

Retention Schedule

Retention Schedules are used to determine how long records should be kept. This Records Retention Schedule collates the information into the following categories:

- [1. Corporate & Governance](#)
- [2. Finance, Planning & Analytics](#)
- [3. People & Strategy](#)
- [4. Estates & Facilities](#)
- [5. Systems & Technology](#)
- [6. Student Pre-entry & Admissions](#)
- [7. Student Enrolment- Graduation](#)
- [8. Research & Enterprise](#)
- [9. Engagement & Advancement](#)
- [10. Health & Safety](#)
- [11. Library](#)

This list is not exhaustive, but covers the basic types of records stored by the University. It is for guidance only and there may be records that you are justified in keeping longer than the timeframe given here. In general, section 58 Limitations Act 1980 sets out a time limit of the current year plus 6 years to seek legal redress and this informs the Schedule. If you are unsure about a group of records or they aren't listed here, please contact Legal Services.

The Schedule provides the record holder for each record type listed. For administrative reasons, multiple departments may keep duplicates of the same record. These duplicates should not be kept for longer than the retention period.

It is essential that all records are dated and stored in a manner that clearly identifies the year of creation.

Some records are retained for an academic year, a fiscal year or a calendar year. In the event of the Schedule stating that the records can be disposed of after 3 academic years (for example) it is advisable to read this as 'after the end of the For example, a record created in the academic year 2016/2017, with a 'three-year retention period' could be considered for disposal after 31st December 2020.

There is an expectation by students, employers and Government agencies and members of the public that Universities should retain a permanent core record of student names, the modules and qualifications studied and their outcomes.

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Southampton