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# UK Research and Innovation Retention Schedule - Introduction and guidance notes

The UKRI records management programme aims to establish and implement standards for managing information, achieve business benefits and improve consistency in the management of information by a corporate best practice approach. Crucial to the records management programme is the implementation of records and information retention schedules.

*For whom is this document intended?*

This document is intended for all members of staff.

*What is the purpose of the retention schedule?*

The retention schedule lists all records that UKRI creates by functional group as per the organisation structure. The schedule sets out the amount of time that UKRI needs to retain records in both paper and electronic format based on legal or regulatory requirements and business need. The recommendations it contains have been approved by the People, Finance and Operations Committee (PFO). It supports the compliance of UKRI with the Freedom of Information Act 2000, The General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Public Records Act 1958, as well as national and international standards.

*Why do we need retention schedules?*

Retention scheduling is an important aspect of establishing and maintaining control of corporate information and record resources. Not all information can be retained indefinitely. Some records will be selected for permanent preservation at The National Archives, all others need to be destroyed once their retention period is expired.

In order to balance the benefits of having good quality records with the risks of holding too much information for too long (i.e. loss, disclosure, protection of personal information), UKRI put in place approved retention schedules that answer the question "How long is the information required?". The UKRI Retention Schedule:

- Assists in identifying records that need to be preserved permanently at The National Archives.
- Provides consistency and authority for the destruction of those records not required permanently after a specified period.
- Promotes improved records and information management practices across UK Research and Innovation.

*How is the records retention schedule organised?*

The UKRI retention schedule is organised based on a hybrid classification consisting of:

- business functions that describe what UKRI does to achieve its goals and strategic aims.
- *business processes* that describe organisational activities within each function.
- *record types* which are representative examples of the kinds of records created within each function by a particular business process.

Example:

Business function: Project and Programme Management

Business process: Project Initiation

Record type: Business case

Unless otherwise stated, where there are record and information types shared across areas of the organisation, these have been listed where most appropriate according to their function.

For example, as with project and programme management above, this covers all projects undertaken within the organisation unless otherwise stated.

Similarly, all operational documentation such as procedures, policies, meeting agendas and minutes etc which are local to a team or directorate have been grouped together on the Governance, Strategy and Information (GSI) tab as this is the function they serve.

Field name	Description
<i>Business process</i>	Identifies a series of tasks that make up a process under each organisational function. Each process creates documents and records that need to be managed.
<i>Record/information type</i>	Describes the particular record or type of information that is generated by each process.
<i>Retention</i>	Provides the period of time that a record needs to be kept by UKRI for legal or business reasons from the point when retention is triggered.

<i>Trigger</i>	The point in time or event at which the retention period starts counting. For example, after creation of a record, after termination of employment or contract, when superseded etc.
<i>Legislation</i>	States on which legislation/regulation a particular retention period and trigger are based. If there is no external reason for keeping a record, retention is based on agreed business need.
<i>Action</i>	<p>Destroy x years after an event has taken place – records will be destroyed following authorisation from the relevant directorate in an approved manner (shredding or deleting).</p> <p>Transfer to The National Archives – records will be transferred to The National Archives 20 years after a pre-determined event.</p>

# Glossary

AIG	American International Group
C2W	Cycle to Work
CCTV	Closed Circuit Television
CEO	Chief Executive Officer
COO	Chief Operating Officer
COSHH	Control of Substances Hazardous to Health
CV	Curriculum Vitae
DDaT	Digital, Data and Technology
DP	Data Protection
EDRMS	Electronic Document and Records Management System
EU	European Union
ExCo	Executive Committee
FOI	Freedom of Information
GDPR	General Data Protection Regulation
H&S	Health and Safety
HAZOP	Hazard and Operability Study
HMRC NI	Her Majesty's Revenue and Customs National Insurance
HVAC	Heating, Ventilation and Air Conditioning
ICT	Information and Communications Technology
ICW	Institute of Collaborative Working
IGRAF	Integrated Governance, Risk and Assurance Framework
IT	Information Technology
KIM	Knowledge and Information Management
PUWER	Provision and Use of Work Equipment Regulations 1998
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
SLA	Service Level Agreements
TFS	The Funding Service
UKRI	UK Research and Innovation
VAT	Value Added Tax

## FORMS

MAT B1	Maternity certificate
P45	Tax Form for details of Employee leaving form
P46	Tax Form for Employee starting work without P45
P38	Tax Form to allow Employer to pay student wages without losing tax

# Overview/Business Classification Scheme

## 1.0 Communications and Engagement

- 1.1 General
- 1.2 Internal Communications
- 1.3 Media Relations
- 1.4 Events
- 1.5 Stakeholder Engagement
- 1.6 Publications

## 2.0 Governance, Strategy and Information

- 2.1 Corporate governance
- 2.2 Operational governance
  - 2.2.1 UKRI Strategy, policy and procedures
  - 2.2.2 Council strategy, policy and procedures
  - 2.2.3 Local strategy, policy and procedures
  - 2.2.4 Overseas research offices
- 2.3 Equality & Diversity
- 2.4 Business planning, delivery, reporting and accountability, evaluation, portfolio management
- 2.5 Risk and Audit
  - 2.5.1 Risk management
    - Audit, consultancy,  
review and  
accreditation, internal
  - 2.5.2 control
- 2.6 Insurance
- 2.7 Information Governance
  - 2.7.1 Access to Information
  - 2.7.2 KIM

## 3.0 Digital

- 3.1 Monitoring
- 3.2 Licences
- 3.3 Security

- 3.4 Technical
- 3.5 Training
- 3.6 Social Media
- 3.7 Geographic Information systems and mapping

#### **4.0 Office Estates**

- 4.1 Security
- 4.2 Real Estate
- 4.3 Property Maintenance and Use
- 4.4 Site Management

#### **5.0 Health, Safety and the Environment**

- 5.1 Plan
- 5.2 Do
- 5.3 Check
- 5.4 Act
- 5.5 Other

#### **6.0 Project Management**

- 6.1 Project Initiation
- 6.2 Project Planning
- 6.3 Project Delivery
- 6.4 Project Closing & Evaluation
- 6.5 Design documentation
- 6.6 Change Management

#### **7.0 Procurement and Contracting**

- 7.1 Contracting
- 7.2 Tender
- 7.3 Contract Management

#### **8.0 Legal**

- 8.1 Legal Casework (including litigation)
  - 8.1.1 Legal Casework
  - 8.1.2 Litigation

## 8.2 Intellectual Property Rights Management

### **9.0 Human Resources**

- 9.1 Procedures
- 9.2 Recruitment (role creation and evaluation, applications, sifting, supporting documents)
- 9.3 Character, Reference, Security
- 9.4 Record of Employment - (contract, working pattern and hours, transfers, re-grading, promotion, demotion, PTMG, re-deployment, probation)
- 9.5 Immigration documentation
- 9.6 Change of Legal Status
- 9.7 Employee Health and wellbeing
- 9.8 Workforce Planning and Reporting
- 9.9 Leave
- 9.10 Pay, Allowances, Bonuses
- 9.11 Expenses/Pay advances
- 9.12 Performance appraisal records, Talent & Development
- 9.13 Training and Development
- 9.14 Employee Housing
- 9.15 Disciplinary
- 9.16 Compromise agreements
- 9.17 Capability
- 9.18 Grievance
- 9.19 Performance Management
- 9.20 Requests for Information from UK SBS
- 9.21 Employee relations/Trade Union relations
- 9.22 Whistleblowing
- 9.23 Leaving work (Resignation, Termination, Pensions, Transfer, Redundancy, Exit interview notes, Record of Service)
- 9.24 Pension scheme administration

### **10.0 Finance**

- 10.1 Management Accounting
- 10.2 Statutory Accounting
- 10.3 Financial Accounting
- 10.4 Audit
- 10.5 Asset Management



## **11.0 Chief Executive's and Executive Chairs' Office**

### 11.1 Offices

## **12.0 Research Funding Delivery**

### 12.1 Application

### 12.2 Opportunity

### 12.3 Award

### 12.4 Decision

### 12.5 User Data

## **13.0 Business Support**

### 13.1 Business Support

### 13.2 Logistics

# **Annex**

## **1.0 Business Innovation and Development**

### 1.1 Tenants

### 1.2 Spin out companies and UK2IS

### 1.3 Incubation Programs

### 1.4 Catapult Programs

## **2.0 Science**

### 2.1 Science Logistics and Operations

### 2.2 Science Research Facilities

### 2.3 Technology and Engineering Development

## **3.0 Library and Archives Management**

## **4.0 International**

### 4.1 Governance

### 4.2 Advisory

### 4.3 Finance

### 4.4 Project and programme management

4.5 International scientific infrastructure

## **5.0 Commercialisation**

5.1 Marketing and Sales

## **6.0 Estates**

6.1 Projects

6.2 Maintenance

6.3 Equipment

6.4 Internal Facilities Management

## **7.0 Finance**

## **8.0 Research Funding and Training**

8.1 Fellowships

8.2 Studentships

8.3 Application

8.4 Grants and Awards Framework

8.5 Commissioning strategic research

8.6 Governing Science Investments

## **9.0 Health, Safety & Environment**

9.1 Security

9.2 Waste

## **10.0 SHE**

## **11.0 Scientific Premises - Notifications and Licenses**

## **12.0 Audits, Inspections and Risk Assessments**

## 1.0 Communications and Engagement

The communications and engagement retention schedule relates to the function of raising and maintaining UKRI's public profile and of publishing information about or relating to UKRI for the public and/or internally. The schedule includes events, publications and content, internal and external relations records. For operational documents see 'Governance, Strategy and Information'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>1.1 General</b>						
	Minutes of meetings	7 years	Date of meeting	Business need	Destroy	
	Records of workshops & conferences	7 years	Event date	Business need	Destroy	
<b>1.2 Internal Communications</b>						
	Newsletters, team briefings (incl. recordings), intranet content	3 years	Superseded	Business need	Destroy	
	Branding strategy and intranet management documentation	7 years	Superseded	Business need	Destroy	
	Editorial calendar and delivery plan	3 years	Superseded	Business need	Destroy	
<b>1.3 Media Relations</b>						
	Press releases	3 years	Creation	Business need	Destroy	
	Press statements and responses	3 years	Creation	Business need	Destroy	
	Press cuttings	3 years	Creation	Business need	Destroy	
	Quarterly UKRI media coverage reports	3 years	Creation	Business need	Destroy	
	Media contacts list	1 year	Superseded	Business need	Destroy	
	Log of media enquiries	7 years	Creation	Business need	Destroy	
	Licence information	7 years	Superseded	Business need	Destroy	
	Sponsorship agreements	7 years	Superseded	Business need	Destroy	
	Brochures and guides	3 years	Creation	Business need	Destroy	
	Press packs	3 years	Superseded or event date	Business need	Destroy	
	PR records required for compilation of Impact Case Studies	7 years	Superseded or event date	Business need	Destroy	
	PR reports	7 years	Superseded	Business need	Destroy	
<b>1.4 Events</b>						
	Events and awards project files, incl. project costings, contracts, collateral and requests to/from other teams and councils	7 years	After event	Business need	Destroy	
	Exhibition project files incl. project costings, contracts, collateral and requests to/from other teams and councils	7 years	After event	Business need	Destroy	
<b>1.5 Stakeholder Engagement</b>						
	Stakeholder engagement log	3 years	End of relationship/superseded	Business need	Destroy	
	Community questionnaires	3 years	Creation	Business need	Destroy	
	Stakeholder feedback and analysis	3 years	End of project	Business need	Destroy	

	Case files leading to development	3 years	End of relationship	Business need	Destroy	
	Policy documents and reports	7 years	Superseded	Business need	Destroy	
	Contributions to formal enquiries and investigations	12 years	Date of enquiry / investigation	Business need	Destroy	
	Records relating to significant engagement with key stakeholders	3 years	End of relationship	Business need	Destroy	BAS may review for permanent preservation in BAS archives
	Correspondence with policy makers	3 years	Creation	Business need	Destroy	
<b>1.6 Publications and content</b>						
	Social media posts and analysis	3 years	Superseded	Business need	Destroy	
	Public consultations and surveys	Permanently	Creation	Business need	Keep permanently	
	Asset libraries	Permanently	Creation	Business need	Keep permanently	
	Brand templates, banners/ posters	7 years	Superseded	Business need	Destroy	
	Case studies, recorded talks & infographics	7 years	Creation	Business need	Destroy	
	Website snapshots	Permanently	Superseded	Business need	Captured by The National Archives	Retention is the responsibility of The National Archives not UKRI
	Documentation relating to the production of published materials	3 years	Superseded	Business need	Destroy	
	Minor publications	7 years	Creation	Business need	Destroy	
	Records documenting the selection of publications	3 years	Creation	Business need	Destroy	
	Customer support phone calls	1 year	Creation	Business need	Destroy	

