Selwyn College Cambridge

Retention Schedule

In all cases individuals may exercise their 'right to be forgotten' and explicitly request erasure of their data.

1. Pre-applicants and Applicants

Type of Record	Retention Period	Reason for Period
Unsuccessful student applications and interview reports	This information will be retained by the College for as long as it remains relevant. In the case of unsuccessful applications this normally means that files will be destroyed on the 15th October in the year following application.	Provision of feedback and answering queries. Consistent with University policy

2. Students

Type of Record	Retention Period	Reason for Period
Student records, including academic achievements and conduct and financial records, contact details, bank details, dietary requirements and access requirements. (Camsis)	6 years from the date the student leaves the College, in case of litigation for negligence.	Limitation period for negligence Accounting and Audit rules
Student records: Application form, references received, Formal Interview records, References provided, Supervision records, Academic achievement records	Permanent	Historical
Student records: Information about disabilities, allergies and other medical conditions requiring special arrangements	3 years after student leaving date	Limitation Act 1980
Student records: All minor disciplinary records, mitigating circumstances documentation, routine correspondence and permissions, routine correspondence relating to exams	3 years after student leaving date	Limitation Act 1980
Student records: Medical consultation and treatment records	8 years after leaving	NHS Guidance

Student awards and bursaries	Current students + 6 years	Limitation Act 1980
Student Loans Company	Current students + 6 years	Limitation Act 1980
Student bills and financial information	Current students + 6 years	Limitation Act 1980
Student paper files	Permanent	Historical
Tenancy agreement and tenants' details	End of tenancy + 6 years	Limitation Act 1980

3. Alumni and Supporters

Type of Record	Retention Period	Reason for Period
Alumni and other supporter records, including contact details, bank details, dietary requirements and access requirements (Raisers' Edge Database)	Permanent	Fundraising requests (e.g. campaigns, gifts) and recording donations (e.g. gifts, pledges, legacies) Sending event invitations and hosting events (e.g. dinners, talks, concerts, reunions) Sending out publications (e.g. newsletters, Annual Report, Selwyn Calendar) Updating contact detail changes Enabling fellows to keep in contact with alumni/supporters

4. Senior Members and Staff

Type of Record	Retention Period	Reason for Period
Applications for academic posts (including Research Fellowships)	Where the successful candidate requires sponsorship, documents for all applications are kept for the duration of visa (appointment). Where no sponsorship is needed: 6 months from the date of successful appointment. Data for unsuccessful applicants will be destroyed within 6 months from the date of successful appointment.	Time limits on litigation UK Border Agency requirement
Employee personal files	Duration of employment + 6 years	Limitation Act 1980
Facts relating to redundancies where less than 20 redundancies	6 years from the date of redundancy	Time limit on litigation
Income tax and NI returns	6 years from the end of the financial year to which the records relate.	Income Tax (Employment) Regulations 1986
Statutory maternity pay records and calculations	3 years after employment	Statutory Maternity Pay (general) Regulations 1986
Statutory sick pay records and calculations	6 years from the end of the financial year to which the records relate.	Statutory Sick Pay (general) Regulations 1986
Wages, and salary and tax records	6 years from the end of the financial year to which the records relate.	Taxes Management Act 1970
Accident report forms	3 years after the date of the last entry	Social Security (Claims and Payments) Regulations 1979 RIDDOR 1985

RIDDOR	3 years	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
RIDDOR investigations	3 years	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Health records	During Employment	Management of Health and Safety at Work Regulations
Health records where reason for termination of employment is connected with health, including stress related illness	3 years	Limitation period for personal injury claims
Medical records kept by reason of the Control of Substances hazardous to Health regulations	40 years	Control of Substances Hazardous to Health Regulations 1985
Employee records	Permanent: (names, employment dates, job role only)	Historical
Fellow records, including contact details, bank details, dietary requirements and access requirements	Permanent: (names, employment dates, job role only)	Historical
Fellows' correspondence (held by the Master's Assistant)	Current academic year + 6 years	Limitation Act 1980
Fellows' bills	Current financial year + 6 years	Limitation Act 1980
Pension records	Retirement age + 6 years OR 5 years after last action/death if pension has been paid	Data Protection Act 1998 / Scheme rules
Retired staff list (names, contact details)	Permanent	Operational & Historical
Staff lists (names, dates of service, job titles)	Permanent	Historical

5. College Visitors and Guests

Type of Record	**Retention Period**	**Reason for Period**
Guest registration forms (accommodation)	12 months	Immigration (Hotel Records) Order 1972 (and subsequent amendments)
Booking forms (all conference organisers, both internal and external)	3 years	Look back at history for repeat bookings
Email query information from guests	At maximum 3 years	To compare repeat booking information
Client information on Pro-forma invoices	At maximum 3 years	Look back at history for repeat bookings
Contractor and visitor sign in sheets (Porters' Lodge)	6 months	Only need to hold for a limited period if there are short term issues, such as keys not returned
Contractors and suppliers information	This information will be retained by the College for as long as it remains relevant.	Current suppliers are kept whilst working with the College. Ex-suppliers, contact information held for possible reinstatement

6. Commercial customers and Suppliers

Type of Record	Retention Period	Reason for Period
Professional advisers' files	Current calendar year + 6 years	Limitation Act 1980
Purchase invoices (Bursary masters)	Current financial year + 6 years	Limitation Act 1980
Purchase invoices (department copies)	Current financial year + 1 year	Operational
Purchase invoices (department copies, high value items)	Current financial year + 6 years	Operational

