Relations Management Planning. Records documenting the formulation of plans for the implementation of the institution's HE sector relations strategy.	Superseded + 5 years	NA	Review for archival value	
10.3	HE Sector Relations Management Performance Management Records containing data on, and analyses of, performance against the plans for the implementation of the institution's HE sector relations strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's HE sector relations strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the HE sector relations function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
10.4	HE Sector Relations Management Policy Development Records documenting the development and establishment of the institution's HE sector relations management policies.	Superseded + 5 years	NA	Review for archival value	
10.5	HE Sector Relations Management Procedures Development Records documenting the development of the institution's HE sector relations management procedures.	Superseded + 3 years	NA		

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
10.6	HE Sector Communication Management. Records documenting the institution's general communications with other HE institutions, other educational institutions, professional associations and learned bodies.	Current year + 5 years	NA	Review for archival value	
	Records documenting the production of publications specifically intended for the HE sector.	Publication + 1 year	NA		
	Publications	While current + 1 year	NA	Review for archival value	
	Records documenting general enquiries from institutions and other bodies in the sector, the internal handling of these enquiries and the responses given.	Last action of enquiry + 1 year	NA		
10.7	HE Sector Relations Event Management. Records documenting the planning and impact/results of events for the HE sector.	Completion of event + 3 years	NA		
	Records documenting the organisation and administration of events for the HE sector.	Completion of event + 1 year	NA		
10.8	HE Sector Organisations Membership Administration Records documenting the establishment and maintenance of corporate or individual (institutionally-funded) membership of professional associations and other organisations in the HE sector.	Renewal / Termination of membership + 1 year	NA		
	Records documenting the institution's official response to surveys and consultations conducted by professional and other organisations in the HE sector.	Completion of response + 1 year	NA	Review for archival value	

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the institution's official representation on committees of professional and other organisations in the sector.	Termination of membership of organisation	NA		

11 Community Relations

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
11.1	Community Relations Strategy Development. Records documenting the development and establishment of the institution's community relations strategy.	Superseded + 5 years	NA	Review for archival value	
11.2	Community Relations Management Planning. Records documenting the development of plans for the implementation of the institution's community relations strategy.	Superseded + 5 years	NA	Review for archival value	
11.3	Community Relations Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's community relations strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's community relations strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the community relations function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
11.4	Community Relations Management Policy Development Records documenting the development and establishment of the institution's community relations management policies.	Superseded + 5 years	NA	Review for archival value	
11.5	Community Relations Management Procedures Development. Records documenting the development of the institution's community relations management procedures.	Superseded + 3 years	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
11.6	Community Communication Management. Records documenting enquiries from members of the local community and the responses provided.	Last action of enquiry + 1 year	NA		
	Records documenting unsolicited feedback from members of the local community, the internal handling of this feedback and the responses provided.	Last action on feedback + 1 year	NA		
	Records documenting the design and conduct of surveys to assess attitudes towards the institution in the local community.	Completion of survey + 3 years	NA	Review for archival value	
	Results of community surveys: individual responses	Completion of analysis of survey responses	NA		
	Results of community surveys: summaries and analyses of responses	Completion of survey + 3 years	NA	Review for archival value	
	Records documenting complaints from members of the local community, the internal handling of these complaints and the responses provided.	Last action on complaint + 1 year	NA		
11.7	Community Relations Event Management. Records documenting the planning and impact/results of local community events.	Completion of event + 3 years	NA		
	Records documenting the organisation and administration of local community events.	Completion of event + 1 year	NA		

12 Alumni Relations

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
12.1	Alumni Relations Strategy Development. Records documenting the development and establishment of the institution's alumni relations strategy.	Superseded + 5 years	NA	Review for archival value	
12.2	Alumni Relations Management Planning. Records documenting the formulation of plans for the implementation of the institution's alumni relations strategy.	Superseded + 5 years	NA	Review for archival value	
12.3	Alumni Relations Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's alumni relations strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's alumni relations strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the alumni relations function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
12.4	Alumni Relations Management Policy Development Records documenting the development and establishment of the institution's alumni relations management policies.	Superseded + 5 years	NA	Review for archival value	
12.5	Alumni Relations Management Procedures Development Records documenting the development of the institution's alumni relations management procedures.	Superseded + 3 years	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
12.6	Alumni Data Administration. Records containing personal data on individual alumni.	While current (or likely to be current)	NA	Retention must comply with the provisions of 1998 c.29 </ACRO< P>	
	Summary (anonymised) statistical records of alumni.	Current year + 10 years	NA	Review for archival value	
12.7	Alumni Communication Management. Records documenting the design, planning and production of official alumni communications.	Issue of communication + 1 year	NA		
	Alumni communications	Issue + 1 year	NA	Review for archival value	
	Records documenting enquiries from alumni and the responses provided.	Last action on enquiry + 1 year	NA		
	Records documenting unsolicited feedback from alumni, the internal handling of this feedback and the responses provided.	Last action on feedback + 1 year	NA		
	Records documenting the design and conduct of surveys of alumni.	Completion of survey + 3 years	NA	Review for archival value	
	Results of alumni surveys: individual responses	Completion of analysis of survey responses	NA		
	Results of alumni surveys: summaries and analyses of responses	Completion of survey + 3 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting complaints from alumni, the internal handling of these complaints and the responses provided.	Last action on complaint + 6 years	1980 c.58		
12.8	Alumni Relations Event Management. Records documenting the planning and impact/results of institutional events for alumni.	Completion of event + 3 years	NA	Review for archival value	
	Records documenting the organisation and administration of institutional events for alumni.	Completion of event + 1 year	NA		
	Records documenting the administration of financial and other support given to individual alumni organisations.	Current financial year + 1 year	NA		
12.9	Alumni Support. Records documenting requests from alumni associations for financial or other support, the internal handling of these requests and the responses provided.	Last action on request + 1 year	NA		
	Records documenting the administration of financial and other support to alumni organisations.	Current financial year +1 year	NA		
	Records documenting requests for contact details for alumni, action taken and the responses provided.	Last action on request + 1 year	NA		

13 Fundraising

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
13.1	Fundraising Strategy Development. Records documenting the development and establishment of the institution's fundraising strategy.	Superseded + 5 years	NA	Review for archival value	
13.2	Fundraising Planning. Records documenting the formulation of plans for the implementation of the institution's fundraising strategy.	Superseded + 5 years	NA	Review for archival value	
13.3	Fundraising Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's fundraising strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's fundraising strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the fundraising function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
13.4	Fundraising Policy Development. Records documenting the development and establishment of the institution's fundraising policies.	Superseded + 5 years	NA	Review for archival value	
13.5	Fundraising Procedures Development. Records documenting the development of the institution's fundraising procedures.	Superseded + 3 years	NA		
13.6	Fundraising Campaign Management. Records documenting the design, conduct and summary results of fundraising campaigns.	Last action on campaign + 5 years	NA	Review for archival value	
	Records containing details of individual responses to fundraising campaigns.	Completion of analysis of data	NA	Retention must comply with the provisions of 1998 c.29	

14 Publishing

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
14.1	Publishing Strategy Development. Records documenting the development and establishment of the institution's publishing strategy.	Superseded + 5 years	NA	Review for archival value	
14.2	Publishing Planning. Records documenting the formulation of plans for the implementation of the institution's publishing strategy.	Superseded + 5 years	NA	Review for archival value	
14.3	Publishing Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's publishing strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's publishing strategy.	Current academic year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the publishing function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	
14.4	Publishing Policy Development. Records documenting the development and establishment of the institution's publishing policies.	Superseded + 5 years	NA	Review for archival value	
14.5	Publishing Procedures Development. Records documenting the development of the institution's publishing procedures.	Superseded + 3 years	NA		
14.6	Publication Management. Records documenting the design, commissioning, editing and production of publications.	Issue of publication + 1 year	NA		
	Records documenting the development of marketing plans for publications.	Life of publication	NA		

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15 Strategic Planning

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
15.1	Strategic Planning & Performance Management Policy Development. Records documenting the development of the institution's policies on strategic planning and performance management.	Superseded + 10 years	NA	Review for archival value	
15.2	Strategic Planning & Performance Management Procedures Development. Records documenting the development of the institution's procedures for strategic planning and performance management.	Superseded + 3 years	NA		
15.3	Institutional Strategy Development. Records documenting the development of the institution's overall strategy.	Superseded + 10 years	NA	Review for archival value	
15.4	Institutional Strategic Planning. Records documenting the development of the institution's overall strategic plan.	Superseded + 10 years	NA	Review for archival value	
15.5	Strategic Performance Management. Records containing data on, and analyses of, the institution's performance against its strategic plan.	Current academic year + 5 years	NA		
	Records containing reports on the institution's performance against its strategic plan.	Current academic year + 10 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	