## 2.0 Governance, Strategy and Information

The Governance, Strategy and Information retention schedule relates to the function of strategic management, planning for and evaluation of the delivery of UKRI and Councils' business objectives. The schedule includes records of the UKRI Board, Executive Committee and sub-committees, Council and Council sub-committees and Research Board meeting records as well as UKRI corporate policy and planning documentation. Local policy and strategy documents for functions/directorates/teams are also included here under 'Operational Documentation'. The schedule also includes research strategy, corporate reports and analysis. For project files see 'Project Management and Programme Management'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>2.1 Corporate governance</b>						
	Council Charter/Royal charter	Permanently	Creation	Business need	Keep permanently	
	UKRI Framework and Terms of Reference	Permanently	Creation	Business need	Keep permanently	
	Code of Conduct for Council Members	Permanently	Superseded	Business need	Keep permanently	
	Meeting agendas, minutes and papers for ExCo/Board Members	Permanently	Creation	The National Archives Operational Selection Policy	Transfer to The National Archives after 20 years	
	Meeting agendas, minutes and papers for Council Members/Council Exec Group	Permanently	Creation	The National Archives Operational Selection Policy	Transfer to The National Archives after 20 years	
	Meeting administration and correspondence for ExCo/Board Members	7 years	Creation	Business need	Destroy, if board papers are present	
	Meeting administration and correspondence for Council Members /Council Exec Group	7 years	Creation	Business need	Destroy, if board papers are present	
	Board and ExCo membership files	Permanently	Creation	The National Archives Operational Selection Policy	Transfer to The National Archives after 20 years	
	Council Execs membership files	Permanently	Creation	The National Archives Operational Selection Policy	Transfer to The National Archives after 20 years	
	Management statement and financial memorandum	Permanently	Creation	The National Archives Operational Selection Policy	Transfer to The National Archives after 20 years	
	Letters of Delegation	Permanently	Creation	Business need	Keep permanently	
	UKRI Delegation framework	Permanently	Creation	Business need	Keep permanently	
<b>2.2 Operational Governance</b>						
<b>2.2.1 UKRI Strategy, policy and procedures</b>						
	UKRI-wide policy	Permanently	Creation	Business need	Keep permanently	
	UKRI Code of Conduct	Permanently	Creation	Business need	Keep permanently	
	Register of Directors and Secretaries	Permanently	Creation	Companies Act	Keep permanently	
	Particulars of Directors service contracts	Permanently	Creation	Companies Act	Keep permanently	
	UKRI Policy Register	Permanently	Creation	Business need	Keep permanently	
	UKRI Register of Interests (incl. Directors, Board and Council Members)	Permanently	Creation	Companies Act	Keep permanently	
	UKRI Gifts and Hospitality Register	3 years	End of year	Business need	Destroy	
	UKRI Complaints Register	7 years	End of year	Business need	Destroy	
	UKRI Policy development files	7 years	Creation	Business need	Destroy	
	UKRI Cross Council Agreements Register	7 years	End of year	Business need	Destroy	
	UKRI Central Reviews and Development of Policy	7 years	Superseded	Business need	Destroy	
	UKRI Central Procedures and Guidance	7 years	Superseded	Business need	Destroy	
	Formal relationships with external organisations	7 years	Creation	Business need	Destroy	
	Concordats	Permanently	Creation	The National Archives Operational Selection Policy	Transfer to The National Archives after 20 years	
	Concordats - short term agreements	7 years	Termination	Business need	Destroy	
	Consultations and inquiries	Permanently	Creation	Business need	Keep permanently	

	Honours nominations	Permanently	Creation	Businesses need	Keep permanently	
	Portfolio analysis	7 years	Creation	Business need	Destroy	
	College member applications (UKRI strategy, policy & procedures)	1 year	Date of upload	Business need	Destroy	
<b>2.2.2 Council strategy, policy and procedures (Operational Documentation)</b>						
	Research Boards and Overview groups meeting agendas, minutes and papers	Permanently	Creation	TNA/RC Policy	Transfer to TNA after 20 years	
	Research Boards and Overview groups meeting administration and correspondence	7 years	Creation	Business need	Appraise	
	Research Boards and Overview groups membership files (excl. CVs and personal statements)	Permanently	Creation	TNA/RC Policy	Transfer to TNA after 20 years	
	Management and Operations board meeting agendas, minutes and papers	Permanently	Creation	TNA/RC Policy	Transfer to TNA after 20 years	
	Development of council strategy incl. plans, organisation, drafts, timetable, meetings	7 years	Creation	Business need	Appraise	
	External issues affecting strategy incl. research and reference information and subsequent analysis	7 years	Creation	Business need	Appraise	
	Council strategic plans / published strategy	3 years	Superseded	Business need	Destroy / Review for retention for GIAA audit	
	Council non-management meeting agendas, minutes and papers	3 years	Superseded	Business need	Destroy / Review for retention for GIAA audit	
	Council corporate policies	Permanently	Superseded	Business need	Review for permanent retention	
	Policy documentation relating to research centres	7 years	Creation	Business need	Destroy	BAS will review for permanent retention
<b>2.2.3 Local strategy, policy and procedures (Operational Documentation)</b>						
	Portfolio analysis	7 years	Creation	Business need	Destroy	
	Reviews/Development of local policy	3 years	Superseded	Business need	Destroy	
	Local policies and strategy documentation	3 years	Superseded	Business need	Destroy	
	Local procedures and guidance	3 years	Superseded	Business need	Destroy	
	Research strategy documentation	7 years	Superseded	Business need	Destroy	
	Cross UKRI meeting agendas, minutes and papers	7 years	Creation	Business need	Destroy	
	Management meeting agendas, minutes and papers	3 years	Creation	Business need	Destroy	
	Team meeting agendas, minutes and papers	1 year	Creation	Business need	Destroy	
<b>2.2.4 Overseas research offices</b>						
	Overseas research offices administration - operational files	7 years	Creation	Business need	Destroy	
	Overseas research offices administration - programme files	7 years	Creation	Business need	Destroy	
	Overseas research offices administration - personnel files	7 years	Creation	Business need	Destroy	
	Briefings for overseas meetings	7 years	Creation	Business need	Destroy	
	International relationships	12 years	Creation	Business need	Destroy	
<b>2.3 Equality &amp; Diversity</b>						

	EDI procedures	7 years	Superseded	Business need	Destroy	
	Equality impact assessments/data/evidence	7 years	Creation	Public Sector Equality Duty	Destroy	
	B&H position statement, B&H/EDI policies, EDI Vision, UKRI EDI action plan, UKRI EDI/B&H evidence reviews	7 years	Creation	Equality Act 2010	Destroy	
<b>2.4 Business planning and reporting</b>						
	Spending review proposal	3 years	Research Centre Evaluation	Business need	Destroy	
	Internal review terms of reference	3 years	End of review	Business need	Destroy	
	Internal review final reports	7 years	Superseded	Business need	Destroy	
	Evaluation reports	7 years	Superseded	Business need	Destroy	
	Annual impact reports	7 years	Superseded	Business need	Destroy	
	QQR (including progress reports, directorship files)	Permanently	Completion of review	RC/TNA Policy	Transfer to TNA after 20 years	
	QQR sub-committee papers	Permanently	Completion of review	RC/TNA Policy	Transfer to TNA after 20 years	
	QQR administrative arrangements and general correspondence	7 years	Completion of review	Business need	Destroy	
	QQR policy and guidance	Permanently	Creation	RC/TNA Policy	Transfer to TNA after 20 years	
	Annual reports	7 years	Creation	Business need	Destroy	
	Strategic and delivery planning and reporting meetings agendas, minutes and papers	3 years	Creation	Business need	Destroy	
	Corporate plans	7 years	Creation	Business need	Destroy	
	Performance management framework	7 years	Creation	Business need	Destroy	
	Complaints information (local)	7 years	Creation	Business need	Destroy	
	UKRI Research Misconduct log	7 years	End of year	Business need	Destroy	
	Research misconduct allegation unrelated to UKRI	1 year	Creation	Business need	Destroy	
	Research misconduct allegation related to UKRI	7 years	Case closed	Business need	Destroy	
	Corporate reports - scorecard, economic impact, etc.	Permanently	Creation	Business need	Transfer to TNA after 20 years	
	Data analysis and reporting	Permanently	Creation	Business need	Transfer to TNA after 20 years	
	Commissioned evaluations and bibliometric reports	Permanently	Creation	Business need	Transfer to TNA after 20 years	
<b>2.5 Risk and Audit</b>						
<b>2.5.1 Risk management</b>						
	Business continuity plans	1 year	Superseded	Business need	Destroy	
	UKRI risk register	7 years	Superseded	Limitation Act	Destroy	
	Risk assessments (not H&S)	3 years	Superseded	Business need	Destroy	
	Correspondence relating to reputational risk	7 years	Creation	Business need	Destroy	
<b>2.5.2 Audit and internal control</b>						
	Standard operating procedures	1 year	Superseded	Business need	Destroy	
	Audit reports	7 years	Creation	Business need	Destroy	
	Fraud investigation report papers	12 years	Completion	Business need	Destroy	
	Fraud policy and strategy	7 years	Superseded	Business need	Destroy	
	Fraud training records	7 years	Creation	Business need	Destroy	

	Fraud risk registers	3 years	Superseded	Business need	Destroy	
	Fraud risk assessments	7 years	Superseded	Business need	Destroy	
	Fraud meetings (minutes including AIG etc)	7 years	Creation	Business need	Destroy	
	Annual reports to Accounting Officer	3 years	Creation	Business need	Destroy	
	Audit reports - final, management response, scope document	7 years	Superseded	Business need	Destroy	
	Audit plan, correspondence and progress reports	3 years	Superseded	Business need	Destroy	
	Statement of internal control/governance statement	7 years	Creation	Business need	Destroy	
	Assurance map/IGRAF	7 years	Creation	Business need	Destroy	
<b>2.6 Insurance</b>						
	Insurance renewal documentation	7 years	Creation	Business need	Destroy	
	Record of insurance enquiries	7 years	Creation	Business need	Destroy	
	Insurance management information	7 years	Creation	Business need	Destroy	
	Insurance brokerage services contract	12 years	Creation	Business need	Destroy	
	Insurance tender documentation	12 years	Creation	Business need	Destroy	
<b>2.7 Information Governance</b>						
<b>2.7.1 Access to Information</b>						
	Freedom of Information requests and correspondence	7 years	Completion	Business need	Destroy	Keep anonymised copy permanently
	Data Subject Access requests and correspondence	7 years	Completion	Business need	Destroy	
	Applications for variations to 20/30 year rule	3 years	After variation has lapsed	The National Archives recommendation	Destroy	
	Annual notification to the Information Commissioner	7 years	Creation	Business need	Destroy	
	Performance data about requests	12 years	Creation	The National Archives recommendation	Destroy	
	DP and FOI training material	3 years	Superseded	Business need	Destroy	
	Parliamentary questions and correspondence	Permanently	Creation	The National Archives Operational Selection Policy	Transfer to The National Archives after 20 years	
	Complaints/appeals	7 years	Completion	Business need	Destroy	
	BAU enquiries and correspondence excluding those relating to Information Rights	3 years	Completion	Business need	Destroy	
	Responses to enquiries where scientific advice or interpretation is provided	7 years	Completion	Business need	Destroy	
	Environmental Information Legislation enquiries and correspondence	7 years	Completion	Environmental Information Re	Destroy	
<b>2.7.2 Knowledge and Information Management</b>						
	UKRI Retention schedule	Permanently	Creation	The National Archives recommendation	Keep permanently	
	UKRI Information Asset Register	Permanently	Creation	Business need	Keep permanently	
	Destruction records (certificates, lists, approvals)	Permanently	Creation	Business need	Keep permanently	
	Appraisal decision documentation	Permanently	Creation	Business need	Keep permanently	



