

Records Retention Schedule

The Records Retention Schedule is a list of records managed and retained as part of business, research and academic activities at King's. Alongside each entry is an indication of how long the record should be kept; most records will ultimately be destroyed or deleted although the schedule also identifies records suitable for transfer to Archives & Research Collections for long term preservation.

The retention schedule supports the efficient management of records in all formats, both paper and digital, and promotes consistent practice by ensuring similar types of records are kept for the same amount of time, no matter where in the university they are held. The schedule also underscores compliance with legislative record keeping requirements including UK GDPR (General Data Protection Regulation and the Data Protection Act 2018) and the Code of Practice on the management of records issued under Section 46 of the Freedom of Information Act 2000.

I. How are retention rules set?

Retention rules for all university records are set according to legal, regulatory and business requirements and best practice across the HE sector. The retention schedule includes recommendations from Jisc (formerly the Joint Information Systems Committee) and is benchmarked against retention policies at comparable institutions including other Russell Group universities, the NHS, the National Archives and the Information Commissioner's Office. The schedule is maintained by Corporate Records Management and approved by University Executive.

II. How to use the retention schedule

An eight-column layout provides:

- a *reference* number for each record
- a *description* for each record
- the name of the department with *responsibility* for management of the record
- the *legal reference* (where applicable) citing any statutory or regulatory requirement that underscores the retention rule
- the *retention rule*, the number of years a record should be retained within a department before it is destroyed or deleted
- *archive*, confirmation of whether the record is suitable for transfer to [King's College London Archives](#). This is for records with permanent historical, research or business value to the university
- *classification* reflects intended dissemination of university information in line with the [Information Classification Procedures](#):
 - External – intended to reach the widest possible audience
 - Internal – intended to reach staff and students
 - Restricted – intended for use by a limited group of users
 - Highly restricted – for use by a strictly defined group of users
- Additional *notes* to help manage the record.

This section of the retention schedule was last updated in **December 2023**. The schedule will be regularly reviewed to reflect changes to business and legal record keeping requirements. For further information, please contact Corporate Records Management; email records-management@kcl.ac.uk.

Records Retention Schedule

Section F: Governance

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Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.01.01	Strategic plan and mission statement	Vice-Chancellor & President's Office Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	External	Published on external web pages
F.01.02	Charter, Statutes and Ordinances	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	External	Published on external web pages

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.01.03	University policies and procedures	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	External	Published on Policy Hub
F.02	Vice-Chancellor & President's Office						
F.02.01	Management of relationship with regulatory bodies, including Office for Students (OfS)	Vice-Chancellor & President's Office Public Affairs & External Insight	Institutional business requirements	Retain while current + 5 years then transfer to Archives	Yes	Restricted	See also Section J: External Relations
F.02.02	Management of relationship with funding bodies, including UKRI	Vice-Chancellor & President's Office Public Affairs & External Insight	Institutional business requirements	Retain while current + 5 years then transfer to Archives	Yes	Restricted	See also Section J: External Relations
F.02.03	Management of relationship with Universities UK (UUK) and related bodies	Vice-Chancellor & President's Office Public Affairs & External Insight	Institutional business requirements	Retain while current + 5 years then transfer to Archives	Yes	Restricted	See also Section J: External Relations
F.02.04	Management of relationship with University of London	Vice-Chancellor & President's Office Public Affairs & External Insight	Institutional business requirements	Retain while current + 5 years then transfer to Archives	Yes	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.02.05	Memoranda of understanding between King's and overseas institutions and partners	Vice-Chancellor & President's Office Vice President (International, Engagement & Service)	Institutional business requirements	Retain while current + 5 years then transfer to Archives	Yes	Highly restricted	
F.02.06	Vice-Chancellor & President's correspondence with Faculties and Departments	Vice-Chancellor & President's Office	Institutional business requirements	Retain while current + 5 years then transfer to Archives	Yes	Restricted	
F.02.07	Visitor of the College files	Vice-Chancellor & President's Office	Institutional business requirements	Retain while current + 5 years then transfer to Archives	Yes	Restricted	
F.02.08	Vice-Chancellor & President's speeches and presentations	Vice-Chancellor & President's Office	Institutional business requirements	Retain while current + 2 years then transfer to Archives	Yes	Internal	
F.02.09	Major projects, developments and acquisitions	Vice-Chancellor & President's Office Senior Vice President (Operations)	Institutional business requirements	Retain while current + 5 years then transfer to Archives	Yes	Highly restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.03	College Council and subcommittees						
F.03.01	College Council – agendas, minutes and papers, including terms of reference	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	External	Published on external web pages Transfer one set of papers from each meeting to Corporate Records Management
F.03.02	College Council – recruitment and appointment of members	Office of the Chairman & College Secretariat	Limitation Act 1980	Termination of appointment + 6 years	No	Restricted	
F.03.03	College Council – register of members interests	Office of the Chairman & College Secretariat	Limitation Act 1980	Termination of appointment + 6 years	No	External	Published on external web pages
F.03.04	Audit, Risk & Compliance Committee – agendas, minutes and papers, including terms of reference	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.03.05	Governance & Nominations Committee – agendas, minutes and papers,	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	including terms of reference						
F.03.06	Finance Committee – agendas, minutes and papers, including terms of reference	Finance & Planning	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.03.07	Investment Subcommittee – agendas, minutes and papers, including terms of reference	Finance & Planning	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.03.08	Estates Strategy Committee – agendas, minutes and papers, including terms of reference	Estates & Facilities	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.03.09	Chairs’ Committee – agendas, minutes and papers, including terms of reference	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.03.10	Fellowships & Honorary Degrees Committee – agendas, minutes and papers,	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Highly restricted	Transfer one set of papers from each meeting to Corporate Records Management