16 Legal Framework Development

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
16.1	Legal Framework Development. Records documenting the establishment and development of the institution's legal framework.	Life of institution	NA	Review for archival value	
16.2	Governance Structure Development. Records documenting the establishment and development institution's governance structure.	Life of institution	NA		
16.3	Governing Body Management. Records documenting the appointment of members of the institution's governing body.	Termination of appointment + 6 years	1980 c.58	Review for archival value	
	Records documenting the provision of training and development for members of the institution's governing body.	Current year + 3 years	NA		
	Records documenting the organisation of meetings of the institution's governing body.	Current year + 1 year	NA		
	Records documenting the conduct and proceedings of meetings of the institution's governing body.	Current year + 50 years	NA	Review for archival value	
	Records documenting the appointment of members of the institution's executive committees.	Termination of appointment + 5 year	NA	Review for archival value	
	Records documenting the provision of training and development for members of the institution's executive committees.	Current year + 3 years	NA		

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the organisation of meetings of the institution's executive committees.	Current year + 1 year	NA		
	Records documenting the conduct and proceedings of meetings of the institution's executive committees.	Current year + 50 years	NA	Review for archival value	
16.5	Senior Officers Appointments Management Records documenting the appointment and designation of the institution's senior officers.	Termination of appointment + 5 years	NA	Review for archival value	

17 Risk Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
17.1	Risk Management Strategy Development. Records documenting the development and establishment of the institution's risk management strategy.	Superseded + 5 years	NA	Review for archival value	
17.2	Risk Management Planning. Records documenting the formulation of plans for the implementation of the institution's risk management strategy.	Superseded + 5 years	NA	Review for archival value	
17.3	Risk Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's risk management strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's risk management strategy.	Current academic year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the risk management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	
17.4	Risk Management Policy Development. Records documenting the development and establishment of the institution's risk management policies.	Superseded + 5 years	NA	Review for archival value	
17.5	Risk Management Procedures Development. Records documenting the development and establishment of the institution's risk management procedures.	Superseded + 3 years	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
17.6	Risk Identification & Assessment. Records documenting identified risks to the institution and assessments of those risks.	Superseded + 1 year	NA		
17.7	Business Continuity Planning. Records documenting the formulation, testing and maintenance of disaster response and recovery plans.	Superseded + 1 year	NA		

18 Quality Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni documents
18.4	Quality Management Policy Development. Records documenting the development and establishment of the institution's overall quality management policies.	Current plus Superseded nor more than 5 years	NA	Review for archival value	Current Formal Quality documents plus previous version. Development documents for current version only
18.5	Quality Management Procedures Development. Records documenting the development of the institution's quality management procedures.	Superseded + 3 years	NA		Formal Quality Documents
18.6	Quality Audit. Records documenting the conduct and results of quality audits, and action taken to address issues raised.	Completion of current audit + 5 years	NA	Review for archival value	AR&E , Periodic Review, Faculty Review
18.7	Quality Management Scheme Accreditation Management. Records documenting the attainment and maintenance of the institution's accreditation under established independent quality management schemes.	Termination of accreditation + 1 year	NA	Review for archival value	Investors in People

19 Audit

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni documents
19.1	Audit Strategy Development. Records documenting the institution's audit strategy.	Superseded + 5 years	NA	Review for archival value	
19.2	Audit Planning. Records documenting the development of plans for the implementation of the institution's audit strategy.	Superseded + 5 years	NA	Review for archival value	
19.3	Audit Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's audit strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's audit strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the audit function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
19.4	Audit Policy Development. Records documenting the development and establishment of the institution's audit policies.	Superseded + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni documents
19.5	Audit Procedures Development. Records documenting the development of the institution's audit procedures.	Superseded + 3 years	NA		
19.6	Audit Management. Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit + 5 years	NA	Review for archival value	

20 Legal Affairs Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
20.1	Legal Affairs Management Policy Development. Records documenting the development and establishment of the institution's policies on legal affairs and the acquisition/provision of legal services.	Superseded + 5 years	NA	Review for archival value	
20.2	Legal Affairs Management Procedures Development. Records documenting the development and establishment of the institution's procedures for the conduct of legal affairs and the acquisition/provision of legal services.	Superseded + 5 years	NA	Review for archival value	
20.3	Contracts & Agreements Management. Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and third parties: agreements and contracts under seal.	Termination of contract + 12 years	1980 c.58	Review for archival value	
	Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and others: other contracts and agreements.	Termination of contract + 6 years	1980 c.58	Review for archival value	
20.4	Legal Claims Management. Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement.	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	1980 c.58	Review for archival value	
20.5	Litigation Management. Records documenting litigation between the institution and third parties where legal precedents are set.	Life of institution	1980 c.58	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting litigation between the institution and third parties which does not set legal precedents.	Settlement of case + 6 years	1980 c.58	Review for archival value	
20.6	Legal Interpretation & Advice Provision. Records documenting legal advice requested by, and provided to, the institution concerning: - interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations proposals for new legislation affecting the institution's legal framework, governance, responsibilities or operations - the institution's relationships with government bodies and HE regulators - industrial relations issues - health, safety and environmental issues	Life of institution	NA	Review for archival value	
	Records documenting legal advice on other matters requested by, and provided to, the institution.	Superseded + 5 years	NA		

21 Government Relations

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
21.1	Government Relations Strategy Development Records documenting the development and establishment of the institution's government relations strategy.	Superseded + 5 years	NA	Review for archival value	
21.2	Government Relations Management Planning Records documenting the development of plans for the implementation of the institution's government relations strategy.	Superseded + 5 years	NA	Review for archival value	
21.3	Government Relations Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's government relations strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's government relations strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the government relations function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
21.4	Government Relations Management Policy Development. Records documenting the development and establishment of the institution's government relations management policies.	Superseded + 5 years	NA	Review for archival value	
21.5	Government Relations Management Procedures Development. Records documenting the development of the institution's government relations management procedures.	Superseded + 3 years	NA		
	Records documenting the institution's formal response to surveys and consultations carried out by government bodies.	Completion of response + 1 year	NA	Review for archival value	

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the institution's participation in formal government or public inquiries.	Last action on inquiry + 10 years	NA	Review for archival value	
21.7	HE Sector Legislation Development. Records documenting the institution's input to the preparation, development and implementation of legislation or regulation affecting the HE sector as a whole.	Last action on issue + 5 years	NA	Review for archival value	
	Records documenting the institution's input to the preparation, development and implementation of legislation or regulation affecting its specific legal status, mandate or activities.	Last action on issue + 5 years	NA	Review for archival value	

22 HE Regulator

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
22.1	HE Regulator Relations Strategy Development. Records documenting the development of the institution's HE regulator relations strategy.	Superseded + 5 years	NA	Review for archival value	
22.2	HE Regulator Relations Management Planning. Records documenting the formulation of plans for the implementation of the institution's HE regulator relations strategy.	Superseded + 5 years	NA	Review for archival value	
22.3	HE Regulator Relations Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's HE regulator relations strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's HE regulator relations strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the HE regulator relations function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
22.4	HE Regulator Relations Management Policy Development Records documenting the development and establishment of the institution's HE regulator relations management policies.	Superseded + 5 years	NA	Review for archival value	
22.5	HE Regulator Relations Management Procedures Development. Records documenting the development of the institution's HE regulator relations management procedures.	Superseded + 3 years	NA		

22.6	HE Regulator Communication Management. Records documenting requests for information from HE regulators, the internal handling of those requests and the responses provided.	Last action on request + 1 year	NA		
	Records documenting the institution's formal response to surveys and consultations carried out by HE regulators.	Completion of response + 1 year	NA	Review for archival value	
	Records documenting the institution's participation in the conduct of formal reviews of the institution by HE regulators, and its formal response to the results of such reviews.	Last action on review + 5 years	NA	Review for archival value	