	List of records transferred to The National Archives or other repositories	Permanently	Creation	Business need	Keep permanently	
	Documentation regarding loans of files from The National Archives	3 years	Creation	Business need	Destroy	
	Correspondence with The National Archives	3 years	Creation	Business need	Destroy	
	Inventory of records transferred to off-site storage	Permanently	Creation	Business need	Keep permanently	
	KIM queries, advice and correspondence	1 year	Creation	Business need	Destroy	
	EDRMS (SharePoint, Objective, etc.) design and maintenance records	3 years	System decommissioned	Business need	Destroy	
	KIM Key Performance Indicators and reports	3 years	Creation	Business need	Destroy	
	UKRI KIM Maturity Models	3 years	Creation	Business need	Destroy	
	KIM delivery plan	3 years	Superseded	Business need	Destroy	
	KIM training materials	3 years	Superseded	Business need	Destroy	
	Retrieval of records from off-site storage	1 year	Creation	Business need	Destroy	

### 3.0 Digital

The Digital retention schedule relates to the function of managing UKRI's information technology resources. The schedule includes the monitoring of services, technical systems and solutions documentation, systems development and operation. For contract documentation see 'Procurement and Contracting'. For operational documents see 'Governance, Strategy and Information'. For project files see 'Project and Programme Management'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>3.1 Monitoring</b>						
	Tickets documenting faults, actions taken to investigate and resolve the problem and lessons learnt	Permanent	Creation	Business need	Keep permanently	
	DDaT service management monthly reports and scorecards	7 years	Creation	Limitation Act	Destroy	
	Records documenting the routine monitoring and testing of the operation of ICT systems and action taken to rectify problems and optimise performance	3 years	Creation	Business need	Destroy	
	Records documenting faults reported by users of ICT systems and actions taken to investigate and resolve the problem	7 years	Creation	Business need	Destroy	
	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines	3 years	Superseded	Business need	Destroy	
	Records documenting user requests to recover data from backup or archive stores and action taken	7 years	Creation	Business need	Destroy	
	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies	3 years	Creation	Business need	Destroy	
<b>3.2 Licences</b>						
	Software licences, renewals and commitments (incl. directly related correspondence)	7 years	Termination of contract	Limitation Act	Destroy	
<b>3.3 Security</b>						
	Third party access requests	7 years	Creation	Business need	Destroy	
	Information security incident documentation	7 years	Creation	Business need	Destroy	
	Security breach notifications	7 years	Creation	Limitation Act	Destroy	
	Information security and IT audits	7 years	Creation	Business need	Destroy	

	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	3 years	Creation	Business need	Destroy	
	Records documenting the removal/return of mobile ICT systems hardware and software from/to the institution's premises	7 years	Termination of system	Business need	Destroy	
	Records of allocation of devices to staff	7 years	Termination of device	Business need	Destroy	
<b>3.4 Technical</b>						
	Internal process maps and procedures	3 years	Superseded	Business need	Destroy	
	Principles, standards, patterns and roadmaps	3 years	Superseded	Business need	Destroy	
	Systems Documentation (high level design, solution overview, user stories, vision, epics, objectives, architecture etc.)	3 years	Decommissioning of system	Business need	Destroy	
	Solution documentation (features, detailed design, system build and configuration, test results, key decision documentation, architecture tc.)	3 years	Decommissioning of system	Business need	Destroy	
	Code excluding code published on public code repositories e.g. GitHub	7 years	Termination of code	Business need	Destroy	
<b>3.5 Training</b>						
	Training materials developed by DDaT	3 years	Superseded	Business need	Destroy	
<b>3.6 Social Media</b>						
	Instant Messaging conversations	1 year	Creation	Business need	Destroy	
	Meeting recordings	1 year	Creation	Business need	Destroy	
<b>3.7 Geographic information systems and mapping</b>						
	Liaison with companies involved in publishing maps resulting from project work, Routine correspondence with collaborators, Work in progress by software developers,	7 years	Creation	Business Need	Destroy	
	Map products	Permanent	Superseded	Data Value Checklist	Destroy / Review for permanent retention	
	Significant data (raw and processed), Project documentation	Permanent	End of project	Data Value Checklist	Destroy / Review for permanent retention	

#### 4.0 Office Estates

The Office Estates retention schedule relates to the function of managing the working, storage and living space within premises as well as the acquiring, constructing, maintaining and disposing of property. The schedule includes property maintenance, management and evaluation records as well as site security. For contract documentation see 'Procurement and Contracting'. For operational documents see 'Governance, Strategy and Information'. For project files see 'Project and Programme Management'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>4.1 Security</b>						
	Physical Security (Inspections, Actions, Assessments)	Permanently	After inspection	Business need	Keep permanently	
	CCTV/Surveillance Records	1 month	After image capture	Data Protection Act 1998	Destroy	
	Access control/Security breach/Security pass records	3 years	From last action	Business need	Destroy	
	Parking (Cars and Bicycles) - Permits and Access	7 years	From last action	Business need	Destroy	
<b>4.2 Real Estate</b>						
	Rent review records (market appraisal reports, notices, correspondence)	7 years	After property is disposed of	Limitation Act/ Limitation Scotland Act	Destroy	
	Legal charges	7 years	After property is disposed of	Limitation Act/ Limitation Scotland Act	Destroy	
	Assignment or transfer agreements	7 years	After property is disposed of	Limitation Act/ Limitation Scotland Act	Destroy	
	Deed of Grant (access agreement)	7 years	After property is disposed of	Limitation Act/ Limitation Scotland Act	Destroy	
	Scottish Landlord Registration application	3 Years	After ceased to be effective	Limitation (Scotland) Act	Review and/or Destroy	
	Land & Property Acquisition & Disposal Records (completed)	Permanently	Creation	Limitation Act / Limitation (Scotland) Act	Keep permanently	
	Land & Property Acquisition & Disposal Records (not completed)	7 years	After ceased to be effective	Limitation Act / Limitation (Scotland) Act	Destroy	
	Land & Property (Valuation Reports)	7 years	After property disposed of	Limitation Act / Limitation (Scotland) Act	Destroy	
	Land & Property (Leases & Licences)	Permanently	Creation	Limitation Act / Limitation (Scotland) Act	Keep permanently	
	Title Deeds & Leases	Permanently	Creation	Limitation Act / Limitation (Scotland) Act	Keep permanently	
	Schedule of Condition (records and photographs)	7 years	After property disposed of	Limitation Act / Limitation (Scotland) Act	Destroy	
	Government Property Electronic Database (e-PIMS)	Permanently	Creation	Government Property Unit Guidance	Keep permanently	
	Service Level Agreements (SLA)	7 years	After ceased to be effective	Limitation Act / Limitation (Scotland) Act	Destroy	
	Individual property files	7 years	After property disposed of	Limitation Act / Limitation (Scotland) Act	Destroy	
	Records of work undertaken by tenants or agreed through sub-letting arrangements	7 years	After property disposed of	Business need	Destroy	
<b>4.3 Property Maintenance and Use</b>						
	Site plans	Permanently	Creation	Business need	Keep permanently	
	Contractor contracts - to include quotes, PPE, bills of quantities etc.	7 years	Termination of contract	Limitation Act	Destroy	
	Condition Survey and Inspection reports	12 years	After ceased to be effective	Limitation Act / Limitation (Scotland) Act	Destroy	
	Building Asset Register (HVAC)	7 Years	After ceased to be effective	Limitation Act / Limitation (Scotland) Act	Destroy	

	Measured Surveys	3 Years	After ceased to be effective	Limitation Act / Limitation (Scotland) Act	Destroy	
	Building and Engineering Maintenance Records, Logs & Reports	3 Years	After ceased to be effective	Limitation Act / Limitation (Scotland) Act	Destroy	
	Building Regulations Approvals	Permanently	Creation	Building Regulations 2010	Keep permanently	
	Refurbishment Records for Historic Buildings	Permanently	Creation	Historic Buildings Act	Keep permanently	
	Estimates (Inc. Supporting Calculations and Statistics)	3 Years	After ceased to be effective	Limitation Act / Limitation (Scotland) Act	Destroy	
	Site/Building Drawings (Hard Copies and Electronic)	3 years	After ceased to be effective	Limitation Act / Limitation (Scotland) Act	Destroy	
	Operations & Maintenance Manuals	1 year	Superseded	Business need	Destroy	
	Specialist Reports (Inc. Architectural, Structural, Mechanical and Electrical)	Permanently	Creation	Business need	Keep permanently	
	Feasibility studies	12 Years	Creation	Limitation Act / Limitation (Scotland) Act	Destroy	
	'As built' Records - Property (Incl. drawings, specifications, project design & development)	Permanently	Creation	Business need	Keep permanently	
	All Certificates (Property related)	7 Years	Termination	Limitation Act / Limitation (Scotland) Act	Destroy	
	Disability Discrimination Act audits of premises	3 years	Superseded	Business need	Destroy	
<b>4.4 Site management</b>						
	Property Management System	Permanently	Superseded	Business need	Keep permanently	
	Property – ePIMS (Site Information)	Permanently	Creation	Business need	Keep permanently	
	Site Plans	Permanently	Creation	Business need	Keep permanently	

## 5.0 Health and Safety

The Health and Safety retention schedule relates to the function of implementing and co-ordinating health and safety standards and requirements to which UKRI is either subject or voluntarily abides. The schedule is organised in line with HSE's 'Plan, Do, Check, Act' guidance and includes accidents and incidents, reporting, training, risk assessment and inspection records. Health and Safety Committee minutes are included here. For other operational documents see 'Governance, Strategy and Information'. For contract documentation see 'Procurement and Contracting'. For project files see 'Project and Programme Management'. For health and safety records that are Council specific or which relate to units and centres see the appropriate annex.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>5.1 Plan</b>						
	Codes of Practice, Safety Manuals	3 years	Superseded	Working with substances hazardous to health: A brief guide to COSHH 2012, H&S at Work Act 1974 and associated regulations made under the act	Destroy	
	Standard operating procedures	3 years	Superseded	Working with substances hazardous to health: A brief guide to COSHH 2012, H&S at Work Act 1974 and associated regulations made under the act	Destroy	
	Contingency plans	7 years	Superseded	Business need	Destroy	
<b>5.2 Do</b>						
	Health and Safety Training documentation (central database, sign in sheets, content of training courses)	3 years	Termination of employment	The Management of Health and Safety at Work Regulations 1999	Destroy	
	Risk assessments - general and personal	3 years	Last reviewed /updated	The Management of Health and Safety at Work Regulations 1999	Destroy	
	Fire risk assessment	Permanently	Lifetime of building	Regulatory Reform (Fire Safety) Order 2005	Destroy	
	Workplace inspections	7 years	Superseded	The Management of Health and Safety at Work Regulations 1999	Destroy	
	HAZOP (Hazard and operability study) documentation	7 years	End of lifetime of installation	The Management of Health and Safety at Work Regulations 1999	Destroy	
	Building Health & Safety files	Permanently	Creation	The Management of Health and Safety at Work Regulations 1999	Keep permanently	
<b>5.3 Check</b>						
	Accident or incident investigations	7 years	Creation	The Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013, The Social Security (Claims and Payments) Regulations 1979	Destroy	
	Records of accidents and incidents (incl. accident books, First Aid treatments)	7 years	Creation	The Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013, The Social Security (Claims and Payments) Regulations 1979	Destroy	
	RIDDOR reporting of major and minor accidents	7 years	Creation	The Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013	Destroy	
	Boards of enquiry	7 years	From end of enquiry	The Management of Health and Safety at Work Regulations 1999/COSHH 2002/2004 amended regulations	Destroy	
	Fire safety servicing and maintenance records	3 years	Creation	Regulatory Reform (Fire Safety) Order 2005	Destroy	
	Biological safety reports	7 years	Superseded or site transferred	Working with substances hazardous to health: A brief guide to COSHH 2012	Destroy or transfer	
	Safety Reports - electrical	5 years	Superseded or site transferred	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy or transfer	
	Safety Reports - gas (three most recent reports)	7 years	Superseded or site transferred	Gas Safety Installation & Use Regs 1998 (as amended)	Destroy or transfer	
	Safety Reports - fire	Permanently	Superseded or site transferred	Regulatory Reform (Fire Safety) Order 2005	Keep permanently	
	Safety Reports - water	7 years	Superseded or site transferred	COSHH Regs 2002 & Control of Legionella Bacteria in Water Systems L8	Keep permanently	
	Unit audits	7 years	Creation	The Management of Health and Safety at Work Regulations 1999	Destroy	
	Asbestos surveys, testing certificates and management plans	Permanently	Creation	The Control of Asbestos Regulations 2012	Keep permanently	