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	including terms of reference						
F.03.11	Remuneration Committee – agendas, minutes and papers, including terms of reference	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Highly restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.04	Academic Board and subcommittees						
F.04.01	Academic Board – agendas, minutes and papers, including terms of reference	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	External	Published on external web pages Transfer one set of papers from each meeting to Corporate Records Management
F.04.02	Academic Board Operations Committee – agendas, minutes and papers, including terms of reference	Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.04.03	College Education Committee – agendas, minutes and papers,	Students & Education	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	including terms of reference						
F.04.04	Programme Development & Approval Subcommittee – agendas, minutes and papers, including terms of reference	Students & Education	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.04.05	Academic Standards Subcommittee – agendas, minutes and papers, including terms of reference	Students & Education	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.04.06	Collaborative Provision Subcommittee – agendas, minutes and papers, including terms of reference	Students & Education	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.04.07	College Research Committee – agendas, minutes and papers, including terms of reference	Research Management & Innovation	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.04.08	Research Ethics Committees – agendas, minutes and papers, including terms of reference	Research Management & Innovation	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.04.09	Research Student Subcommittee – agendas, minutes and papers, including terms of reference	Research Management & Innovation	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.04.10	Research Degrees Examination Board – agendas, minutes and papers, including terms of reference	Research Management & Innovation	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.04.11	College Service Committee – agendas, minutes and papers, including terms of reference	Vice President (International, Engagement & Service)	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.04.12	College International Committee – agendas, minutes and papers, including terms of reference	Vice President (International, Engagement & Service)	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.04.13	College London Committee – agendas, minutes and papers, including terms of reference	Vice President (International, Engagement & Service)	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.05	Executive Committees						
F.05.01	University Executive – agendas, minutes and papers, including terms of reference	Vice-Chancellor & President’s Office	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.05.02	Vice-Chancellor’s Management Meeting – agendas, minutes and papers, including terms of reference	Vice-Chancellor & President’s Office	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.05.03	Senior Leadership Forum – agendas, minutes and papers, including terms of reference	Vice-Chancellor & President’s Office	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.05.04	Health & Safety Management Group – agendas, minutes and	Health & Safety Services	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	papers, including terms of reference						
F.05.05	Real Estate Operations Board – agendas, minutes and papers, including terms of reference	Estates & Facilities	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.05.06	Information Strategy Security Board – agendas, minutes and papers, including terms of reference	Senior Vice President (Operations)	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.05.07	Data Governance Board – agendas, minutes and papers, including terms of reference	Senior Vice President (Operations)	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.05.08	Professional Services Senior Officers Group – agendas, minutes and papers, including terms of reference	Senior Vice President (Operations)	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.06	Faculty Committees						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.06.01	Faculty Education Committee – agendas, minutes and papers, including terms of reference	Faculties	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.06.02	Faculty Assessment Board – agendas, minutes and papers, including terms of reference	Faculties	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.06.03	Faculty Research Committee – agendas, minutes and papers, including terms of reference	Faculties	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.06.04	Faculty Management Committee/Executive Board – agendas, minutes and papers, including terms of reference	Faculties	Institutional business requirements	Permanent retention	Yes	Restricted	Transfer one set of papers from each meeting to Corporate Records Management
F.07	Information Compliance						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.07.01	Data protection and freedom of information policies	Information Compliance	Institutional business requirements	Permanent retention	Yes	External	Published on Policy Hub
F.07.02	Data protection and freedom of information procedures and guidance	Information Compliance	Institutional business requirements	Superseded + 5 years	No	Internal	Published on intranet
F.07.03	Requests made under the Data Protection Act 2018 / UK GDPR	Information Compliance	UK GDPR	Closure of request + 2 years	No	Restricted	
F.07.04	Requests made under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004	Information Compliance	Freedom of Information Act 2000	Closure of request + 2 years	No	Restricted	
F.07.05	Information requests referred to the Information Commissioner's Office (ICO)	Information Compliance	UK GDPR Freedom of Information Act 2000 Environmental Information Regulations 2004	Last action on case + 6 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.07.06	Precedent case files	Information Compliance	Institutional business requirements	Last action on case + 6 years then retain only core record	No	Restricted	Cases which result in changes to university policies or regulations
F.07.07	Compliance audit records	Information Compliance	Institutional business requirements	Completion of audit + 2 years	No	Restricted	
F.07.08	Privacy notices	Information Compliance	Limitation Act 1980	Expiry of notice + 6 years	No	Restricted	
F.07.09	Mandatory Data Protection Impact Assessments	Information Compliance	UK GDPR	Current year + 6 years	No	Restricted	
F.07.10	Transfer Risk Assessments (TRAs)	Information Compliance	UK GDPR	Termination of contract or agreement + 6 years	No	Restricted	
F.07.11	Data breach (not externally reported)	Information Compliance	UK GDPR	Last action on case + 2 years	No	Restricted	
F.07.12	Data breach involving notification to ICO or data subject	Information Compliance	UK GDPR	Last action on case + 6 years	No	Restricted	
F.07.13	Anonymous statistics and reports of statutory access requests made	Information Compliance	Freedom of Information Act 2000	Current year + 10 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	under data protection, freedom of information and environmental information legislation and regulations						
F.07.14	Anonymous statistics and reports of data breaches	Information Compliance	UK GDPR	Current year + 10 years	No	Restricted	
F.08	Legal Services						
F.08.01	Contracts and agreements between the university and third parties under seal (by deed)	Legal Services	Limitation Act 1980	Termination of contract + 12 years	No	Restricted	
F.08.02	Standard contracts and agreements between the university and third parties	Legal Services	Limitation Act 1980	Termination of contract + 6 years	No	Restricted	
F.08.03	Management of legal claims by or against the university which do not proceed to litigation or settlement by an agreement	Legal Services	Limitation Act 1980	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.08.04	Litigation between the university and third parties where legal precedents are set	Legal Services	Institutional business requirements	Permanent retention	No	Restricted	
F.08.05	Litigation between the university and third parties which does not set legal precedents	Legal Services	Limitation Act 1980	Settlement of case + 6 years	No	Restricted	
F.08.06	External legal advice requested by the university concerning governance, legal responsibilities, government bodies, regulation, industrial relations or health and safety	Legal Services	Institutional business requirements	Permanent retention	No	Restricted	
F.09	Governance Services						
F.09.01	Policies, strategies and regulations covering university governance	Governance Services	Institutional business requirements	Retain permanently	Yes	External	Published externally on Policy Hub
F.09.02	Appointment and election of senior officers	Governance Services	Limitation Act 1980	Termination of appointment + 6 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.09.03	Investigation and resolution of allegations relating to public interest disclosure (whistleblowing)	Governance Services	Limitation Act 1980	Closure of case + 6 years	No	Restricted	
F.09.04	Official external representation	Governance Services	Institutional business requirements	Termination of representation	No	Restricted	
F.09.05	Recording of committee meetings for minuting purposes Note that these are to aid administrative functions only and are not considered an official record of the meeting	Governance Services Faculties	Institutional business requirements	Minimum – final draft of minutes Maximum – approval of minutes at subsequent meeting Retention rule is at the discretion of the committee secretary and may depend on contentiousness of material and frequency of meetings	No	Restricted	Recordings may be subject to disclosure under the Freedom of Information Act.
F.10	Records Management						
F.10.01	Records management policy and related procedures	Corporate Records Management	Institutional business requirements	Permanent retention	Yes	External	Published on Policy Hub