23 Students' Union Relations Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
23.1	Students' Union Relations Strategy Development Records documenting the development and establishment of the institution's students' union relations strategy.	Superseded + 10 years	NA	Review for archival value	
23.2	Students' Union Relations Management Planning Records documenting the development of plans for the implementation of the institution's students' union relations strategy.	Superseded + 5 years	NA	Review for archival value	
23.3	Students' Union Relations Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's students' union relations strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's student's union relations strategy.	Current academic year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the students' union relations function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	
23.4	Students' Union Relations Management Policy Development. Records documenting the development and establishment of the institution's students' union relations management policies.	Life of institution	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the development and establishment of the institution's code of practice on the oversight of the operations and finances of its students' union, as required by Section 22(3) of the Education Act 1994.	Issue of revised Code of Practice + 1 year	1994 c.30	Review for archival value	
	Code of Practice required by Section 22(3) of the Education Act 1994.	Life of institution	1994 c.30	Review for archival value	
23.5	Students' Union Relations Management Procedures Development. Records documenting the development of the institution's students' union relations management procedures.	Superseded + 5 years	NA		
23.6	Students' Union Constitution Review & Approval Records documenting the process of reviewing the students' union's constitution, other than formal review and approval by the institution's governing body #. # The governing body's formal review and approval of the students union's constitution will be recorded in the minutes of the appropriate meetings of the governing body, and copies of the students union's constitutions will be retained with the papers of those meetings.	Issue of revised constitution + 1 year	1994 c.30		
23.7	Students' Union Funding. Records documenting the process of negotiating and agreeing funding to be provided by the institution to its students' union.	Current financial year + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
23.8	Students' Union Financial Monitoring. Records documenting the process of reviewing the students' union's budgets, other than formal review and approval by the institution's governing body. # # The governing body's formal review and approval of the students union's budgets will be recorded in the minutes of the appropriate meetings of the governing body, and copies of the students union's budgets will be retained with the papers of those meetings.	Current financial year + 1 year	1994 c.30		
	Records documenting the monitoring of the students' union's financial affairs, other than the review of formal monitoring reports by the governing body. # # The governing body's formal review and approval of the students union's financial reports will be recorded in the minutes of the appropriate meetings of the governing body, and copies of the students union's financial reports will be retained with the papers of those meetings.	Current financial year + 1 year	1994 c.30		
23.9	Students' Union Operations Monitoring. Records documenting the monitoring of elections to major offices in the institution's students' union. Formal reports on the conduct of the students' union's elections will be retained in the papers of the institution's governing body. For retention of the papers of the institution's governing body, see Governance - Governing Body Management.	Current year + 2 years	1994 c.30		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the monitoring of students' union affiliations. Copies of notices of the students' union's decisions to affiliate, and formal reports of affiliations, will also be retained with the papers of the institution's governing body.	Current year + 2 years	1994 c.30		
	Records documenting the monitoring of complaints against the students' union, and the handling of these complaints by the union.	Last action on complaint + 6 years	1980 c.58		
	Records documenting the investigation and reporting on complaints against the students' union by independent investigators appointed by the institution's governing body.	Settlement of complaint + 6 years	1994 c.30 1980 c.58		

24 Organisational Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
24.1	Organisational Development Strategy Development. Records documenting the development of the institution's organisational development strategy.	Superseded + 5 years	NA	Review for archival value	
24.2	Organisational Development Planning. Records documenting the development of plans for the implementation of the institution's organisational development strategy.	Superseded + 5 years	NA	Review for archival value	
24.3	Organisational Development Performance Management Records containing data on, and analyses of, performance against the plans for the implementation of the institution's organisational development strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's organisational development strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the organisational development function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
24.4	Organisational Development Policy Development. Records documenting the development and establishment of the institution's organisational development policies.	Superseded + 5 years	NA	Review for archival value	
24.5	Organisational Development Procedures Development Records documenting the development of the institution's organisational development procedures.	Superseded + 3 years	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
24.6	Organisational Restructuring. Records documenting the management of individual organisational restructuring processes.	Completion of process + 5 years	NA	Review for archival value	

25 Health & Safety Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
25.2	Health & Safety Management Planning. Records documenting the formulation of plans for the implementation of the institution's health and safety strategy.	Superseded + 50 years	1974 c.37	Review for archival value	
25.3	Health & Safety Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's health and safety management strategy.	Current year + 1 year	1974 c.37		
	Records containing reports of performance against the plans for the implementation of the institution's health and safety management strategy.	Current year + 10 years	1974 c.37	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the health and safety management function, and responses to the results.	Current year + 10 years	1974 c.37	Review for archival value	
25.4	Health & Safety Management Policy Development. Records documenting the development and establishment of the institution's health and safety management policies.	Superseded + 50 years	1974 c.37	Review for archival value	
25.5	Health & Safety Management Procedures Development. Records documenting the development of the institution's health and safety management procedures.	Superseded + 50 years	1974 c.37		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
25.6	Health & Safety Audit. Records documenting the conduct and results of health and safety audits, and action taken to address issues raised.	Completion of audit + 5 years	1974 c.37	Review for archival value	
25.7	Health & Safety Consultation. Records documenting notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations 1977.	Termination of appointment + 1 year	S.I. 1977 / 500		
	Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 5 years	S.I. 1977 / 500		
	Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 50 years	S.I. 1977 / 500		
	Records documenting the formation of a safety committee under the Safety Representatives and Safety Committees Regulations 1977. Includes records documenting the objectives, role, functions, composition and administration of the committee.	Life of committee + 50 years	S.I. 1977 / 500		
	Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	Termination of membership + 1 year	S.I. 1977 / 500		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 50 years	S.I. 1977 / 500		
	Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996.	Termination of appointment + 1 year	S.I. 1996 / 1513		
	Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996 or with all employees directly.	Current year + 50 years	S.I. 1996 / 1513		
	Records documenting the provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996.	Current year + 5 years	S.I. 1996 / 1513		
	Records documenting the provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the Health and Safety (Consultation with Employees) Regulations 1996.	Current year + 5 years	S.I. 1996 / 1513		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
25.8	Health & Safety Information, Instruction & Training Provision. Records documenting the provision of information, instruction and training for employees, students and others on health and safety in the institution's premises. For role-specific training for fire wardens and first-aiders, see Health & Safety Emergency Planning .	Current year + 5 years	S.I. 1981 / 917 S.I. 1989 / 635 S.I. 1989 / 682 S.I. 1989 / 1790 S.I. 1992 / 2792 S.I. 1992 / 2793 S.I. 1992 / 2932 S.I. 1992 / 2966 S.I. 1996 / 341 S.I. 1997 / 1840 S.I. 1998 / 2306 S.I. 1999 / 3242 S.I. 2002 / 2675 S.I. 2002 / 2676 S.I. 2002 / 2677		
	Records documenting the content of information and instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery.	Superseded + 5 years	1957 c.31 1974 c.37 S.I. 1999 / 3242		
25.9	Health & Safety Hazard Identification & Risk Assessment. Records documenting the identification of general health and safety hazards to the institution's employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes.	Elimination of risk + 5 years OR Updating of risk assessment + 5 years	S.I. 1989 / 1790 S.I. 1992 / 2792 S.I. 1999 / 3242		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the Regulations).	Review of arrangements + 5 years	S.I. 1999 / 3242		
25.10	Hazardous Substance Exposure Control Records documenting hazardous substances present / in use.	Updated + 40 years	S.I. 2002 / 2677		
	List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations).	Last entry + 40 years	S.I. 2002 / 2677		
	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years *	S.I. 2002 / 2677 *		
	Records documenting the conduct and results of risk assessments for work involving substances hazardous to health, as defined in the Regulations cited.	Elimination of risk + 5 years OR Review / updating of assessment + 5 years	S.I. 2002 / 2677		
	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health.	Date of examination / test / repair + 5 years *	S.I. 2002 / 2677 *		
	Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure.	Date of action + 5 years *	S.I. 2002 / 2677 *		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: exposure of identifiable individual employees.	Date of monitoring + 40 years *	S.I. 2002 / 2677 *		
	Health surveillance records of identifiable individual employees who are exposed to substances hazardous to health.	Date of last entry on record + 40 years *	S.I. 2002 / 2677 *		
	Records documenting the conduct and results of risk assessments of work which exposes employees to lead.	Elimination of risk + 5 years OR Review / updating of assessment + 5 years	S.I. 2002 / 2676		
	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead.	Date of examination / test / repair + 5 years *	S.I. 2002 / 2676 *		
	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires individual employees to be under medical surveillance under Regulation 10.	Date of monitoring + 40 years	S.I. 2002 / 2676		
	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring + 5 years *	S.I. 2002 / 2676 *		
	Health surveillance records of identifiable individual employees who are exposed to lead.	Date of last entry on record + 40 years *	S.I. 2002 / 2676 *		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting assessments to determine the presence of asbestos.	Elimination of asbestos + 5 years OR Review of assessment + 5 years	S.I. 2002 / 2675		
	Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: where the exposure of employees may exceed the action level.	Duration of work to which assessment relates * Recommended: Completion of all work to which the assessment relates + 5 years	S.I. 2002 / 2675 *		
	Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: in all other cases.	Completion of work to which the assessment relates + 5 years	S.I. 2002 / 2675		
	Records documenting written plans of work (as defined in the Regulations) for undertaking work with asbestos.	Duration of work to which plan relates * Recommended: Completion of all work to which the plan relates + 5 years	S.I. 2002 / 2675 *		
	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to asbestos.	Date of examination / test / repair + 5 years *	S.I. 2002 / 2675 *		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires health records to be kept for individual employees under Regulation 21.	Date of monitoring + 40 years *	S.I. 2002 / 2675 *		
	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring + 5 years *	S.I. 2002 / 2675 *		
	Health surveillance records of identifiable individual employees who are exposed to asbestos.	Date of last entry on record + 40 years *	S.I. 2002 / 2675 *		
	Certificates of medical examination of identifiable individual employees who are exposed to asbestos.	Date of certificate + 40 years *	S.I. 2002 / 2675 *		
25.11	Health & Safety Inspection. Records documenting the conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised.	Current year + 5 years	1974 c.37 S.I. 1999 / 3242		
25.12	Health & Safety Incident Recording, Reporting & Investigation. Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Date of recording + 3 years *	S.I. 1979 / 628 * S.I. 1985 / 967 * S.I. 1995 / 3163 *		
	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation + 40 years	NA	Potential long-term liability	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the notification and reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	Date of notification + 3 years	S.I. 1995 / 3163		
	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years *	S.I. 2002 / 2677 *		
25.13	Employee Health Surveillance. Records documenting pre-employment health screening of an employee.	Termination of employment + 40 years	1980 c.58		
	Health (surveillance) records of identifiable individual employees, other than those specified below.	Date of last surveillance action + 40 years	1980 c.58 S.I. 1999 / 3242		
	Health (surveillance) records of identifiable individual employees who are exposed to substances hazardous to health, as defined by the Regulations cited.	Date of last entry on record + 40 years *	S.I. 2002 / 2677 *		
	Health (surveillance) records of identifiable individual employees who are exposed to lead, as required by the Regulations cited.	Date of last entry on record + 40 years *	S.I. 2002 / 2676 *		
	Health (surveillance) records of individual employees who are exposed to asbestos, as required by the Regulations cited.	Date of last entry on record + 40 years *	S.I. 2002 / 2675 *		
	Certificates of medical examinations of individual employees who are exposed to asbestos, as required by the Regulations cited.	Date of last entry on record + 40 years *	S.I. 2002 / 2675 *		