	Provision and Use of Work Equipment documentation (PUWER; e.g. inspection and testing records)	7 years	Creation	The Provision and Use of Work Equipment Regulations 1998	Destroy	
	Inspections of lifting and other high hazard work equipment	3 years	Superseded	Lifting Operations and lifting Equipment regulations 1998	Destroy	
	Electrical equipment testing	5 years	Post-use	IEE Wiring Regulations/Electricity at Work Regulations 1989	Destroy	
<b>5.4 Act</b>						
	Health and Safety Committee minutes and notifications	7 years	Creation	Safety Representatives and Safety Committee Regulations 1977,	Destroy	
<b>5.5 Other</b>						
	Advice	7 years	Creation	Business need	Destroy	
	Analysis	7 years	Creation	Business need	Destroy	
	Campaigns	3 years	Creation	Business need	Destroy	
	Registration, insurance and servicing of company vehicles	7 years	Superseded	Road Traffic Act 1988	Destroy	

## 6.0 Project and Programme Management

The project and programme management retention schedule relates to the management of projects and programmes across UKRI from initiation to the creation of the final report and project/programme close. The schedule also includes any design documentation which arises from projects and programmes. For 'as-built' records relating to property see 'Office Estates'. For other operational documents see 'Governance, Strategy and Information'. For contract documentation see 'Procurement and Contracting'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>6.1 Project Initiation</b>						
	Requirements, Idea & Alignment, Definition, Start up, Define, Business Case, Nature of the Improvement	7 years	Completion of project	Business need	Destroy	
	Stakeholder management	7 years	Completion of project	Business need	Destroy	
<b>6.2 Project Planning</b>						
	Including feasibility studies, project remits, plans, cost control/budgets, risk management	7 years	Completion of project	Business need	Destroy	
<b>6.3 Project Delivery</b>						
	Issues log, change management, meeting agendas, minutes and papers, communications	7 years	Completion of project	Business need	Destroy	
	Monitoring and controlling, progress reporting, responses to risks	7 years	Completion of project	Business need	Destroy	
<b>6.4 Project Closing &amp; Evaluation</b>						
	Real-Time REF Review survey data	10 years	After project publication	Business need	Destroy	
	Reviews, final reports	7 years/ Permanently	Completion of project	Business need	Appraise and destroy or transfer to The National Archives after 20 years	
	Inspection and testing of plant and equipment	7 years	End of life of asset	Business Need	Destroy	BAS may review for permanent preservation in BAS archives
	Outcomes and impacts/ benefits	7 years	Completion of project	Business need	Destroy	
<b>6.5 Design documentation</b>						
	As-built drawings	7 years	End of life of asset	Business need	Destroy	
<b>6.6 Change management</b>						
	Management of change guidance	3 years	Superseded	Business need	Destroy	
	Change action reports	3 years	Superseded	Business need	Destroy	
	Change management championing	3 years	Superseded	Business need	Destroy	
	Organisational change projects incorporating all project documentation	7 years	Completion of project	Business need	Destroy	



## 7.0 Procurement and Contracting

The Procurement and Contracting retention schedule relates to the function of providing favourable conditions under which goods, services or construction projects can be obtained from third parties. The schedule includes tendering, contract operation and monitoring records. For operational documents see 'Governance, Strategy and Information'. For project files see 'Project and Programme Management'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>7.1 Contracting</b>						
	Contract management files including signed contracts	7 years	Termination	Limitation Act	Destroy	
	Contract management files including signed Deeds	12 years	Termination	Limitation Act	Destroy	
	Contract management files including signed contacts for EU funded projects	8 years	Termination	EU funding audit requirement	Destroy	
	Indemnities, Guarantees and Warranties	7 years	Termination	Limitation Act	Destroy	
	Service contracts, SLAs and related service delivery documentation	7 years	Contract termination	Business need	Destroy	
<b>7.2 Tender</b>						
	Successful tender documents	7 years ordinary contract / 12 years by Deed	Award of contract	Limitation Act	Destroy	
	Unsuccessful tender documents	1 year	Award of contract or cancellation of tender	Business need	Destroy	
	All relevant tender communication	7 Years	Award of contract	Limitation Act	Destroy	
	Correspondence, SLAs, tenders, assessment and evaluation criteria and outcomes	7 years	Termination	Business need	Destroy	
	Correspondence, SLAs, tenders, assessment and evaluation criteria and outcomes relating to EU funded research projects	5 years	Final payment	EU funding audit requirement	Destroy	
<b>7.3 Contract Management</b>						
	Contract changes, variations, amendments, extensions	7 years	Award of contract	Limitation Act	Destroy	
	Correspondence to & from suppliers during life of contract	7 years	Award of contract	Limitation Act	Destroy	
	Contractual Agreements with Contractors and Consultants	7 years	Agreement Terminated	Limitation Act / Limitation (Scotland) Act	Destroy	
	Claims and Arbitration	12 years	Termination	Limitation Act / Limitation (Scotland) Act	Destroy	

## 8.0 Legal

The Legal retention schedule relates to legal casework including litigation, advice and representation and supporting contract documentation. This schedule also includes records relating to the management of intellectual property across the organisation. For other operational documents see 'Governance, Strategy and Information'. For further contract documentation see 'Procurement and Contracting'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>8.1 Legal Casework (including litigation)</b>						
<b>8.1.1 Legal Casework</b>						
	Contracts (Simple)	7 Years	After case closure	Limitation Act 1980 C58	Destroy	
	Contracts (Deed)	12 Years	After case closure	Limitation Act 1980 C59	Destroy	
	Legal claims	7 years	After case closure	Limitation Act 1980 C58	Destroy	
	Legal advice	7 years	After case closure	Limitation Act 1980 C58	Destroy	
<b>8.1.2 Litigation</b>						
	Litigation records where precedent is set	Permanently	After case closure	Limitation Act 1980 C58	Keep permanently	
	Legal records where a precedent is not set	7 years	After case closure	Limitation Act 1980 C58	Destroy	
	Legal representation	7 years	After case closure	Limitation Act 1980 C58	Destroy	
<b>8.2 Intellectual Property Rights Management</b>						
	Patent records (including applications)	Permanently	Creation	Business need	Keep permanently	
	Monitoring of 3rd party activity in areas covered by UKRI patents	3 years	Creation	Business need	Destroy	
	Identified infringements of the institutions patents and actions taken other than litigation	7 years	Last action	Limitation Act	Destroy	
	Assignment or licensing of UKRI patents to 3rd parties	7 years	Termination of assignment/licence	Limitation Act	Destroy	
	Requests for use of material that are under UKRI copyright	7 years	Last action	Business need	Destroy	
	Material Transfer Agreements	7 years	Termination	Limitation Act	Destroy	
	Invention disclosure forms	7 years	Termination	Limitation Act	Destroy	
	UKRI Visiting Workers form - part B	30 years	Creation	Business need	Destroy	
	Licences - copyright, trade marks, etc	12 years	End of licence	Limitation Act	Destroy	
	Interlibrary Loan Copyright Declaration forms	3 years	Creation	Business need	Destroy	
	Non-disclosure agreements	7 years	Date of signature	Limitation Act	Destroy	
	Licence agreements	7 years or 22 if involving a patent	Date of signature	Limitation Act	Destroy	

	Collaboration agreements	7 years or 22 if involving a patent	Date of signature	Limitation Act	Destroy	
	Development agreements	7 years or 22 if involving a patent	Date of signature	Limitation Act	Destroy	
	Sales agreements	7 years or 22 if involving a patent	Date of signature	Limitation Act	Destroy	
	Patent precis	3 years	Creation	Limitation Act	Destroy	
	Software licences	30 years	Creation	Limitation Act	Destroy	
	Share purchase certificates	Permanent	Creation	Companies Act	Keep permanently	
	Applications or infringement of patent / licence - relating to EU funded research projects	8 years	End of grant	EU funding audit requirement	Destroy	

## 9.0 Human Resources Management

The Human Resources Management retention schedule relates to the function of managing all employee matters at UKRI. The schedule reflects the stages of employment with records relating to recruitment and contracts, absence, occupational health, employee relations and rewards records, leavers documents and pension records. BEIS guidance is cited where appropriate. If there are exceptions to BEIS guidance the retention will be for ten years beyond the date after the date the employee left. For operational documents see 'Governance, Strategy and Information'. For project files see 'Project and Programme Management'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>9.1 Procedures</b>						
	Instruction to UK SBS - HR Form	7 years	Check in	Business need	Destroy	
<b>9.2 Recruitment (role creation and evaluation, applications, sifting, supporting documents)</b>						
	CV and studies attached to CVs	1 Year	Check In	Business need	Destroy	
	Business case for a position	3 years	End of position	Business need	Destroy	
	Job descriptions	7 years	Position filled	Equality Act 2010	Destroy	BAS will review for permanent preservation
	Recruitment adverts	1 Year	Position filled	Business need	Destroy	BAS will review for permanent preservation
	Authorisation of recruitment	1 year	Superseded	Business need	Destroy	
	Enquiries about vacancies	1 year	Position filled	Civil Service Commission requirement	Destroy	
	Documents relating to the selection of an individual for an advertised position	3 years	Position filled	Civil Service Commission requirement	Destroy	
	Unsuccessful applications	1 year	Position filled	Civil Service Commission requirement	Destroy	
	Job evaluations	3 years	Superseded	Business need	Destroy	
	Grading reviews	3 years	Superseded	Business need	Destroy	
<b>9.3 Character, Reference, Security</b>						
	Educational certificates	12 years	Check In	Business need	Destroy	
	Passports, birth certificates, driving and other licences, security check responses	3 Years	Leave date	Business need	Destroy	
	Employment reference requests, reference responses, Committee Members Declarations	3 Years	Check In	Business need	Destroy	
<b>9.4 Record of Employment - (contract, working pattern and hours, transfers, re-grading, promotion, demotion, PTMG, re-deployment, probation)</b>						
	Offer and acceptance letter	Age 85	Date of Birth	BEIS Guidance	Destroy	
	Contracts and addenda to contracts	Age 85	Date of Birth	BEIS Guidance	Destroy	
	Address details	7 years	Check In	Business need	Destroy	
	Working time directive opt out forms	Age 85	Date of Birth	BEIS Guidance	Destroy	
<b>9.5 Immigration documentation</b>						

	Immigration documentation for Tiers 1, 2, 4 and 5 and dependents including work permits, workers registration scheme documents, accession worker cards, indefinite leave to remain and change of circumstances documents	2 years	Leave date	Business need	Destroy	
<b>9.6 Change of Legal Status</b>						
	Changes to legal documentation including death certificates, notifications of death, marriage and civil partnership certificates, decrees absolute, deed poll certificates and civil partnership dissolution certificates	Age 85	Date of Birth	BEIS Guidance	Destroy	
<b>9.7 Employee Health and wellbeing</b>						
	Health declarations and fit notes	7 years	Check In	Business need	Destroy	
	Medical reports for COSHH, Lead, Asbestos, Compressed Air and Ionising Radiation	Age 85	Date of Birth	BEIS Guidance, Control of Substances Hazardous to Health (COSHH) 2002, Working with substances hazardous to health: A brief guide to COSHH 2012, The Control of Substances Hazardous to Health Regulations 2002/2004 amended, Radioactive Substances regulation (RSR) for non-nuclear sites 2014, Ionising Radiations Regulations 1999, Regulation 21(3)(a), Regulation 4 of the Control of Asbestos	Destroy	
	Accident at work records	Age 85	Date of Birth	BEIS Guidance	Destroy	
	Employee medical reports from Occupational Health	Age 85	Date of Birth	BEIS Guidance	Destroy	
	Self Certification forms	7 years	Check In	Statutory Sick Pay Regulations/Business Need	Destroy	
	Statutory sick pay forms	Age 85	Date of Birth	Statutory Sick Pay Regulations	Destroy	
	Employee wellbeing - Occupational Health referrals and reports, contemporaneous notes	Age 85	Date of Birth	BEIS Guidance	Destroy	
<b>9.8 Workforce Planning and Reporting</b>						
	Absence statistics	7 years	Creation	Business need	Destroy	
	Monthly headcount	7 years	Creation	Business need	Destroy	