7. College IT Systems

Type of Record	Retention Period	Reason for Period
CCTV footage	Daily - 30 calendar days then overwritten If required as part of an investigation - +1 month following the end of Court proceedings	To allow sufficient time for a crime or serious event to be discovered and investigated.
Network Access Logs (firewall)	45 days	For diagnostic purposes, and to allow the College to comply with University CERT requests
RADIUS (eduroam) Logs	45 days	For diagnostic purposes, and to allow the College to comply with University CERT requests
Website Analytics	26 months	To provide performance and usage statistics for continual improvement of website content.
IT Helpdesk Request System	Permanent	For reference knowledge base of previous incidents
Maintenance Request System	Permanent	For reference knowledge base of previous incidents
IT Purchase Order System	10 years	For budgeting and asset tracking purposes
'My Documents' file store	Within 1 year of users account being cancelled	For HOD to access files from previous employee.
Shared Drive file store	As per departmental policy	Defined by department or otherwise stated in retention schedule. Managed by department.
Library Management System	7 years	Operational

8. College Administration

Type of Record	Retention Period	Reason for Period
Audits (Accounts, College Silver and other internal audits)	Permanent	Historical
Building O&M Manuals	File kept for life of the building. Updated as required	Active document
Building contracts and projects files (major projects)	File kept for the life of the buildings	Historical
Buildings routine maintenance	6 years	Limitation Act 1980

Car park permits	Current	Data Protection Act 1998
Chapel term cards	1 copy to Archives	Historical
Chapel service sheets for College events, funeral services for Fellows and other special events etc.	1 copy to Archives	Historical
Chapel service registers	Permanent	Historical
Chapel marriage registers	Permanent	Historical
Choir members' files	Duration of membership of Choir	Safeguarding policy/Limitation Act 1980
Choir members' basic details	Permanent 1 copy to Archives	Safeguarding policy/Limitation Act 1980 Historical
Friends of the Choir scheme	Permanent	See Raisers' Edge
Committee minutes and papers	Permanent 1 copy to Archives	Historical
COSHH datasheets and assessments	Current + 6 years	Limitation Act 1980
Council minutes and papers	Permanent	Historical
Conservation records	Permanent	Historical
Donation records (Library & Archive)	Permanent	Historical
Electrical testing records (PAT testing)	Current year	Electricity at Work Regulations 1989
Email inbox	University mailbox policies result in general archiving after c. 4 years (however items that need to be retained for longer than 12 months should where practicable be moved to structured files which are not archived)	Operational
Event planning documentation	Current + 2 years	Operational
Fire alarm testing	1 year	Regulatory Reform (Fire Safety) Order 2005
Fire drills	1 year	Regulatory Reform (Fire Safety) Order 2005
Fire risk assessments	Current	Regulatory Reform (Fire Safety) Order 2005
FOI enquiries	2 years	Freedom of Information Act
Fuel records	Current + 6 years	Dangerous Substances and Explosive Atmospheres Regulations 2002
Function sheets	Current	Operational
Gas appliance safety checks	2 years	Gas Safety (Installation & Use Regulations) 1998
Governing Body minutes and papers	Permanent	Historical
Health & safety audits/inspections	Current + 6 years	Health & Safety at Work Act 1979
Health & safety policies	Permanent	Health & Safety at Work Act 1979
Health & safety risk assessments	Current + 6 years	Health & Safety at Work Act 1979
Insurance policies	40 years	Limitation Act 1980
Insurance claims	6 years after settlement or withdrawal of claim	Limitation Act 1980
Investment files	At maximum, 6 years	Historical
Legacies (unconditional)	12 years after last action	Limitation Act 1980
Legacies (conditional)	Permanent	Operational/Historical

Legionella test reports, treatment records, risk assessments etc.	Current year + 6 years	Health & Safety at Work Act 1979 + HSE Guidance L27
Menus (College feasts and special events)	3 years 1 copy to Archives	Operational Historical
Photographs	Permanent	Historical
Pesticide records	Current	Operational
Pesticides, controlling and monitoring exposure	5 years	Limitation Act 1980
Plans (as built)	Permanent	Historical
Plans (draft)	12 years after end of project	Limitation Act 1980
Policies approved by College Council (each final version)	Permanent 1 copy to Archives	Historical/Legal
Portraits	Permanent	Historical
Property files	Permanent	Historical
Publications (Calendar, Selwyn Magazine, Annual Report, appeal brochures)	Permanent (1 copy to Archives)	Historical
Service records for equipment and vehicles	Permanent	Health & Safety at Work Act 1979
Statutes	Permanent	Historical
Statutory Accounts	Permanent	Historical
Title Deeds	Permanent	Historical/Legal
Trust Funds/Legacies	Permanent	Historical/Legal
Unsolicited applications for employment	At maximum, 1 year	Limitation Act 1980
Waste disposal certificates (non-hazardous)	2 years	The Environmental Protection (Duty of Care) Regulations 1991
Waste disposal certificates (hazardous)	3 years	The Environmental Protection (Duty of Care) Regulations 1991

Notes:

The two main sources of legislation that affect general records retention are:

The Limitation Act 1980 – which sets out the times after which claims against the College will be extinguished. For most transactions, the time limit is 6 years, except for some contracts and property transactions, personal injury claims and defamation.

The time limit for personal injury claims is 3 years from the time of the incident, except when the damage (for example from exposure to asbestos) does not become known until later. Thus, the time limit for health surveillance is much longer. For minors, the time limit does not start to run until they are 18.

The GDPR 2018 – which requires the College to not to keep personal data for longer than is necessary. What is "necessary" is defined as the period required to protect the College's interests, which is usually related to the Limitation Act 1980.

Where there is a duty to keep a record and no specific and clear retention period in legislation, a limit has been set according to the purpose the record is kept.