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
25.14	Emergency Planning. Records documenting the nomination / appointment of fire wardens.	Termination of appointment	1974 c.37 S.I. 1997 / 1840 S.I. 1999 / 3242		
	Records documenting the provision of role-specific training for fire wardens.	Termination of appointment + 5 years	1974 c.37 S.I. 1997 / 1840		
	Records documenting assessment of requirements for fire-fighting systems and equipment.	Review of assessment + 5 years	1974 c.37 S.I. 1997 / 1840		
	Records documenting the appointment of official first aiders.	Termination of appointment	1974 c.37 S.I. 1981 / 917		
	Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders.	Termination of appointment + 5 years	1974 c.37 S.I. 1981 / 917		
	Records documenting assessment of requirements for first aid facilities and equipment.	Re-assessment + 5 years	1974 c.37 S.I. 1981 / 917		
	Records documenting specifications for first aid facilities and equipment.	Superseded + 5 years	1974 c.37 S.I. 1981 / 917		
	Records documenting arrangements with external emergency service organisations.	Review of arrangements + 5 years	S.I. 1997 / 1840 S.I. 1999 / 3242		

26 Environmental Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
26.1	Environmental Management Strategy Development Records documenting the development and establishment of the institution's environmental management strategy.	Superseded + 10 years	NA	Review for archival value	
26.2	Environmental Management Planning. Records documenting the formulation of plans for the implementation of the institution's environmental strategy.	Superseded + 10 years	NA	Review for archival value	
26.3	Environmental Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's environmental strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's environmental strategy.	Current academic year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the environmental management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	
26.4	Environmental Management Policy Development Records documenting the development and establishment of the institution's environmental management policies.	Superseded + 10 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
26.5	Environmental Management Procedures Development. Records documenting the development of the institution's environmental management procedures.	Superseded + 10 years	NA		
26.6	Environmental Audit. Records documenting the conduct and results of environmental audits, and action taken to address issues raised.	Completion of audit + 5 years	NA	Review for archival value	
26.7	Environmental Hazard Identification & Risk Assessment. Records documenting identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments.	Elimination of risk + 5 years OR Updating of risk assessment + 5 years	NA		
26.8	Environmental Management Scheme Accreditation Management. Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.	Termination of accreditation + 1 year	NA	Review for archival value	
26.9	Environmental Awareness Promotion. Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.	Current year + 5 years	NA	Review for archival value	
26.10	Environmental Incident Recording, Reporting & Investigation. Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.	Last action on incident + 40 years	NA	Potential long-term liability	
	Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.	Closure of investigation + 40 years	NA	Potential long-term liability	

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities.	Date of notification + 5 years	NA		
26.11	Energy Management. Records documenting routine monitoring of the institution's use and consumption of energy.	Current year + 5 years	NA		
	Records documenting the conduct and results of formal reviews of the institution's use and consumption of energy, and action taken to address issues raised.	Completion of review + 5 years	NA		
26.12	Waste Management. Records documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal.	Removal of waste consignment + 2 years	S.I. 1991 / 2839		
	Register of 'controlled waste' removed from the premises for disposal by registered / licensed contractors.	Removal of waste consignment + 2 years *	S.I. 1991 / 2839 *		
	Records documenting the classification, collection and storage of 'special waste' prior to removal from the premises for disposal.	Removal of waste consignment + 3 years	S.I. 1996 / 972 *		
	Register of 'special waste' removed from the premises for disposal by registered / licensed contractors.	Removal of waste consignment + 3 years *	S.I. 1996 / 972 *		

27 Estate Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
27.2	Estate Management Planning. Records documenting the formulation of plans for the implementation of the institution's estate strategy.	Superseded + 10 years	NA	Review for archival value	
27.3	Estate Management Performance Management Records containing data on, and analyses of, performance against the plans for the implementation of the institution's estate strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's estate strategy.	Current year + 10 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the estate management function, and responses to the results.	Current year + 10 years	NA	Review for archival value	
27.4	Estate Management Policy Development Records documenting the development and establishment of the institution's estate management policies.	Superseded + 10 years	NA	Review for archival value	
27.5	Estate Management Procedures Development Records documenting the development of the institution's estate management procedures.	Superseded + 3 years	NA		
27.6	Property Acquisition. Records documenting the acquisition of ownership of properties.	Ownership of property	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Deeds and certificates of title for properties owned by the institution.	Ownership of property	NA	Transfer to new owner when property is disposed of	
	Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations + 6 years	1980 c.58		
	Records documenting the acquisition of use of properties by lease or rental. Note: For retention of formal legal agreements, see Legal Affairs Management - Contracts & Agreements Management	Disposal of property + 6 years	1980 c.58		
27.7	Property Development. Records documenting the development of properties.	Ownership of property	NA	Transfer to new owner when property is disposed of	
	Records documenting the restoration of contaminated land.	Ownership of land	NA	Transfer to new owner when property is disposed of	
27.8	Property Maintenance. Records documenting inspection, maintenance and repair of properties.	Completion of work + 2 years	S.I. 1997 / 1840		
	Records documenting the history of major maintenance work on properties.	Ownership of property	NA	Transfer to new owner when property is disposed of	
	Records documenting inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land.	Review of assessment *	S.I. 2002 / 2675		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the removal of hazardous materials from properties.	Removal of material + 5 years	NA		
	Records documenting the monitoring of the condition of asbestos in premises.	Removal of asbestos + 5 years OR Subsequent inspection + 5 years	S.I. 2002 / 2675		
27.9	Property Disposal. Records documenting the disposal of properties.	Disposal of property + 6 years	1980 c.58		
27.10	Property Compliance Management. Records documenting the conduct and results of inspections of properties by the enforcing authorities, and action taken to address issues raised.	Completion of subsequent inspection	NA		
	Fire certificates	Issue of new certificate	NA		
27.11	Property Security Management. Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised.	Completion of subsequent inspections	NA		
	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Creation + 2 years	NA		
	Records of security passes issued to visitors.	Expiry of pass + 1 year	NA		
	Records of security passes issued to employees, other staff and students.	Expiry of pass + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the conduct of routine security surveillance of properties.	Creation + 1 month	NA		
	Records documenting security breaches or incidents, and action taken.	Last action on incident + 1 year	NA		
27.12	Property Leasing-out. Records documenting leasing-out arrangements for properties.	Termination of lease + 6 years	1980 c.58		
27.13	Facility Development. Records documenting the specification of requirements for facilities.	Next fit-out + 1 year	NA		
	Records documenting the development of interior design and fit-out schemes.	Next fit-out + 1 year	NA		
	Records documenting the carrying out of interior decoration and fitting-out works.	Next fit-out + 1 year	NA		
27.14	Facility Maintenance. Records documenting the conduct and results of inspections of facilities, and action taken to address issues raised.	Completion of subsequent inspection	NA		
	Records documenting the carrying out of planned preventive maintenance works within facilities.	Current year + 1 year	NA		
	Records documenting the carrying out of repairs to interior decoration, fixtures and fittings.	Current year + 1 year	NA		
27.15	Facility Security Management. Records documenting the conduct and results of security inspections of facilities, and action taken to address issues raised.	Completion of subsequent inspection	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the conduct of routine surveillance of facilities.	Creation + 1 month	NA		
	Records documenting occurrences of unauthorised access to facilities, and action taken.	Last action on incident + 1 year	NA		
27.16	Facility Compliance Management. Records documenting the conduct and results of inspections of facilities by enforcing authorities, and action taken to address issues raised.	Completion of subsequent inspection	NA	Longer retention periods may be required by enforcing authorities concerned with particular types of facilities	
27.17	Facility Relocation Management. Records documenting plans for the relocation of facilities within buildings or to other buildings.	Completion of relocation + 10 years	NA		
	Records documenting the physical relocation of facilities.	Completion of relocation + 2 years	NA		