	Scorecard and management reports, unstructured documents	7 years	Creation	Business need	Destroy	
<b>9.9 Leave</b>						
	MAT B1 forms and maternity letters	Age 85	Date of Birth	BEIS Guidance	Destroy	
	Parental leave documents	Age 85	Check In	BEIS Guidance	Destroy	
	Jury service forms	12 years	Check In	Business need	Destroy	
	Unpaid leave documents	12 years	Check In	Business need	Destroy	
	Annual leave requests	3 Years	Check In	Business need	Destroy	
<b>9.10 Pay, Allowances, Bonuses</b>						
	P45 and P46	7 years	Check In	Business need	Destroy	
	P38 (discontinued 2013)	12 years	Check In	Business need	Destroy	To be phased out with next schedule review
	Bank details	3 years	Check In	Business need	Destroy	
	Payroll legacy employee file, added years records, national minimum wage documents, compensation payments, pension queries and pension forms including opt-out forms, starter forms, changes forms, leavers forms, quotes forms and enrolment letters	Age 85	Date of Birth	BEIS Guidance	Destroy	
	Statement of earnings	7 years	Check In	Business need	Destroy	
	Timesheets	12 years	Check In	Business need	Destroy	
	Overtime claim forms	12 years	Check In	Business need	Destroy	
	HMRC NI record queries	7 years	Check In	Business need	Destroy	
	Voluntary and union deduction applications	7 years	Check In	Business need	Destroy	
	Bonus nominations	7 years	Creation	Business need	Destroy	
	Salary review schedules, correspondence	3 years	Creation	Business need	Destroy	
	Benefits scheme administration records	7 years	Creation	Business need	Destroy	
	Overpayment documentation	12 years	Creation	Business need	Destroy	
<b>9.11 Expenses/Pay advances</b>						
	Advances (C2W)	12 years	Check In	Business need	Destroy	
<b>9.12 Performance appraisal records, Talent &amp; Development</b>						
	Personal development record	3 years	Check In	Business need	Destroy	
	Appraisal	3 years	Check In	Business need	Destroy	
<b>9.13 Training and Development</b>						
	Induction programmes and material	1 year	Superseded	Business need	Destroy	
	Training course material	3 years	Superseded	Business need	Destroy	BAS will review for permanent preservation

	Employee training course attendance records, training awards and accreditation	Age 85	Date of Birth	BEIS Guidance	Destroy	
	Assessment and impact analysis of training courses	3 years	Creation	Business need	Destroy	BAS will review for permanent preservation
<b>9.14 Employee Housing</b>						
	Mortgage reference request	3 years	Check In	Business need	Destroy	
	Rent reference request	3 years	Check In	Business need	Destroy	
<b>9.15 Disciplinary</b>						
	Disciplinary case files - including witness statements, investigation summary documents, evidence, contemporaneous notes, outcome letters, disciplinary board papers, convening documentation, appeal documentation	Age 85	Date of Birth	Business need	Destroy	
<b>9.16 Compromise agreements</b>						
	Compromise agreements	Age 85	Date of Birth	Business need	Destroy	
<b>9.17 Capability</b>						
	Capability case files - including outcomes of informal meetings, outcomes of formal meetings, capability reports, capability panel papers, convening documentation, contemporaneous notes, witness statements, outcomes of capability hearings, occupational health referrals ICW capability, appeal documentation	Age 85	Date of Birth	Business need	Destroy	
<b>9.18 Grievance</b>						
	Grievance case files - complaints, investigation documents, witness statements and evidence, outcome letters, convening documentation and appeal documentation	Age 85	Date of Birth	Business need	Destroy	
<b>9.19 Performance Management</b>						
	Probation records	Age 85	Date of Birth	BEIS Guidance	Destroy	
	Performance Management case files - including outcomes of formal meeting, capability reports, capability panel papers, convening documentation, contemporaneous notes, witness statements, outcome of capability hearing, appeal documentation	Age 85	Date of Birth	Business need	Destroy	
<b>9.20 Requests for Information from UK SBS</b>						
	Requests from Solicitors re: employees	7 years	Check In	Business need	Destroy	
	Requests for Personal Data	3 years	Check In	Business need	Destroy	
<b>9.21 Employee relations/Trade Union relations</b>						
	Employment tribunals	Age 85	Date of Birth	BEIS Guidance	Destroy	

	Organisational recognition of Trade Unions	12 years	Creation	Business need	Destroy	
	Trade Union agreements and negotiations	12 years	Termination	CIPD Guidance	Destroy	
	Routine communication with Trade Unions	7 years	Creation	Business need	Destroy	
<b>9.22 Whistleblowing</b>						
	Whistleblowing - Contemporaneous Notes	7 years	Case closed	Business need	Destroy	
<b>9.23 Leaving work (Resignation, Termination, Pensions, Transfer, Redundancy, Exit interview notes, Record of Service)</b>						
	Leavers documents, redundancy letters, retirement statements of intent, death benefits nomination forms, pensions and compensation payment estimates and awards, continuous service statements, retirement benefit notification forms, equivalent premium contribution documents, certificates of existence and continued entitlement, death certificates, next of kin/expressions of wish forms	Age 85	Date of Birth	BEIS Guidance	Destroy	
	Exit interview notes	3 Years	Check in	Business need	Destroy	
	Redundancy at risk letter and removal of redundancy at risk letter	3 Years	Check in	Business need	Destroy	
<b>9.24 Pension scheme administration</b>						
	Routine correspondence with pension scheme	7 years	Creation	Business need	Destroy	
	Trust deeds and rules	Permanently	Creation	Companies Act/Pensions Act 1995	Keep permanently	
	Trustees' minute book	Permanently	Creation	Companies Act/Pensions Act 1995	Keep permanently	
	Annual accounts	Permanently	Creation	Companies Act/Pensions Act 1995	Keep permanently	
	Pension scheme investments	Permanently	Creation	Companies Act/Pensions Act 1995	Keep permanently	
	Investment & insurance policy	Permanently	Creation	Companies Act/Pensions Act 1995	Keep permanently	
	Actuarial reports	Permanently	Creation	Companies Act/Pensions Act 1995	Keep permanently	
	Contribution reports	Permanently	Creation	Companies Act/Pensions Act 1995	Keep permanently	



## 10.0 Finance

The Financial Management retention schedule relates to the function of managing UKRI's financial resources. The schedule includes management, statutory and financial accounting records, audit and asset management records. For contract documentation see 'Procurement and Contracting'. For operational documents see 'Governance, Strategy and Information'. For project files see 'Project and Programme Management'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>10.1 Management Accounting</b>						
	Finance Guide	7 years	Creation	Business need	Destroy	
	Annual accounts and supporting schedules including final outturns against BEIS budgets, including by programme splits	7 years	Audit	Companies Act	Destroy	
	Management accounts (monthly)	7 years	Creation	Business need	Destroy	
	Budget reports	7 years	Creation	Taxes Management Act (1970)	Destroy	
<b>10.2 Statutory Accounting</b>						
	Tax returns	7 years	End of tax year	Taxation Management Act 1970, Accounts and Audit Regulations 2003 No. 533	Destroy	
	VAT returns	7 years	End of tax year	Taxation Management Act 1971, Accounts and Audit Regulations 2003 No. 533, VAT Act 1994	Destroy	
<b>10.3 Financial Accounting</b>						
	Contractor Final Accounts	7 years	Creation	Business need	Destroy	
	EU cost statements	7 years	After end of EU grant	EU Accounting Directive	Destroy	
	EU project timesheets	7 years	After end of EU grant	EU Accounting Directive	Destroy	
	Debtor Repayment plans	7 years	End of repayment	Business need	Destroy	
	Cheques, bills of exchange	7 years	Creation	Limitation Act	Destroy	
	Bank statements	7 years	Audit	Companies Act, Accounts and Audit Regulations 2003 No. 533, Limitation Act	Destroy	
	Bank instructions	12 years	Creation	EU funding audit requirement	Destroy	
	BACS notification	2 years	Check In Date	Business need	Destroy	
	Credit card statements	12 years	Creation	EU funding audit requirement	Destroy	

	Cash books	7 years	Creation	Limitation Act	Destroy	
	Cash flow statement	7 years	Creation	Limitation Act	Destroy	
	Paying in book/slip	7 years	Creation	Limitation Act	Destroy	
	Purchase orders/invoices and statements	12 years	Record Filing Date Cutoff (Time counted from) to Next Calendar Year	EU funding audit requirement	Destroy	
	Expense claims and receipts	12 years	Record Filing Date Cutoff (Time counted from) to Next Calendar Year	EU funding audit requirement	Destroy	
	Debtor and creditor listings and reports	7 years	Creation	Limitation Act	Destroy	
	Debtor and creditor correspondence - collection letters and court summons	7 years	Check In Date Trigger	Limitation Act	Destroy	
	Letters from suppliers	2 years	Check In Date Trigger	Business need	Destroy	
	Remittance Advices	2 years	Record Filing Date Cutoff (Time counted from) to Next Fiscal Year	Business need	Destroy	
	Proof of Payment	7 years	Record Filing Date Cutoff (Time counted from) to Next Calendar Year	Limitation Act	Destroy	
	Projects - Accounts related	7 years	Record Filing Date Cutoff (Time counted from) to Next Fiscal Year	Limitation Act	Destroy	
	Correspondence	3 years	Check In Date Trigger	Business need	Destroy	
	Finance Misc docs (FI-Other)	2 years	Record Filing Date Cutoff (Time counted from) to Next Calendar Year	Business need	Destroy	
<b>10.4 Audit</b>						
	Internal audits	7 years	Creation	Accounts and Audit Regulations 2003 No. 533	Destroy	
	Audit investigations	7 years	Creation	Accounts and Audit Regulations 2003 No. 533	Destroy	
<b>10.5 Asset Management</b>						
	General Ledger	7 years	Creation	Accounts and Audit Regulations 2003 No. 533	Destroy	

	Consolidated accounts	Permanently	Creation	Accounts and Audit Regulations 2003 No. 533	Keep permanently	
	Disposal of assets	Permanently	Creation	Accounts and Audit Regulations 2003 No. 533	Keep permanently	
	Annual depreciation	3 years	Creation	Accounts and Audit Regulations 2003 No. 533	Destroy	
	Asset register	7 years	After asset or last asset on list has been disposed of	Accounts and Audit Regulations 2003 No. 533	Destroy	

## 11.0 Chief Executive's and Executive Chairs' Office

The Chief Executive's Office retention schedule relates to the management of the UKRI Chief Executive's and Councils' Executive Chairs' Office. The schedule includes diaries, correspondence, meeting readouts and project records specific to the CEO/COO along with briefing and submission documentation. For other operational documents including at Board level and below see 'Governance, Strategy and Information'. For other project files see 'Project and Programme Management'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
11.1 Offices						
	Correspondence	7 years	Date of creation	Business need	Destroy	
	Diaries	1 year	End of year	Business need	Destroy	
	CEO/COO projects	7 years	End of project	Business need	Destroy	
	Meeting readouts concerning substantive issues including actions/decisions	7 years	Date of meeting	Business need	Destroy	
	Declined invitations	3 year	Date of invitation	Business need	Destroy	
	Briefings	3 year	Date of meeting	Business need	Destroy	
	Submissions	7 years	Date of submission	Business need	Destroy	

