

## 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](mailto:records-management@kcl.ac.uk).

## Records Retention Schedule

### Section L: Libraries & Collections

#### Contents

[L.01: Library governance](#)

[L.02: Library operations](#)

[L.03: Library membership](#)

[L.04: Library project management](#)

[L.05: Archives and Special Collections](#)

[L.06: Objects and works of art](#)

[L.07: Copyright administration](#)

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
L.01.01	Libraries & Collections policies and procedures	Libraries & Collections	Institutional business requirements	Permanent retention	Yes	External	Published on <a href="#">Policy Hub</a>
L.01.02	Libraries & Collections strategies	Libraries & Collections	Institutional business requirements	Permanent retention	Yes	External	Published by <a href="#">Libraries &amp; Collections</a>
L.01.03	Libraries & Collections Senior Management Team – agendas, minutes and papers	Libraries & Collections	Institutional business requirements	7 years	No	Restricted	
L.01.04	Key performance indicators (KPIs) and monthly reports	Libraries & Collections	Institutional business requirements	7 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
L.01.05	Service level agreements (including other institutional libraries)	Libraries & Collections	Institutional business requirements	Termination of agreement + 6 years	No	Restricted	
<b>L.02</b>	<b>Library operations</b>						
L.02.01	Planning documents and service specifications	Libraries & Collections	Institutional business requirements	7 years	No	Restricted	
L.02.02	Routine enquiries or correspondence with library users	Libraries & Collections	UK GDPR	Resolution of enquiry + 18 months	No	Restricted	
L.02.03	Correspondence with library users regarding complaints or disciplinary matters	Libraries & Collections	UK GDPR	Resolution of issue + 6 years	No	Highly restricted	
L.02.04	Records of Inter-Library loans	Libraries & Collections	UK GDPR	7 years	No	Restricted	British Library requirement
L.02.05	User loan records	Libraries & Collections	UK GDPR	4 years	No	Restricted	
L.02.06	User accounts with no outstanding fines	Libraries & Collections	UK GDPR	4 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
L.02.07	User accounts with outstanding fines	Libraries & Collections	UK GDPR	Retain until fines have been paid	No	Highly restricted	
L.02.08	Medical certificates relating to user fines	Libraries & Collections	UK GDPR	Destroy once fines have been paid	No	Highly restricted	
L.02.09	Visitor logs – building access control systems	Estates & Facilities	UK GDPR	2 years	No	Restricted	
<b>L.03</b>	<b>Library membership</b>						
L.03.01	Academic staff membership applications	Libraries & Collections	UK GDPR	Retain until termination of employment	No	Restricted	
L.03.02	NHS staff membership applications	Libraries & Collections	UK GDPR	Expiry of access + 6 months	No	Restricted	
L.03.03	Intercollegiate student membership applications	Libraries & Collections	UK GDPR	Termination of study + 2 years	No	Restricted	
L.03.04	SCONUL access scheme members	Libraries & Collections	UK GDPR	Approval of application + 2 years	No	Restricted	
L.03.05	Visitors with borrowing rights	Libraries & Collections	UK GDPR	Approval of application + 4 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
L.03.06	Visitors with reference only rights	Libraries & Collections	UK GDPR	Approval of application + 1 year	No	Restricted	Includes use of e-resources
L.03.07	Alumni+ library membership	Libraries & Collections	UK GDPR	Expiry of subscription + 1 year	No	Restricted	
L.03.08	Library Fellows membership	Libraries & Collections	UK GDPR	Permanent retention	No	Restricted	
<b>L.04</b>	<b>Library project management</b>						
L.04.01	Major investment programmes	Libraries & Collections	Institutional business requirements	Permanent retention	Yes	Restricted	
L.04.02	Routine documentation from internal projects	Libraries & Collections	Institutional business requirements	Completion of project + 1 year	No	Restricted	
L.04.03	Documentation and outputs from externally funded projects	Libraries & Collections	Limitation Act 1980	Completion of project + 6 years	No	External	
L.04.04	Project to service contracts and agreements	Libraries & Collections	Limitation Act 1980	Life of contract or agreement + 6 years	No	Restricted	
<b>L.05</b>	<b>Archives and Special Collections</b>						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
L.05.01	Selection criteria for institutional records	Archives & Research Collections Special Collections	Institutional business requirements	Permanent retention	Yes	External	
L.05.02	Acquisition and accession records	Archives & Research Collections Special Collections	UK GDPR	Permanent retention	Yes	Restricted	
L.05.03	Depositor and donor agreements	Archives & Research Collections Special Collections	UK GDPR	Permanent retention	Yes	Restricted	
L.05.04	Scheme of arrangement and standard descriptive model for archival collections	Archives & Research Collections Special Collections	Institutional business requirements	Permanent retention	Yes	External	
L.05.05	Catalogues, descriptions and summary guides	Archives & Research Collections Special Collections	Institutional business requirements	Permanent retention	Yes	External	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
L.05.06	User enquiries and responses	Archives & Research Collections Special Collections	UK GDPR	2 years	No	Internal	Key information from substantial research enquiries may be anonymised and retained permanently for reuse as required
L.05.07	Reader registrations	Archives & Research Collections Special Collections	UK GDPR	10 years	No	Restricted	
L.05.08	Document or item retrieval slips	Archives & Research Collections Special Collections	Institutional business requirements	Permanent retention	No	Restricted	Retained in case of item loss, damage or theft and for statistical purposes
L.05.09	Reprographics forms	Archives & Research Collections Special Collections	Limitation Act 1980	7 years	No	Restricted	
L.05.10	Photography forms	Archives & Research Collections Special Collections	Limitation Act 1980	7 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
L.05.11	Conservation records	Archives & Research Collections Special Collections	Institutional business requirements	Life of collection	Yes	Restricted	
L.05.12	Environmental monitoring records	Archives & Research Collections Special Collections	Institutional business requirements	7 years	No	Internal	Requirement of Archive Service Accreditation with The National Archives
L.05.13	Selection and use of material for exhibitions and outreach materials	Archives & Research Collections Special Collections	Institutional business requirements	5 years	No	Restricted	
L.05.14	Online exhibitions	Archives & Research Collections Special Collections	Institutional business requirements	Permanent retention	Yes	External	
L.05.15	Archives and Special collections publicity and promotional materials	Archives & Research Collections Special Collections	Institutional business requirements	Retain until superseded + 5 years	No	External	



Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
L.05.16	Disposal or deaccessioning of collections	Archives & Research Collections Special Collections	Institutional business requirements	Permanent retention	Yes	Restricted	
L.05.17	Loans of items to other institutions	Archives & Research Collections Special Collections	Limitation Act 1980	Return of item + 6 years	No	Restricted	
<b>L.06</b>	<b>Objects and works of art</b>						
L.06.01	Loan of objects or works of art from other institutions	Libraries & Collections Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Restricted	
L.06.02	Acquisition of objects or works of art for institutional collections	Libraries & Collections Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Restricted	
L.06.03	Catalogue of objects and works of art	Libraries & Collections	Institutional business requirements	Permanent retention	Yes	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
L.06.04	Location of objects and works of art within university buildings	Libraries & Collections Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Restricted	
L.06.05	Disposal or deaccessioning of objects and works of art	Libraries & Collections Office of the Chairman & College Secretariat	Institutional business requirements	Permanent retention	Yes	Restricted	
L.06.06	Loans of objects or works of art to other institutions	Libraries & Collections Office of the Chairman & College Secretariat	Institutional business requirements	Return of item + 10 years	Yes	Restricted	
<b>L.07</b>	<b>Copyright</b>						
L.07.01	Copyright licences	Libraries & Collections	Limitation Act 1980	Termination of licence + 6 years	No	Restricted	
L.07.02	Copyright declaration forms	Libraries & Collections	Limitation Act 1980	7 years	No	Restricted	