28 Finance Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
28.1	Finance Strategy Development. Records documenting the development and establishment of the institution's finance strategy.	Superseded + 10 years	NA	Review for archival value	
28.2	Finance Management Planning. Records documenting the formulation of plans for the implementation of the institution's finance strategy.	Superseded + 10 years	NA	Review for archival value	
28.3	Finance Management Performance. Management Records containing data on, and analyses of, performance against the plans for the implementation of the institution's finance strategy.	Current financial year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's finance strategy.	Current financial year + 10 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the finance management function, and responses to the results.	Current financial year + 10 years	NA	Review for archival value	
28.4	Finance Management Policy Development. Records documenting the development and establishment of the institution's finance management policies.	Superseded + 10 years	NA	Review for archival value	
28.5	Finance Management Procedures Development Records documenting the development of the institution's finance management procedures.	Superseded + 10 years	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
28.6	Financial Audit. Records documenting the conduct and results of financial audits, and action taken to address issues raised.	Last action on audit + 6 years	1980 c.58		
28.7	Financial Accounting. Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years *	1970 c.9 * 1980 c.58 1994 c.23 HMCE 700/21 *		
	Records documenting the receipt and payment of purchase invoices.	Current financial year + 6 years *	1970 c.9 * 1980 c.58 1994 c.23 HMCE 700/21 *		
	Records documenting the payment and/or reimbursement of employees' expenses.	Current financial year + 6 years *	1970 c.9 * 1980 c.58		
	Records documenting the payment of honoraria to third parties. ** Unless honoraria are administered through the payroll.	Current financial year + 6 years *	1970 c.9 * 1980 c.58		
	Records documenting the payment of expenses to third parties (e.g. honorary appointees).	Current financial year + 6 years *	1970 c.9 * 1980 c.58		
	Records documenting the handling of petty cash.	Current financial year + 6 years *	1980 c.58 1994 c.23 HMCE 700/21 *		
	Records documenting the receipt and processing of students' fees.	Current financial year + 6 years *	1970 c.9 * 1980 c.58		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the preparation of annual accounts	Current financial year + 6 years *	1970 c.9 *		
	Annual Accounts	Current financial year + 6 years *	1970 c.9 *	Review for archival value	
28.8	Management Accounting. Records documenting analyses of the internal deployment of the institution's financial resources.	Current financial year + 1 year	NA		
28.9	Statutory Accounting. Records documenting the preparation of the institution's statutory accounts.	Current financial year + 6 years	1980 c.58		
28.10	Internal Accounting. Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Current financial year + 1 year	NA		
	Records documenting the negotiation and administration of formal contracts between operating units (e.g. for the provision of services.)	Termination of contract + 1 year	NA		
28.11	Funding Administration. Records documenting the administration of annual funding allocations from the appropriate statutory funding body.	Current financial year + 10 years	NA		
	Records documenting the administration of research grants provided by research councils or corporate sponsors.	Termination of grant + 6 years	1980 c.58		
	Records documenting the administration of scholarship funds.	Current financial year + 6 years	1980 c.58		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
28.12	Budget Management. Records documenting the preparation of annual operating budgets.	Current financial year + 1 year	NA		
	Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.	Current financial year + 1 year	NA		
28.13	Payroll Administration. Records documenting employees' authorisation for non-statutory payroll deductions.	Current tax year + 6 years	1980 c.58		
	Records documenting calculation and payment of payroll payments to employees.	Current tax year + 3 years * Recommended: Current tax year + 6 years	1970 c.9 1980 c.58 S.I. 1993 / 744 * S.I. 1999 / 584 *		
	Records documenting the operation of the Statutory Sick Pay scheme	Current tax year + 3 years *	S.I. 1982 / 894 *		
	Records documenting the operation of the Statutory Maternity Pay scheme.	Current tax year + 3 years *	S.I. 1986 / 1960 *		
28.14	Pension Contributions Administration. Records documenting payments of the institution's employers' contributions to pension schemes for its employees.	Termination of employment + 75 years	1980 c.58		
	Records documenting payments of the institution's employees' contributions to pension schemes.	Termination of employment + 75 years	1980 c.58		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
28.15	Tax Management. Records documenting the preparation and filing of the institution's tax returns.	Current tax year + 6 years *	1970 c.9 *		
28.16	Cash Management. Records documenting the opening, closure and routine administration of bank accounts.	Closure of account + 6 years	1980 c.58		
	Records documenting standing orders, direct debits etc.	Life of instruction + 6 years	1980 c.58		
	Records documenting routine bank account deposits / withdrawals / transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years *	1970 c.9 * 1980 c.58		
28.17	Investment Management. Records documenting the overall management of the institution's financial investment portfolio.	Divestment + 6 years	1980 c.58		
	Records documenting the purchase / sale of investments.	Current financial year (of transaction) + 6 years*	1970 c.9 *		
28.18	Asset Management. Records documenting the value of the institution's capital assets.	Current financial year + 6 years *	1970 c.9 *	Review for archival value	
	Records documenting decisions (and authorisations) to dispose of capital assets.	Current financial year (of disposal) + 6 years *	1970 c.9 * 1980 c.58		

29 HR

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
29.1	HR Strategy Development. Records documenting the development of the institution's HR strategy.	Superseded + 10 years	NA	Review for archival value	
29.2	HR Management Planning. Records documenting the formulation of plans for the implementation of the institution's HR strategy.	Superseded + 10 years	NA	Review for archival value	
29.3	HR Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's HR strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's HR strategy.	Current year + 10 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the HR management function, and responses to the results.	Current year + 10 years	NA	Review for archival value	
29.4	HR Management Policy Development. Records documenting the development and establishment of the institution's HR management policies.	Superseded + 10 years	NA	Review for archival value	
29.5	HR Management Procedures Development. Records documenting the development of the institution's HR management procedures.	Superseded + 10 years	NA		

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date: 09 Jan 2004
file location: K:\acserv\Fdocs\Retention_Schedules_2008\rr_29_HR.doc