## 12.0 Research Funding Delivery

The Research Funding Delivery retention schedule relates to the function of assessing, awarding and monitoring funding for research. This schedule refers primarily to records held by UKRI. For day to day management of primary research data units, centres and institutes should refer to the guidance published by their respective councils. For operational documents see 'Governance, Strategy and Information'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>12.1 Application</b>						
	Core funding application data - funded	Permanently	Date of decision	Reporting requirement	Keep permanently	
	Non-core funding application data - funded	7 years	End of Grant	Limitation Act	Destroy	
	Core funding application data - unfunded	Permanently	Date of decision	Reporting requirement	Keep permanently	
	Non-core funding application data - unfunded	3 years	Date of decision	Business need	Destroy	
	Incomplete funding application data	18 months	Creation	Business need	Destroy	
<b>12.2 Opportunity</b>						
	Grant programme file (Opportunity)	Permanently	Creation	Reporting requirement	Keep permanently	
<b>12.3 Award</b>						
	Award information for grant holder (letter, notification)	7 years	End of Grant	Limitation Act	Destroy	
	Finance data (Funding schedules, payments)	7 years	End of grant	Limitation Act	Destroy	
	Finance cases/Enquiries	7 years	End of Grant	Limitation Act	Destroy	
	Outcomes	Permanently	Creation	Business need	Keep permanently	
<b>12.4 Decision</b>						
	Decision supporting application data - funded and unfunded (peer review: panels, committees, colleges)	Permanently	Date of decision	Reporting requirement	Keep permanently	
	Panel and Committee and Colleges Membership - member personal details	7 years	Terminated	Limitation act	Destroy	
	Panel and Committee and Colleges Membership - attendance	7 years	Meeting date	Limitation act	Destroy	
	Panel and Committee and Colleges Membership - financial	7 years	Payment date	Limitation act	Destroy	
<b>12.5 User data</b>						
	User data - active	until inactive	Creation date	Business need	Destroy	
	User data - inactive	3 years	Date inactivated	Business need	Destroy	
	Equality and diversity data - linked to user data	3 years	Date inactivated	Equality Act	Destroy	

	Equality and diversity data - anonymised	7 years	Creation date	Equality Act	Destroy	
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### 13.0 Business Support

The Business Support retention schedule relates to the records needed for the smooth functioning of UKRI offices, centre's and institutes and are generally used rather than specific to a department or function. They include records covering aspects such as company travel, recharge between departments and space utilisation.

The invoices listed here only refer to those processed by the department, centre or institute rather than the UKRI Finance Department.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
13.1 Business Support						
	Taxi booking invoices	7 years	Creation	Limitation Act	Destroy	
	Hire vehicles, details on insurance claims/fixed penalty claims	7 years	Creation	Road Traffic Act 1988	Destroy	
	Fleet management, vehicle tax, MOT etc	7 years	Creation	Road Traffic Act 1988	Destroy	
	Permit to drive	2 years	Creation	Road Traffic Act 1988	Destroy	
	Licences (TV, Music PPL PRS, Alcohol)	5 years	Termination of licence	Licensing Act 2003	Destroy	
	Event bookings	3 years	Creation	Business need	Destroy	
	Helpdesk, feedback data, work orders, complaints	3 years	Creation	Business need	Destroy	
	Space utilisation - space request forms	3 years	Creation	Business need	Destroy	
	Recharge data	3 years	Creation	Business need	Destroy	
	Invoices/Orders	7 years	Creation	Business need	Destroy	
	GPC transactions	1 year	Creation	Business need	Destroy	
13.2 Logistics						
	Parcel tracking records - receipts for registered & recorded delivery mail	1 year	Creation	Business need	Destroy	

#### 14.0 Annex

The Annex's retention schedule relates to the areas where council's have specific functions either unique to that council or limited to a small number of councils, rather than general across UKRI. They include International, Science, Business Incubation, Library Management, Commercialisation, Health and Safety, Estates and Finance records. For other relevant records see the general schedule such as 'Finance' or 'Health, Safety and the Environment'. For operational records see 'Government, Strategy and Information'.

Business process	Record/information type	UKRI Retention	Trigger	Legislation/Business need	Action	Notes
<b>1.0 Business Innovation and Development</b>						
<b>1.1 Tenants</b>						
	Lease	12 years	End of lease	Business need	Destroy	
	Pre-tenancy due diligence forms	7 years	Creation	Business need	Destroy	
	Tenants hazard assessments	7 years	Creation	Business need	Destroy	
	Annual safety reports	7 years	Creation	Business need	Destroy	
	Campus survey	3 years	Creation	Business need	Destroy	
	Incident reporting	7 years	Creation	Business need	Destroy	
	Hazard investigations	7 years	Creation	Business need	Destroy	
<b>1.2 Spin out companies and UK2IS</b>						
	Articles of Association	Permanent	Creation	Business need	Keep permanently	
	Board Membership files	Permanent	Creation	Business need	Keep permanently	
	Board Minutes	7 years	Creation	Business need	Destroy	
	Share certificates	Permanent	Creation	Business need	Keep permanently	
	Business plans	7 years	Creation	Business need	Destroy	
	Company valuations	7 years	Creation	Business need	Destroy	
	Company annual accounts	7 years	Creation	Business need	Destroy	
	Company board reports	7 years	Creation	Business need	Destroy	
	Framework and Terms of Reference	Permanent	Creation	Business need	Keep permanently	
	Code of Conduct for Board Members	Permanent	Creation	Business need	Keep permanently	
<b>1.3 Incubation Programs</b>						
	Unsuccessful Business Incubation proposals	5 years	From application	Business need	Destroy	
	Successful Business Incubation Proposals (including TOB and TEB documentation)	7 years	Creation	Business need	Destroy	
	Invoice and financial trackers	7 years	Creation	Business need	Destroy	
	Invoice diary tracker	7 years	Creation	Business need	Destroy	
	Company progress reports	7 years	After company leaves program	Business need	Destroy	



	Memorandums of Understanding	7 years	From termination of incubation program	Business need	Destroy	
	Reporting to contracting authority	7 years	From termination of incubation program	Business need	Destroy	
<b>1.4 Catapult Programs</b>						
	Memorandums of Understanding	7 years or 10 years for State Aid	Execution of document	Business need	Destroy	
	Grant Funding Agreement	7 years or 10 years for State Aid	Execution of document	Business need	Destroy	
	Collaboration Agreement	7 years or 10 years for State Aid	Execution of document	Business need	Destroy	
	Variation letter	7 years or 10 years for State Aid	Execution of document	Business need	Destroy	
<b>2.0 Science</b>						
<b>2.1 Science Logistics and Operations</b>						
	Scientific proposals for field work - Aircraft, Ships	3 years	Creation	Business need	Destroy	
	Aircraft/Ship itineraries & timetables, car hire records	3 years	Creation	Business need	Destroy	
	Planning information from external agencies	3 years	Creation	Business need	Destroy	
	Short term operational reports and updates	3 years	Creation	Business need	Destroy	
	Stores records - daily procedures	3 years	Creation	Business need	Destroy	
	Applications and approvals for Arctic Research	7 years	Creation	Business need	Destroy	
	Permits	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	HMS "Endurance" field season planning	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Ship certificates	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Planning and procedures databases	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Operations/Logistics reports - monthly	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives

	Work schedules	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Non-statutory incident reporting	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Small boat operations group notes and papers	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Travel database (movement of personnel for field work	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Cargo Files	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Records relating to aircraft incl. certificates, pilot records & ephemeral	7 years	Lifetime of aircraft	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Polar supply chain logistics incl. SCL - Purchasing and support (good received notes), Commercial import/export documentation, Cargo import/export documentation.	7 years	Last action	CITES & other import/export regs	Destroy	BAS will review for permanent preservation in BAS Archives
	Annual marine plan	12 years	After superseded or project closed	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Research ship programmes	12 years	After superseded or project closed	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Ship charter information	12 years	After superseded or project closed	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	HMS "Endurance" annual report Incident files	12 years	After superseded or project closed	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Database of aircraft information	12 years	After superseded or project closed	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Field and operation planning group meeting minutes and papers	12 years	After superseded or project closed	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Aircraft/ships operations annual reports	12 years	Permanent preservation	Business need	Keep Permanently	

	Air unit pilot logs	12 years	Permanent preservation	Business need	Keep Permanently	
	Field operations annual reports	12 years	Permanent preservation	Business need	Keep Permanently	BAS will review for permanent preservation in BAS Archives
	Dive logs	12 years	Permanent preservation	Business need	Keep Permanently	BAS will review for permanent preservation in BAS Archives
	Field Operations Manuals	12 years	Permanent preservation	Business need	Keep Permanently	BAS will review for permanent preservation in BAS Archives
<b>2.2 Science Research Facilities</b>						
	Short –term procedures and maintenance records. Operation & Maintenance manuals.	7 years	After superseded	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Modification and maintenance files. Technical data for refits of ships or aircraft, laboratory facilities etc.	7 years	After end of project	Business need	Destroy	BAS will review for permanent preservation in BAS Archive or transfer upon sale
	Building records for ships, aircraft, field stations. E.g. building plans, site photographs, design, construction or purchase files	12 years	After disposal or end of life	Regulatory bodies involved: Ships include for example Lloyds and MCA, aircraft would be CAA and the German Aircraft Authority. Vehicles are covered by national design authorities.	Destroy	
	Records concerning future devt of facilities, including planning new and replacement facilities	12 years	After last action	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Chief Officers Deck Logs and aircraft log books	3 years	Lifetime of aircraft	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
<b>2.3 Technology and Engineering Development</b>						
	Working papers and ephemeral procedural documentation	7 years	Creation or superseded	Business need	Destroy	
	Operational notes, component layout and circuit diagrams	7 years	Superseded or project closed	Business need	Destroy	

	Designs, as-built drawings, development notes	12 years	Superseded or project closed	Business need	Destroy	
<b>3.0 Library and Archives Management</b>						
	Monitoring environmental conditions and storage facilities	3 years	Lifetime of related records	Business need	Destroy	
	Record of movement and loans of items	3 years	Lifetime of related records	Business need	Destroy	
	Daily and short-term management documentation for Data management	3 years	Creation	Business need	Destroy	
	Review of access restrictions to individual items	7 years	Lifetime of related records	Business need	Destroy	
	Documentation of exhibitions and external loans	7 years	Completion of event	Business need	Destroy	
	Working files on digitisation and similar projects to preserve vulnerable formats and increase accessibility	7 years	End of project	Business need	Destroy	
	Annual statistics for key activities and performance (excluding Specimen Collections Management, Library Services and Archives and Records Management)	12 years	Superseded	Business need	Destroy	
	Annual statistics of key activities for Specimen Collections Management	7 years	Superseded	Business need	Destroy	
	Annual statistics of key activities for Library Services and for Archives and Records Management	12 years	Creation	Business need	Review for permanent retention	
	Selection criteria for records to be preserved as archives, classification scheme and documentation standard for cataloguing and collections management, preservation.	12 years	Superseded	Business need	Destroy	
	Documentation of appraisal, selection criteria and acquisition decisions (incl. accession records transfer of ownership / custody )	Permanently	Creation	JISC guidelines	Keep permanently	
	Documentation of disposal decisions (incl deaccession records, transfer of ownership, destruction authorisations and destruction certificates)	Permanently	Creation	TNA guidance	Keep permanently	
	Archives and Library inventories (incl. catalogues, finding aides, and lists of collections)	Permanently	Creation	Business need	Keep permanently	
	Inter-library loans copyright forms	7 years	Creation	Business need	Destroy	
	Special collections research requests	7 years	Creation	Business need	Destroy	

	Records documenting the selection of publications, monitoring and control of storage conditions, movement from/to storage, movement and loans of items	3 years	Creation	Business need	Destroy	
	BAS schemes for classifying and cataloguing publications	3 years	Superseded	Business need	Destroy	
	Records documenting decisions to dis/continue purchase of publications	7 years	Creation	Business need	Destroy	
	Collections Policy	5 years	Superseded	JISC guidelines	Appraise	
	Yearly Audit of off-site storage facilities	7 years	creation	Business need	Destroy	
	External and internal enquiries	2 years	Creation	Business need	Destroy	
	Access Authorisation	1 year	Creation	Business need	Destroy	
	Data Sharing Agreements	7 years	Termination	Limitation Act	Destroy	
	Data Access Committee Minutes	7 years	Creation	Business need	Destroy	
	Library management catalogue	3 years	Creation	Business need	Destroy	
<b>4.0 International</b>						
<b>4.1 Governance</b>						
	Memorandums of Understanding	Permanent	Creation	Business need	Keep permanently	
	Ministerial submissions and permissions	Permanent	Creation	Business need	Keep permanently	
	International Agreements and conventions	Permanent	Creation	Business need	Keep permanently	
	Accession agreement	Permanent	Creation	Business need	Keep permanently	
	UKRI internal approvals	Permanent	Creation	Business need	Keep permanently	
	Grant/Consortium Agreements and associated documents	Permanent	Creation	Business need	Keep permanently	
	Statutes and associated documents	Permanent	Creation	Business need	Keep permanently	
	Business cases/plans and associated documents	Permanent	Creation	Business need	Keep permanently	
	Board memberships (including elections) and terms of reference	Permanent	Creation	Business need	Keep permanently	
	Governance/Management Board documents (written procedures, meeting papers, minutes and decision records, etc.)	Permanent	Creation	Business need	Keep permanently	
	Protocol on Privileges and Immunities	Permenant	Creation	Business need	Keep permanently	
	Finance Regulations	Permenant	Creation	Business need	Keep permanently	
	Rules of Procedure	Permenant	Creation	Business need	Keep permanently	
	Institute Strategy Plans	Permenant	Creation	Business need	Keep permanently	
	Operating and Site Deveelopment Agreements	7 years	Superseded	Business need	Destroy	
	Governmental Agreements on Cooperation	Permenant	Creation	Business need	Keep permanently	