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.10.02	University retention schedules	Corporate Records Management	Institutional business requirements	Permanent retention	Yes	External	
F.10.03	Accession and deposit records	Corporate Records Management	Institutional business requirements	Permanent retention	No	Restricted	
F.10.04	Storage locations for physical and digital records	Corporate Records Management	Institutional business requirements	Superseded + 5 years	No	Restricted	
F.10.05	Record retrieval requests	Corporate Records Management	Institutional business requirements	Closure of request + 5 years	No	Restricted	
F.10.06	General enquiries relating to storage, management, retention or disposal of records	Corporate Records Management	Institutional business requirements	Resolution of enquiry + 1 year	No	Restricted	
F.10.07	Arrangements for physical disposal of university records	Corporate Records Management	Institutional business requirements	Disposal + 3 years	No	Restricted	Includes certificates for secure destruction of confidential waste
F.10.08	Authorisation for disposal of university records	Corporate Records Management	Institutional business requirements	Disposal + 25 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
F.11	Risk Management						
F.11.01	Risk management policies and strategies	Strategy, Planning & Analytics	Institutional business requirements	Permanent retention	Yes	External	Published on Policy Hub
F.11.02	Corporate risk register and risk appetite statement	Strategy, Planning & Analytics	Institutional business requirements	Permanent retention	No	Internal	Available on intranet
F.11.03	Business continuity, disaster response and recovery plans	Strategy, Planning & Analytics	Institutional business requirements	Superseded + 5 years	No	Restricted	
F.12	Internal Audit						
F.12.01	Internal audit policies, strategies and procedures	Business Assurance	Institutional business requirements	Superseded + 5 years	No	Restricted	
F.12.02	Internal audit reports and actions taken to address any issues raised	Business Assurance	Institutional business requirements	Completion of audit + 10 years	No	Restricted	