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
29.6	Workforce Planning. Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.	Current year + 3 years	1980 c.58	Review for archival value	
	Records documenting management succession plans.	Superseded + 5 years	NA	Review for archival value	
	Records documenting the development and evaluation of job specifications.	Superseded + 5 years	NA		
29.7	Workforce Recruitment. Records documenting internal authorisation for recruitment.	Current year + 1 year	NA		
	Records documenting the advertising of vacancies.	Completion of appointment + 6 months	1975 c.65 1976 c.74 1995 c.50		
	Records documenting enquiries about vacancies and requests for application forms.	Completion of appointment	NA		
	Records documenting the handling of applications for vacancies: unsuccessful applications.	Completion of appointment + 6 months	1975 c.65 1976 c.74 1995 c.50		
	Records documenting the handling of applications for vacancies: successful applications.	Termination of employment + 6 years	1975 c.65 1976 c.74 1995 c.50	See 29.14 Employee Contract Management	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses.	Current year + 5 years	NA		
	Records containing management analyses of recruitment effectiveness e.g. use of advertising media.	Current year + 1 year	NA		
	Records documenting the handling of unsolicited applications for employment.	Last action on application + 1 year	NA		
29.8	Workforce Induction. Records documenting the development, overall delivery and assessment of induction programmes for new employees. For records documenting individual employees' induction programmes, see Employee Contract Management.	Current year + 5 years	NA		
	Records documenting the administration of induction programmes.	Completion of programme + 1 year OR Termination of programme + 1 year	NA		
29.9	Workforce Training & Development. Records containing summary information on workforce training and development needs. For records documenting individual employees' training and development needs, see Employee Contract Management.	Current year + 5 years	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the development of training and development programmes to meet defined needs.	Completion of programme + 5 years	NA		
	Records containing individual feedback on training and development programmes.	Completion of analysis of feedback	NA		
	Records documenting (anonymised) workforce feedback on training and development programmes.	Current year + 5 years	NA		
	Records documenting management analyses of the impact of training and development programmes.	Current year + 5 years	NA		
29.10	Workforce Performance Management. Records documenting the development of workforce performance assessment systems.	Life of system + 5 years	NA	Review for archival value	
	Records containing summary (anonymised) results of employees' performance assessments.	Current year + 3 years	NA		
	Records documenting management analyses of the impact of workforce performance assessment systems.	Current year + 5 years	NA		
29.11	Workforce Remuneration & Reward Management. Records documenting the development of the institution's remuneration structure.	Current year + 10 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting pay reviews.	Current year + 5 years	NA	Review for archival value	
	Records documenting special reward schemes e.g. Merit Reviews.	Termination of scheme + 5 years	NA	Review for archival value	
29.12	Workforce Welfare Management. Records documenting the development of workforce welfare schemes and services e.g. counselling services.	Current year + 5 years	NA	Review for archival value	
	Records documenting the monitoring of hours worked by employees, as required by the Regulations cited.	Date of record + 2 years *	S.I. 1998 / 1833 *		
29.13	Workforce Relations Management. Records documenting the design of workforce surveys and consultations.	Completion of survey / consultation + 5 years	NA	Review for archival value	
	Records containing (identifiable) individual responses to workforce surveys and consultations.	Completion of analysis of responses	NA		
	Records containing summary (anonymised) results of workforce surveys and consultations.	Completion of survey + 5 years	NA	Review for archival value	
	Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome.	Last action on case + 6 years	1980 c.58		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
29.14	Employee Contract Management. Records documenting an employee's initial application for employment with the institution.	Termination of employment + 6 years	1980 c.58		
	Supporting documentation (e.g. references) for an employee's initial application for employment with the institution. For records documenting pre-employment health screening, see Health & Safety Management, Employee Health Surveillance.	Completion of appointment	NA		
	Records documenting an employee's subsequent applications for other jobs within the institution.	Duration of job + 1 year	NA		
	Records documenting an employee's contract(s) of employment with the institution.	Termination of employment + 6 years	1980 c.58		
	Records documenting changes to an employee's terms and conditions of employment.	Termination of employment + 6 years	1980 c.58		
	Records documenting the job descriptions of positions held by an employee within the institution.	Duration of job + 1 year	NA		
	Records documenting induction programmes attended by an employee.	Completion of induction + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting an employee's identified training and development needs, and the action taken to meet these needs.	Completion of actions + 5 years	NA		
	Records documenting job-specific statutory/regulatory training requirements for an employee, and the training provided to meet these requirements.	Expiry of certification + 6 years OR Superseded + 6 years	1980 c.58		
	Records documenting routine assessments of an employee's performance, and any consequent action taken.	Superseded + 3 years	NA		
	Records documenting disciplinary proceedings against an employee, where employment continues.	Closure of case + 6 years	NA		
	Records documenting grievances raised by an employee which relate directly to his/her own contract of employment, the institution's response, action taken and the outcome.	Closure of case + 6 years	NA		
	Records documenting an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	Current Year + 3 years * Recommended: Current Year + 6 years	1980 c.58 1970 c.41 S.I. 1999 / 584 *		
	Records relating to the administration of an employee's contractual holiday entitlement.	Current year + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting an employee's absence due to sickness.	Termination of employment + 40 years	1992 c.4 IR CA30		
	Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.	Current year + 1 year	NA		
	Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Completion of entitlement + 6 years	S.I. 1999 / 3312		
	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Current Tax Year + 3 years *	1992 c.4 S.I. 1986 / 1960 *		
	Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts).	While current	NA	Retention must comply with the provisions of 1998 c.29	
	Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment.	Termination of employment + 40 years	S.I. 2002 / 2675 S.I. 2002 / 2676 S.I. 2002 / 2677		
	Records documenting pre-employment health screening of an employee: other employees.	Termination of employment + 6 years	1980 c.58		
	Records documenting the issue of personal protective equipment/other special equipment to an employee.	Termination of employment + 6 years	1980 c.58		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting major injuries to an employee arising from accidents in the workplace.	Termination of employment + 40 years	1980 c.58		
	Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Termination of employment + 6 years	1980 c.58		
	Records documenting references provided in confidence in support of an employee's application(s) for employment by another organisation.	Provision of reference + 1 year	NA		
29.15	Industrial Relations Management. Records documenting institutional recognition/derecognition of trades unions.	Derecognition + 6 years	1980 c.58		
	Records documenting agreements with trade unions.	Termination of agreement + 10 years	1980 c.58 CIPD Recommendation (Note: CIPD = Chartered Institute of Personnel & Development)		
	Records documenting routine communications with trade union representatives, including minutes of meetings.	Current year + 20 years	NA	Review for archival value	
	Records documenting consultations/negotiations with trade unions on specific issues.	Last action on issue + 20 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
29.16	Pension Schemes Administration. Records documenting the institution's relationships with pension schemes to which all or part of its workforce belongs.	Termination of relationship + 5 years	NA		
	Records documenting routine communications with the pension schemes. For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	Current year + 5 years	NA		

30 Information Resources

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
30.1	Information Resources Strategy Development Records documenting the development and establishment of the institution's information resources management strategy.	Superseded + 5 years	NA	Review for archival value	
30.2	Information Resources Management Planning Records documenting the formulation of plans for the implementation of the institution's information resources management strategy.	Superseded + 5 years	NA	Review for archival value	
30.3	Information Resources Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's information resources management strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's information resources management strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the information resources management function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
30.4	Information Resources Management Policy Development. Records documenting the development and establishment of the institution's information resources management policies.	Superseded + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
30.5	Information Resources Management Procedures Development. Records documenting the development of the institution's information resources management procedures.	Superseded + 3 years	NA		
30.6	Data Protection Act (DPA) Compliance Management. Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	Expiry of notification + 6 years	1980 c.58		
	Records documenting the handling of requests for access to personal information held by the institution under the Data Protection Act 1998.	Last action on request + 6 years	1980 c.58		
	Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under the Data Protection Act 1998.	Current year + 10 years	NA		
30.7	Freedom of Information Act (FOIA) Compliance Management. Records documenting the development and maintenance of the institution's Publication Scheme, as required by the Freedom of Information Act 2000.	Completion of revision of Publication Scheme + 5 years	NA		
	Records documenting the handling of requests for access to information held by the institution under the Freedom of Information Act 2000.	Last action on request + 6 years	1980 c.58		
	Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under the Freedom of Information Act 2000.	Current year + 10 years	NA		

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
30.8	Copyright Compliance Management. Records documenting applications for permission to copy material outside the scope of the Higher Education Licence Agreement, and the results.	Last action on application + 6 years	1980 c.58		
	Records documenting routine monitoring of copying.	Current year + 1 year	NA		
	Records documenting calculation of payments due to collecting associations.	Current year + 1 year	NA		
	Records containing copies of statistics provided to the Copyright Licensing Agency.	Current year + 1 year	NA		
	Records documenting the institution's participation in surveys undertaken by the Copyright Licensing Agency.	Current year + 1 year	NA		
	Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal and contractual provisions.	Last action on inspection + 1 year	NA		
30.9	Records Management. Records documenting classification and indexing schemes for records.	Superseded + 5 years	NA		
	Records documenting the monitoring and control of the storage of records.	Current year + 1 year	NA		
	Records documenting the movement of records from / to storage.	Return of records + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the determination of retention periods for records.	Superseded + 6 years	1980 c.58		
	Final versions of Records Retention Schedules	Life of institution	NA		
	Records documenting the review of individual records to determine requirements for ongoing retention.	Life of records + 6 years	1980 c.58		
	Records documenting conservation work undertaken on records.	Life of records	NA		
	Records documenting authorisation for the disposal of redundant business records.	Life of records + 6 years	1980 c.58		
	Records documenting the transfer of records to the institution's archives, where this is required by established Records Retention Schedules.	Completion of transfer + 1 year	NA		
30.10	Archives Management. Records documenting the development and establishment of the selection criteria for records to be preserved as archives.	Life of archives	NA		
	Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.	Life of records	NA		
	Records documenting the accessioning of records acquired for preservation as archives.	Life of archives	NA		
	Records documenting the institution's scheme of arrangement for its archives.	Life of records arranged according to the scheme	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the development of the institution's standard descriptive model for its archives.	Life of records described using the model	NA		
	Records describing the arrangement and contents of institutional archives.	Life of records	NA		
	Records documenting the monitoring and control of the storage of archives.	Current year + 1 year	NA		
	Records documenting conservation work undertaken on items in the archives.	Life of records	NA		
	Records documenting requests for access to items in the archives and the responses provided.	Last action on request + 1 year	NA		
	Records documenting the movement of items from / to storage.	Return of items + 1 year	NA		
	Records documenting the development and maintenance of specialised finding aids to promote and facilitate access to (items in) the archives.	While current	NA	Review for archival value	
	Records documenting the design and distribution of promotional materials to raise awareness and encourage use of (items in) the archives.	While current	NA	Review for archival value	
	Records documenting enquiries about (items in) the archives, and the responses provided. <i>Note: key information from substantive enquiries may be extracted and indexed to avoid repetitive research.</i>	Last action on enquiry + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the selection and use of items from the archives by institutional staff (e.g. for teaching events, publications, exhibitions).	Current year + 5 years	NA		
	Records documenting the selection and use of items from the archives by third parties (e.g. for exhibitions, publications, television programmes).	Last action on project + 5 years	NA	Review for archival value	
	Records documenting loans of items from the archives to third parties.	Termination of loan + 6 years	1980 c.58		
	Records documenting authorisation for the disposal of de-accessioned records.	Life of archives	NA		
30.11	Collections Management. Records documenting the development and establishment of the institution's selection/acceptance criteria for collections.	Life of collections	NA		
	Records documenting the appraisal, selection and acquisition of collections.	Life of collections	NA		
	Records documenting the accessioning of collections.	Life of collections	NA		
	Records documenting the institution's scheme(s) of arrangement for its collections.	Life of collections arranged according to the scheme	NA		
	Records documenting the development of the institution's standard descriptive model(s) for its collections.	Life of collections described using the model	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records describing the arrangement and contents of collections.	Life of collections	NA		
	Records documenting the monitoring and control of the storage conditions and environment for collections.	Current year + 1 year	NA		
	Records documenting conservation work undertaken on collections.	Life of collections	NA		
	Records documenting requests for access to (items in) collections and the responses given.	Last action on request + 1 year	NA		
	Records documenting the movement of (items from) collections from / to storage.	Return to storage + 1 year	NA		
	Records documenting the development and maintenance of specialised finding aids to promote and facilitate access to collections.	While current	NA		
	Records documenting the design and distribution of promotional materials to raise awareness and encourage use of collections.	While current	NA		
	Records documenting enquiries about collections and the responses given. <i>Note: key information from substantive enquiries may be extracted and indexed to avoid repetitive research.</i>	Last action on enquiry + 1 year	NA		
	Records documenting the selection and use of (items from) collections by institutional staff (e.g. for teaching events, publications, exhibitions).	Current year + 5 years	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the selection and use of (items from) collections by third parties (e.g. for exhibitions, publications, television programmes).	Last action on issue + 5 years	NA	Review for archival value	
	Records documenting loans of (items from) collections to third parties.	Termination of loan + 1 year	NA		
	Records documenting authorisation for the disposal of (items from) collections.	Life of collections	NA		
30.12	Publications Management. Records documenting the process of selecting publications to purchase.	Completion of purchase	NA		
	Records documenting the institution's scheme(s) for classifying and cataloguing publications.	Superseded + 1 year	NA		
	Catalogues / indexes	While current	NA		
	Records documenting the monitoring and control of storage conditions.	Current year + 1 year	NA		
	Records documenting the movement of items from / to storage.	Return of items + 1 year	NA		
	Records documenting conservation work undertaken on publications.	Life of items	NA		
	Records documenting decisions to dis/continue purchase of publications.	Last action on issue + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the authorisation for the disposal of redundant publications.	Disposal of publications + 1 year	NA		