	Director Contracts	Permenant	Creation	Limitation Act	Keep permanently	
	Applications / selection of Director for Facility	3 years	Creation	Business need	Destroy	
4.2 Advisory						
	Council / Steering Committee / General Assembly meeting papers	Permanent	Creation	Business need	Keep permanently	
	Working Group outputs	7 years	End of programme	Business need	Destroy	
	Administration and Finance Committee papers	Permanent	Creation	Business need	Keep permanently	
	Associates meeting papers / minutes (ILL)	Permanent	Creation	Business need	Keep permanently	
4.3 Finance						
	International Financial Oversight Plan/ Financial Protocol	Permenant	Creation	Business need	Keep permanently	
	Finance Regulations	Permenant	Creation	Business need	Keep permanently	
	Administrative Guidelines and Payment Schedules	7 years	End of programme	Business need	Destroy	
	Tax reports and associated documents	7 years	End of programme	Business need	Destroy	
	Invoices (additional user costs; ad hoc)	7 years	End of programme	Business need	Destroy	
	Auditors reports and associated documents	7 years	End of programme	Business need	Destroy	
	Financial reports and associated documents	7 years	End of programme	Business need	Destroy	
	Subscription invoices	7 years	End of programme	Business need	Destroy	
	Written Procedures (Procurement)	7 years	End of programme	Business need	Destroy	
	Allocation letters	7 years	End of programme	Business need	Destroy	
	Share certificates	Permenant	Creation	Companies Act	Keep permanently	
	Contracts	12 years	Case closed	Limitation Act	Destroy	
4.4 Project and programme management						
	Progress/Technical Reports and associated documents	7 years	End of programme	Business need	Destroy	
	Administration/secretariat documents	7 years	End of programme	Business need	Destroy	
	Briefing documents (for ministry, UKRI internal and external stakeholders acting on behalf of UKRI)	7 years	End of programme	Business need	Destroy	
	Funding call documentation	7 years	End of programme	Business need	Destroy	
	Budget approval	7 years	End of programme	Business need	Destroy	
	Funding call guidance	7 years	End of programme	Business need	Destroy	
	Applicant data	7 years	End of programme	Business need	Destroy	
	Peer review guidance	7 years	End of programme	Business need	Destroy	
	Panel information including approval	7 years	End of programme	Business need	Destroy	
	Ranked list and funding paper	7 years	End of programme	Business need	Destroy	

	Official panel feedback provided to applicants (if not provided on system)	7 years	End of programme	Business need	Destroy	
	Usage data	12 years	Creation	Business need	Destroy	
<b>4.5 International scientific infrastructure</b>						
	International Scientific Infrastructure committees minutes, briefings and reports	Permanent	Creation	Business need	Keep permanently	
	Contributions to UK International Scientific Infrastructure policy	7 years	Creation	Business need	Destroy	
	Workshop reports for International Scientific Infrastructure committees	7 years	Creation	Business need	Destroy	
	Financial reports on International Scientific Infrastructure	Permanent	Creation	Business need	Keep permanently	
<b>5.0 Commercialisation</b>						
	Records documenting the development and evaluation of a proposal to set up a commercial enterprise.	7 years	Last action	Business Need	Destroy	
	Records documenting the establishment of formal contractual relationships.	7 years	End of contract or relationship	Business Need	Destroy	
	Records relating to the final product satisfying the terms of the formal agreement or contract, e.g. Policy documents, reports and software.	Permanently	Superseded or project closed	Business Need	Review for permanent retention	
	Technology Transfer contract management files including signed contacts	Permanently	Termination	Limitation Act 1980 C58	Destroy	
	Technology Transfer contract management files including sealed contracts	Permanently	Termination	Limitation Act 1980 C58	Destroy	
<b>5.1 Marketing and Sales</b>						
	Memos and correspondence, promotional materials, publications marketing plan	3 years	Last action	Business Need	Destroy	
	Market research analysis, policy and procedures	7 years	Superseded	Business Need	Destroy	
	Retail sales transactions	7 years	Last action	Business Need	Destroy	
<b>6.0 Estates</b>						
	Local meeting documents	1 year	Creation	Business need	Destroy	
	BAS Access control/Security breach/Security pass records	6 months	Last action	Business need	Destroy	
	BAS Parking (Cars and Bicycles) - Permits and Access	1 month	End of employment	Business need	Destroy	
<b>6.1 Projects</b>						
	Maps - including drainage, access/egress	12 years	Superseded	Limitation Act / Limitation (Scotland) Act	Destroy	BAS will review for permanent preservation in BAS Archives
	Job quotes - including job specifications	3 years	Creation	Business need	Destroy	

	Inventories of all maintenance jobs carried out	7 years	Creation	Business need	Destroy	
6.2 Maintenance						
	Inventory of all equipment with expected lifespan	7 years	Superseded	Business need	Destroy	
	Engineers reports on boilers, lifts etc.	3 years	Superseded	Limitation Act	Destroy	
	Maintenance schedules	3 years	Creation	Limitation Act	Destroy	
	Major maintenance records	25 years	Last action or transfer of ownership	Business need	Destroy	
	Asbestos inspections, issues, records	Permanent	Creation	The Control of Asbestos Regulations 2012	Keep permanently	
	Lease expiration and breaks	7 years	Termination	Limitation Act 1980 C63	Destroy	
	Indemnities and Guarantees and warranties	15 years	Termination	Limitation Act 1980 C60, Latent Damage Act	Destroy	
	Analysis of performance against implementation plans (including specifications and selection; inventories, stocktaking or movement; installation; testing; product manuals of equipment)	3 years	Life of item	Business need	Destroy	
6.3 Equipment						
	Pre-commissioning and post-installation examinations of lifting equipment, including lifetime inspections or examinations	3 years	Life of item	Business need	Destroy	
	Product manuals of equipment	3 years	After superseded or life of item	Business need	Destroy	
	Cleaning or sanitation	3 years	Life of item	Business need	Destroy	
	Authorisation of transfer of ownership or disposal of equipment	3 years	Life of item	Business need	Destroy	
	Specifications and selection, product manuals or equipment (BAS)	3 years	Life of item	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Performance against implementation of strategy including audits and reviews of the function	7 years	Life of item	Business need	Destroy	
	Records documenting the selection, installation, and lifetime maintenance of major equipment items	7 years	Life of item	Business need	Destroy	
	Inspection & testing of equipment which is safety critical or associated with hazardous operations	7 years	Life of item	Business need	Destroy	
	Cleaning and Sanitisation of Equipment prior to disposal, used in operations involving hazardous substances	7 years	Life of item	Business need	Destroy	



	Records documenting the development of, specifications for, the selection of, and installation and lifetime maintenance of equipment/consumables: items which are safety critical or associated with hazardous operations	40 years	Life of item	Provision and Use of Work Equipment Regulations 1998: SI 1998/2306: Limitation Act 1980 C58,	Destroy	
	Records and data relating to performance, analysis or standards of internal services (including quality control, signature sheets for mail, driver questionnaires)	3 years	Creation	Business need	Destroy	
<b>6.4 Internal Facilities Management</b>						
	Promotional and publicity materials	3 years	Superseded	Business need	Destroy	
	Reports on the planning, management, performance, audits and reviews of an internal service	3 years	Superseded	Business need	Destroy	
	Customer Surveys	3 years	Superseded	Business need	Destroy	
	Reports on Service Quality	3 years	Superseded	Business need	Destroy	
<b>7.0 Finance</b>						
	Financial statements for STFC Innovations Ltd	7 years	End of financial year	Companies Act	Destroy	
	Corporation Tax returns for STFC Innovations Ltd	7 years	End of financial year	Taxation Management Act 1970, Accounts and Audit Regulations 2003 No. 533, Corporation Tax Act 2010	Destroy	
<b>8.0 Research Funding and Training</b>						
<b>8.1 Fellowships</b>						
	Fellowship policy file	Permanently	Creation	RC/TNA Policy	Transfer to TNA after 20 years	
	Fellowship panel agenda, minutes and papers (e-volume/CD)	Permanently	Creation	RC/TNA Policy	Transfer to TNA after 20 years	
	Fellowship panel administration and correspondence	3 years	Creation	Business need	Destroy	
	Successful clinical, non-clinical and strategic skills fellowship applications	20 years	Completion (receipt of final documentation )	RC/TNA Policy	Appraise after 7 years- - Transfer selected to TNA after 25 years	
	Unfunded applications (unsuccessful, withdrawn, not accepted)	3 years	Decision	RC/TNA Policy	Destroy	
	Grant summary record (Siebel etc.)	Permanently	Creation	Business need	Archive	
<b>8.2 Studentships</b>						

	Studentship programme policy file	Permanently	Creation	RC/TNA Policy	Transfer to TNA after 20 years	
	Studentship programme agenda, minutes and papers (e-volume/CD)	Permanently	Creation	RC/TNA Policy	Transfer to TNA after 20 years	
	Studentship board/panel administration and correspondence	3 years	Creation	Business need	Destroy	
	Successful studentship (DTG Capacity Building, CASE, centre and intramural) applications	20 years	Completion (receipt of final documentation)	RC/TNA Policy	Appraise after 7 years - Transfer selected to TNA after 25 years	
	Unfunded applications (unsuccessful, withdrawn, not accepted)	3 years	Decision	RC/TNA Policy	Destroy	
	Grant summary record (Siebel etc.)	Permanently	Creation	Business need	Archive	
8.3 Application						
	Resubmissions and demand management	1 year	Reception of email	Business need	Destroy	
	EU funded application data	12 years	Final payment	EU funding audit requirement	Destroy	
8.4 Grants and Awards Framework						
	Grants / fellowships / awards applications - unsuccessful	3 years	After end of round	Business need	Destroy	
	Grants / fellowships / awards applications - unsuccessful (BAS)	8 years	After end of round	Business need	Destroy	
	Grant files for long term projects	7 years	Completion of project	Business need	Destroy / Transfer to TNA	If project is to build scientific instruments, it ends when the instrument comes online, not when it is decommissioned. Files of projects of national importance are deposited with The National Archive
	Grants / fellowships / awards applications - successful	12 years	After end of round	Business need	Destroy	
	Grants and Awards administration (included guidance and directives on eligibility, summary stats, templates, success rates, trend analysis, requests for data, policies)	12 years	After end of round	Business need	Destroy	
	Project authorisation form	7 years	End of grant	Business need	Destroy	
	Project change request	7 years or 12 if European funding	End of grant	Business need/ EU funding audit requirement	Destroy	
8.5 Commissioning strategic research						