31 Intellectual Property

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
31.1	Intellectual Property Management Strategy Development. Records documenting the development and establishment of the institution's intellectual property management strategy.	Superseded + 5 years	NA	Review for archival value	
31.2	Intellectual Property Management Planning. Records documenting the formulation of plans for the implementation of the institution's intellectual property management strategy.	Superseded + 5 years	NA	Review for archival value	
31.3	Intellectual Property Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's intellectual property management strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's intellectual property management strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the intellectual property management function, and responses to the results.	Current year + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
31.4	Intellectual Property Management Policy Development. Records documenting the development and establishment of the institution's intellectual property management policies.	Superseded + 5 years	NA	Review for archival value	
31.5	Intellectual Property Management Procedures Development. Records documenting the development and establishment of the institution's intellectual property management procedures.	Superseded + 3 years	NA		
31.6	Patent Management. Records documenting the institution's applications for patents.	Life of patent	NA	Review for archival value	
	Original patent documents	Life of patent	NA	Review for archival value	
	Records documenting routine monitoring of third party activity in areas covered by institutional patents.	Current year + 5 years	NA		
	Records documenting identified infringements of the institution's patents, and action taken other than litigation.	Last action on case + 6 years	1980 c.58	Review for archival value	
	Records documenting the assignment of institutional patents to third parties.	Termination of assignment + 6 years OR Life of patent + 6 years	1980 c.58		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the licensing of institutional patents to third parties.	Termination of license + 6 years OR Life of patent + 6 years	1980 c.58		
	Records documenting administration of patent licensing agreements and collection of fees.	Termination of licence + 6 years	1980 c.58		
31.7	Copyright Administration. Records documenting the handling of requests from third parties to use material in which the institution owns the copyright.	Last action on request + 5 years	NA		

32 ICT Systems

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
32.1	ICT Systems Strategy Development Records documenting the development and establishment of the institution's ICT systems strategy.	Superseded + 5 years	NA	Review for archival value	
32.2	ICT Systems Management Planning Records documenting the formulation of plans for the implementation of the institution's ICT systems strategy.	Superseded + 5 years	NA	Review for archival value	
32.3	ICT Systems Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
32.4	ICT Systems Management Policy Development. Records documenting the development and establishment of the institution's ICT systems management policies.	Superseded + 5 years	NA	Review for archival value	
32.5	ICT Systems Management Procedures Development. Records documenting the development of the institution's ICT systems management procedures.	Superseded + 3 years	NA		
32.6	ICT Systems Development. Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 5 years	NA		
	Records documenting the initial development of ICT systems which are not implemented.	Last action on development + 5 years	NA		
	Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years	NA		
32.7	ICT Systems Operations Management Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Current year + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault + 1 year	NA		
	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year + 1 year	NA		
	Records documenting user requests to recover data from backup or archive stores, and action taken.	Last action on request + 3 months	NA		
	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence	NA		
32.8	ICT Systems Security Management Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years	NA		
	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	NA		
	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current year + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year	NA		
	Requests for, and authorisation of, connections of third party equipment to the institution's networks, either on institutional premises or via dial-up communications links.	Termination of connection + 1 year	NA		
	Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	Return of equipment + 3 months	NA		
	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment + 1 year	NA		
32.9	ICT Systems User Support. Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year	NA		
	Records documenting user requests for technical and application support, and assistance provided.	Last action on request + 1 year	NA		

33 Equipment & Consumables Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
33.1	Equipment & Consumables Management Strategy Development. Records documenting the development and establishment of the institution's equipment and consumables management strategy.	Superseded + 5 years	NA	Review for archival value	
33.2	Equipment & Consumables Management Planning. Records documenting the formulation of plans for the implementation of the institution's equipment and consumables management strategy.	Superseded + 5 years	NA	Review for archival value	
33.3	Equipment & Consumables Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's equipment and consumables management strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's equipment and consumables management strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the equipment and consumables management function, and responses to the results.	Current year + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
33.4	Equipment & Consumables Management Policy Development. Records documenting the development and establishment of the institution's equipment and consumables management policies.	Superseded + 5 years	NA	Review for archival value	
33.5	Equipment & Consumables Management Procedures Development. Records documenting the development of the institution's equipment and consumables management procedures.	Superseded + 3 years	NA		
33.6	Equipment & Consumables Selection. Records documenting the development of specifications for, and the selection of, equipment/consumables: major items	Life of item + 6 years	1980 c.58		
	Records documenting the development of specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations.	Life of item + 40 years	NA		
	Records documenting the development of specifications for, and the selection of, equipment/consumables: other items.	Life of item	NA		
33.7	Equipment & Consumables Storage. Records documenting the monitoring of the condition of stored equipment/consumables.	Current year + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the stock inventory for equipment / consumables.	Superseded	NA		
	Records documenting routine stocktaking and stock checking.	Current year + 1 year	NA		
	Records documenting the movement of stock into and from storage.	Current year + 1 year	NA		
33.8	Equipment & Consumables Installation / Commissioning. Records documenting the installation of equipment/consumables: major items.	Decommissioning / removal + 6 years			
	Records documenting the installation of equipment/consumables: items which are safety critical or associated with hazardous operations.	Decommissioning / removal + 40 years			
	Records documenting the installation of equipment/consumables: other items.	Decommissioning / removal + 1 year			
	Reports of pre-commissioning examinations of lifting equipment, as required by the Regulations cited.	Decommissioning *			
	Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited.	Issue of report + 2 years *			

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Reports of post-installation examinations of lifting equipment, as required by the Regulations cited.	Decommissioning *			
33.9	Equipment & Consumables Inspection & Testing. Records documenting the inspection and testing of equipment/consumables.	Completion of subsequent inspection record <i>OR</i> Disposal of item + 1 year	S.I. 1998 / 2306		
	Records documenting the inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations.	Disposal of item + 5 years	S.I. 1997 / 1840		
	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.	Date of action + 5 years *	S.I. 2002 / 2677 *		
	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos.	Creation + 5 years *	S.I. 2002 / 2675 *		
	Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited.	Completion of subsequent inspection record *	S.I. 1998 / 2307 *		
	Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited.	Completion of subsequent report <i>OR</i> Issue of report + 2 years, whichever is the longer *	S.I. 1998 / 2307 *		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
33.10	Equipment & Consumables Maintenance. Records documenting the maintenance of equipment / consumables: major items.	Decommissioning / Removal + 6 years	1980 c.58 S.I. 1998 / 2306		
	Records documenting the maintenance of equipment / consumables: items which are safety critical or are associated with hazardous operations.	Decommissioning / Removal + 40 years	1980 c.58 S.I. 1998 / 2306	Potential long-term liability	
	Records documenting the maintenance of equipment / consumables provided to control exposure to asbestos.	Creation + 5 years	S.I. 2002 / 2675 *		
	Records documenting the maintenance of equipment provided to meet the requirements of the Control of Asbestos at Work Regulations 2002.	Creation + 5 years	S.I. 2002 / 2675 *		
33.11	Equipment & Consumables Disposal. Records documenting authorisation for the disposal of equipment / consumables, and the evaluation of alternative methods of disposal.	Disposal of item + 1 year	NA		
	Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: items used in connection with operations involving substances hazardous to health.	Disposal of item + 6 years	1980 c.58		
	Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: other items.	Disposal of item + 1 year	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the transfer of ownership of equipment / consumables.	Disposal of item + 1 year	NA		

34 Insurance Management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
34.1	Insurance Management Strategy Development Records documenting the development and establishment of the institution's insurance strategy.	Superseded + 5 years	NA	Review for archival value	
34.2	Insurance Management Planning. Records documenting the formulation of plans for the implementation of the institution's insurance strategy.	Superseded + 5 years	NA	Review for archival value	
34.3	Insurance Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's insurance strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's insurance strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the insurance management function, and responses to the results.	Current year + 5 years	NA	Review for archival value	
34.4	Insurance Management Policy Development. Records documenting the development and establishment of the institution's insurance management policies.	Superseded + 5 years	NA	Review for archival value	
34.5	Insurance Management Procedures Development. Records documenting the development of the institution's insurance management procedures.	Superseded + 3 years	NA		

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
34.6	Insurance Policy Management. Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance.	Commencement of policy + 40 years OR Renewal of policy + 40 years *	1969 c.57 S.I. 1998 / 25 73 *		
	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance.	Expiry of policy + 6 years	1980 c.58		
	Records documenting claims made under insurance policies.	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	1980 c.58		

35 Procurement

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
35.1	Procurement Strategy Development Records documenting the development and establishment of the institution's procurement strategy.	Superseded + 5 years	NA	Review for archival value	
35.2	Procurement Planning. Records documenting the formulation of plans for the implementation of the institution's procurement strategy.	Superseded + 5 years	NA	Review for archival value	
35.3	Procurement Performance Management Records containing data on, and analyses of, performance against the plans for the implementation of the institution's procurement strategy.	Current academic year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's procurement strategy.	Current academic year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the procurement function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value	
35.4	Procurement Policy Development. Records documenting the development and establishment of the institution's procurement policies.	Superseded + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
35.5	Procurement Procedures Development Records documenting the development of the institution's procurement procedures.	Superseded + 3 years	NA		
35.6	Supplier Approval. Records documenting supplier evaluation criteria.	Superseded + 5 years	NA		
	Records documenting invitations to prospective suppliers to apply for approval.	Expiry of invitation OR Rejection of application + 6 months OR Completion of approval	NA		
	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome : approved suppliers.	Termination of approval	NA		
	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome : rejected suppliers.	Rejection + 1 year	NA		
	Supplier database	While current	NA		
35.7	Supply Contract Tendering. Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers.	Award of supply contract + 1 year	S.I. 1991 / 2680 S.I. 1993 / 3228 S.I. 1995 / 201		
	Records documenting Invitations to Tender and tender evaluation criteria.	Termination of supply contract awarded + 6 years	1980 c.58 S.I. 1991 / 2680 S.I. 1993 / 3228 S.I. 1995 / 201		

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Records documenting the issue of Invitations to Tender and handling of incoming tenders.	Award of supply contract + 1 year	S.I. 1991 / 2680 S.I. 1993 / 3228 S.I. 1995 / 201		
	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders.	Award of supply contract + 1 year	S.I. 1991 / 2680 S.I. 1993 / 3228 S.I. 1995 / 201		
	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders.	Termination of supply contract awarded + 6 years	1980 c.58 S.I. 1991 / 2680 S.I. 1993 / 3228 S.I. 1995 / 201		
	Contract award report (as required by the Regulations cited).	Termination of supply contract awarded + 6 years	1980 c.58 S.I. 1991 / 2680 S.I. 1993 / 3228 S.I. 1995 / 201		
	Statistical reports to HM Treasury on contracts awarded (as required by the regulations cited).	Current year + 3 years	S.I. 1991 / 2680 S.I. 1993 / 3228 S.I. 1995 / 201		
	Supply Contract Management				
35.8	Records documenting variations to contracts (e.g. revisions, extensions).	Termination of contract + 6 years	1980 c.58		
	Records documenting the monitoring of supplier performance and action taken regarding under-performance.	Termination of contract + 6 years	1980 c.58		

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Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
35.9	Purchasing Administration. Records documenting purchasing authorisation limits.	Superseded + 1 year	NA		
	Records documenting internal authorisation for procurement.	Current financial year + 1 year	NA		
	Purchase Orders	Current financial year + 6 year *	1980 c.58 HMCE 700/21 *		
	Goods Received Notes / Goods Inwards Notes	Current financial year + 6 year *	1980 c.58 HMCE 700/21 *		

36 Internal Services management

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
36.1	Internal Services Strategy Development. Records documenting the development and establishment of the institution's internal services strategy.	Superseded + 5 years	NA	Review for archival value	
36.2	Internal Services Management Planning. Records documenting the formulation of plans for the implementation of the institution's internal services strategy.	Superseded + 5 years	NA	Review for archival value	
36.3	Internal Services Management Performance Management. Records containing data on, and analyses of, performance against the plans for the implementation of the institution's internal services strategy.	Current year + 1 year	NA		
	Records containing reports of performance against the plans for the implementation of the institution's internal services strategy.	Current year + 5 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of the overall management of internal services, and the responses to the results.	Current year + 5 years	NA	Review for archival value	
36.4	Internal Services Management Policy Development. Records documenting the development and establishment of the institution's policies on the overall management and development of internal services.	Superseded + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
36.5	Internal Services Management Procedures Development. Records documenting the development of the institution's procedures for the overall management and development of internal services.	Superseded + 3 years	NA		
36.6	Internal Service Proposal Development. Records documenting the development and evaluation of a proposal to set up an internal service: where a decision is made to proceed.	Life of service	NA	Review for archival value	
	Records documenting the development and evaluation of a proposal to set up an internal service: where a decision is made not to proceed.	Last action on proposal + 5 years	NA	Review for archival value	
36.7	Internal Service Planning. Records documenting the planning of the management and operation of an internal service.	Current year + 3 years	NA	Review for archival value	
36.8	Internal Service Performance Management. Records containing data on, and analyses of, the performance of an internal service.	Current year + 1 year	NA		
	Records containing reports on the performance of an internal service.	Current year + 3 years	NA	Review for archival value	
	Records documenting the conduct and results of audits and reviews of an internal service, and the responses to the results.	Current year + 3 years	NA	Review for archival value	
36.9	Internal Service Policy Development. Records documenting the development and establishment of policies on the operation, management and development of an internal service.	Superseded + 5 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
36.10	Internal Service Procedures Development. Records documenting the development of procedures for the operation, management and development of an internal service.	Superseded + 1 year	NA		
36.11	Internal Service Quality Management. Records documenting the development and establishment of service standards for an internal service.	Superseded + 1 year	NA		
	Records containing data on, and analyses of, the quality of service delivered against the established service standards.	Current year + 1 year	NA		
	Records containing reports on service quality.	Current year + 3 years	NA	Review for archival value	
	Records documenting the conduct and results of independent reviews of service quality, and the responses to the results.	Current year + 5 years	NA	Review for archival value	
36.12	Internal Service Promotion. Records documenting the development and assessment of promotional campaigns for an internal service.	Superseded + 1 year	NA		
	Promotional materials	While current	NA	Review for archival value	
36.13	Internal Service Delivery. Institutions must determine retention periods for records generated by individual internal services on a case by case basis, taking account of:				
	- the type of service being provided				
	- the legal and regulatory framework for providing particular types of services				
36.14	Internal Service Customer Relations Management. Records documenting the design and conduct of customer surveys.	Completion of survey + 3 years	NA	Review for archival value	

Reference	Description	Retention Period	Citation	Notes	Bucks New Uni Documents
	Results of customer surveys: individual responses	Completion of analysis of survey responses	NA		
	Results of customer surveys: summaries and analyses of responses	Completion of survey + 3 years	NA	Review for archival value	
	Records documenting unsolicited customer feedback on the service, the internal handling of this feedback and the responses provided.	Last action on feedback + 3 years	NA		
	Records documenting customer complaints about the service, the internal handling of these complaints and the responses provided.	Last action on complaint + 6 years	1980 c.58		