	Correspondence, SLAs, tenders, assessment and evaluation criteria and outcomes	8 years	Termination	Business need	Destroy	
	Correspondence, SLAs, tenders, assessment and evaluation criteria and outcomes relating to EU funded projects	12 years	Termination	EU funding audit requirement	Destroy	
<b>8.6 Governing Science Investments</b>						
	Governance and management of scientific investments at the programme level	7 years	Last action	Business need	Destroy	
<b>9.0 Health, Safety &amp; Environment</b>						
	Environmental Aspects and Impacts Register	3 years	Creation	The Environmental Permitting (England and Wales) Regulations 2016	Destroy	BAS will review for permanent preservation in BAS Archives
	Land Contamination Reports	50 Years	Last entry	The Environmental Permitting (England and Wales) Regulations 2016	Destroy	BAS will review for permanent preservation in BAS Archives
	EA Permits/EA Permitting Exemptions	Permanent	Creation	The Environmental Permitting (England and Wales) Regulations 2016	Destroy	BAS will review for permanent preservation in BAS Archives
	Fluorinated Gas register	5 years	Post-use/ Life-time	Fluorinated Gases Regulations	Destroy	
	Records for operational PPM tasks, including asbestos containing equipment, monitoring records and method statements	7 years	Life of Item	Business need	Destroy	
	Area Noise assessments/surveys	50 years	Creation	The Control of Noise at Work Regulations 2005 (the Noise Regulations)	Destroy	BAS will review for permanent preservation in BAS Archives
	Other noise related correspondence	50 years	Creation	The Control of Noise at Work Regulations 2005 (the Noise Regulations)	Destroy	BAS will review for permanent preservation in BAS Archives
	Documents relating to environmental incidents on UKRI premises or caused by UKRI operations	5 years	Post-use/ ife-time	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Records concerning energy & water management, environmental audits, implementation audits and reports	5 years	Post-use/ Life-time	Business need	Destroy	BAS will review for permanent preservation in BAS Archives

	Environmental accreditation	3 years	Post-use/ Life-time	Business need	Destroy	BAS will review for permanent preservation in BAS Archives
	Promotion and awareness of issues and data on or analyses of performance against implementation of the strategy	5 years	Post-use	Business need	Destroy	
	Reviews of the use and consumption of energy.	5 years	Post-use	Business need	Destroy	
	Records documenting the energy performance of buildings	5 years	Post-use	Energy Performance of Buildings (England and Wales) Regulations	Destroy	
9.1 Security						
	Visitor/ Contractor records/ passes and temporary parking permits	1 year	Creation	Business need	Destroy	
	Lost and found records	1 year	Creation	Business need	Destroy	
	Sign in book	1 year	From end of book	Business need	Destroy	
	Daily occurrence book/ day book	3 years	From end of book	Business need	Destroy	
	Security clearances	1 year	leaving UKRI	Business need	Destroy	
	Pass application forms	1 month	Sign off	Business need	Destroy	
	Gym joining forms	1 month	Creation	Business need	Destroy	
	Security passes	0 years	Hand in	Business need	Destroy	
9.2 Waste						
	Records of controlled/hazardous/clinical waste disposal	3 years	Creation	Hazardous Waste (England and Wales) Regulations 2005	Destroy	
	Duty of care inspection reports in relation to above disposals	3 years	Creation	Hazardous Waste (England and Wales) Regulations 2005	Destroy	
	Waste storage records	3 years	Unit closure (transfer, or move)	The Waste Regulation England and Wales, 2012	Destroy	
	Authorisations	0 years	Superseded/ termination	Environmental Permitting Guidance (England and Wales), 2010	Destroy	
	Hazardous Waste Consignment and Controlled Waste Transfer Notes	3 years	Creation	Hazardous Waste (England and Wales) Regulations 2005	Destroy	
	Chemical disposal forms	1 year	Completion of disposal	Business need	Destroy	
10.0 SHE						

	Site transport risk assessment	5 years	Creation	Workplace (Health, Safety & Welfare) Regulations The Health and Safety at Work etc. Act, 1974 The Management of Health and Safety at Work Regulations 1999	Destroy	
	Gas monitoring systems testing and maintenance	3 years	Creation	Gas Safety Installation & Use Regs 1998 (as amended)	Destroy	
	Cryogenic risk assessment	5 years	Creation	SHE group maintain SHE Assure.	Destroy	
	SHE Objectives	5 years	Creation	& Use Regs 1998 (as	Destroy	
	Departmental SHE Improvement plans	5 years	Creation	Business Need	Destroy	
	Staff APR records	5 years	Creation	Business Need	Destroy	
	Confined Space Permits	5 years	Creation	Workplace (Health, Safety & Welfare) Regulations The Health and Safety at Work etc. Act, 1974 The Management of Health and Safety at Work Regulations 1999	Destroy	
	Manual handling risk assessment	5 years	Creation	The Management of Health and Safety at Work Regulations 1999	Destroy	
	Construction Appointment of Client	1 year	Termination of contract	Limitation Act	Destroy	
	Contract tender documentation	1 year	Termination of contract	Limitation / Business Act	Destroy	
	Pre-contract information	1 year	Termination of contract	Limitation Act	Destroy	
	Pre-construction information	1 year	Termination of contract	Limitation Act	Destroy	
	Letters of appointment for Principal Designer and Principal Contractor	1 year	Termination of contract	Limitation Act	Destroy	
	F10	1 year	Termination of contract	Limitation Act	Destroy	

	Construction Phase Plan	1 year	Termination of contract	Limitation Act	Destroy	
	Competency Criteria	1 year	Termination of contract	Limitation Act	Destroy	
	Health and Safety File	1 year	End of asset life	The Management of Health and Safety at Work Regulations 1999	Destroy	
	Management of Contractors -Pre-contract contractor provided SHE information	1 year	Termination of contract	Limitation / Business Act	Destroy	
	Contract tender documentation	1 year	Termination of contract	Limitation / Business Act	Destroy	
	Contractor and sub-contractor Risk Assessment and method statements (RAMS)	1 year	Termination of contract	Limitation / Business Act	Destroy	
	Site building drawings and maintenance records	1 year	Superseded	Business Need	Destroy	
	DSEAR Assessments	5 years	Creation	SHE Assure facility	Destroy	
	Lasers -Risk Assessments / Local Rules	5 years	Creation	Regulations	Destroy	
	Lasers -Local Rules	5 years	Creation	BSI and PHE Regulations	Destroy	
	All Health records and Medical records relating to health screening (e.g. fork lift truck medicals)	50 Years	Last entry	BEIS Guidance	Destroy	
	All Health records and supplementary records relating to health surveillance, sometimes referred to as 'management referrals'.	6 Years	Employee leave date	BEIS Guidance	Destroy	
	Inspections of lifting and other high hazard work equipment	3 years	Post use/Life-time	Lifting Operations and Lifting Equipment Regulations 1998, Regulatory Reform (Fire Safety) Order 2005	Destroy	
	Lifting risk assessments and plans	5 years	Creation	Regulatory Reform (Fire Safety) Order 2005	Destroy	
	Lifting equipment and accessory maintenance records	5 years	Creation	Regulatory Reform (Fire Safety) Order 2005	Destroy	
	Permit to Work on or in the vicinity of OHTCs	5 years	Creation	Business need	Destroy	

	Dangerous Goods Notes and associated paperwork	5 years	Creation	The Planning (Hazardous Substances) Regulations 2015	Destroy	
	All related records for the receipt and dispatch of radioactive materials independent of site logistics teams	5 years	Creation	Ionising Radiation Regulations 2017 and Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPPIR).	Destroy	
	SHE Audit Reports	5 years	Creation	Business need	Destroy	
	Producer Returns	3 years	Creation	Hazardous Waste (England and Wales) Regulations 2005	Destroy	
	Pressure and vacuum systems - Statutory Inspection Records	5 years	Post use/Life-time	Pressure Equipment Regulations 1999 (SI 2002 No 1267 )	Destroy	
	Validation of flexible and mobile pressure systems	7 years	Post use/Life-time	The Pressure Systems Safety Regulations 2000	Destroy	
	Written scheme of examination for pressure and vacuum systems	3 years	Post use/Life-time	The Pressure Systems Safety Regulations 2000, Pressure Equipment Regulations 1999 (SI 2002 No 1267 )	Destroy	
	Written scheme for flexible and mobile pressure systems	7 years	Post use/Life-time	Safety Regulations 2000, Pressure Equipment Regulations	Destroy	
	Electrical Distribution Operating Record Record	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Switchgear Maintenance and Operating Instructions	1 year	End of equipment life	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Electrical Distribution Records of Information	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Authority to Access (Electrical)	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	

	Certificate of Isolation & Earthing	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Connection Notice (Electrical)	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Certificate of Transfer of Control (Electrical)	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Disconnection Notice (Electrical)	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Permit to Work (Electrical)(short)	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Safety Programme (Electrical)	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Sanction to Work on or Near Live Electrical Equipment	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Standing Instruction for Electrical Equipment	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Sanction to Test (Electrical)	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Specific Written Instructions	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Permit to Work (Electrical)(long)	3 years	Last entry	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Records of First Aid treatment	5 years	Creation	Electricity at Work Regs 1989, Electrical Installation Inspection	Destroy	
	Magnetic Field Risk Assessments	5 years	Creation	The Control of Electromagnetic Fields at Work Regulations 2016	Destroy	
	Appointments letters for SHE positions	1 year	Termination of appointment	BEIS Guidance	Destroy	



	Records of accidents, incidents and near misses, and related records	7 years	Creation	Working with substances hazardous to health: A brief guide to COSHH 2012, H&S at Work Act 1974	Destroy	BAS will review for permanent preservation in BAS Archives
	H&S Procedures	3 years	Superseded	The Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013	Destroy	BAS will review for permanent preservation in BAS Archives
	Equipment inventory	3 years	Superseded	Business need	Destroy	
	Written scheme for water systems	3 years	Superseded	Code of Practice for the Prevention and Control of Legionellosis	Destroy	
	Maintenance and testing of water system	3 years	Post use/Life-time	Code of Practice for the Prevention and Control of Legionellosis	Destroy	
	Centrifuge machine integrity (incl. rotors and buckets)	5 years	Post -use	Business need	Destroy	
	Local exhaust ventilation (fume cupboards, microbiological safety cabinets, isolators, other LEV)	5 years	Post -use	The Control of Substances Hazardous to Health Regulations 2002/2004 amended	Destroy	
	Inventory and allocation of scientific equipment	12 years	Creation	Business Need	Destroy	
	Records for the maintenance of scientific equipment	12 years	Creation	Business Need	Destroy	
	Records of the disposal of scientific equipment	1 year	Creation	Business Need	Destroy	
<b>11.0 Scientific Premises - Notifications and Licences</b>						
	Health and Safety Executive licences	0 years	Completion of work	Business need	Destroy	
	OFCOM licences	0 years	Completion of work	Business need	Destroy	
	Pathogens	5 Years for ACDP 2 and above	Completion of work	The Control of Substances Hazardous to Health Regulations 2002/2004 amended	Destroy, Retain for ACDP 3 and 4	
	Genetic modification	10 years	Creation	Genetically Modified Organisms (Contained Use) 2014	Destroy, Retain for classes 3 and 4	

	Animals (housing and projects)	0 years	Completion of work	Scientific Procedures Act 1986	Destroy	
	Radioisotopes	0 years	Completion of work	Environmental Permitting Guidance (England and Wales), 2010	Destroy	
	Confirmation of revocation	5 years	Creation of work	Environmental Permitting Guidance (England and Wales), 2010	Destroy	
	Radioisotopes inventories	2 years, or 50 years for investigation reports	Superseded	Environmental Permitting Guidance (England and Wales), 2010	Destroy	
	Controlled drugs inventories	5 years	Post -use	The Controlled Drugs and Substances Act	Destroy	
<b>12.0 Audits, inspections and risk assessments</b>						
	Laboratory animal allergy risk assessments	40 years	Completion of work	HSE Control of laboratory animal allergy Guidance	Destroy	
	Radiation user records, including Gamma radiation	50 years	Completion of work	Ionising Radiations Regulations 1999, Regulation 21(3)(a)	Destroy	
	Isotopes permission records	50 years	Completion of work	Ionising Radiations Regulations 1999, Regulation 21(3)(a)	Destroy	
	Radioactive Substances Act application form	3 years	Completion of work	Radioactive Substances regulation (RSR) for nonnuclear sites 2014	Destroy	
	X-rays application forms	3 years	Completion of work	Radioactive Substances regulation (RSR) for nonnuclear sites 2014	Destroy	
	Radiation isotopes application forms	3 years	Completion of work	Radioactive Substances regulation (RSR) for nonnuclear sites 2014	Destroy	

	Genetic medication application form	3 years	Completion of work	Radioactive Substances regulation (RSR) for nonnuclear sites 2014	Destroy	
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