

## 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 **March 2022**. 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 A: Student Records

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Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
A.01.01	Management and organisation of student recruitment campaigns and events	External Relations	Institutional business requirements	5 years	No	Restricted	
A.01.02	Summary and analysis of student enquiry and recruitment data	External Relations	Institutional business requirements	5 years	No	Restricted	
A.01.03	Enquiries from prospective students	Student Services	Institutional business requirements	Resolution of enquiry + 18 months	No	Restricted	See also <a href="#">student enquiries</a>
<b>A.02</b>	<b>Unsuccessful applications and non-responders</b>						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
A.02.01	Unsuccessful applications	Admissions & Registry Services	UK GDPR	Current academic year + 6 years	No	Restricted	
A.02.02	No shows (applicants who accepted offers but did not attend)	Admissions & Registry Services	UK GDPR	Current academic year + 6 years	No	Restricted	
A.02.03	Non-responders (applicants who were made offers but did not accept or decline)	Admissions & Registry Services	UK GDPR	Current academic year + 6 years	No	Restricted	
A.02.04	Interview notes for unsuccessful applicants	Admissions & Registry Services Faculties and Departments	UK GDPR	Notification of outcome + 6 months	No	Restricted	
A.02.05	Criminal convictions declaration for unsuccessful applicants	Admissions & Registry Services	UK GDPR	Notification of outcome + 6 months	No	Highly restricted	Applies to convictions which are not spent under the Rehabilitation of Offenders Act 1974
A.02.06	Complaints about admissions service	Admissions & Registry Services	UK GDPR	Last action + 3 years	No	Restricted	
A.02.07	Appeals against non-admission	Admissions & Registry Services	UK GDPR	Last action + 6 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
<b>A.03</b>	<b>Successful applications</b>						
A.03.01	Online application form and related documentation. Includes offer of place, references, student photograph, student number and plagiarism statement	Admissions & Registry Services	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>
A.03.02	Interview notes for successful applicants	Admissions & Registry Services Faculties and Departments	UK GDPR	Retain until completion of study	No	Restricted	
A.03.03	Disclosure and Barring Service (DBS) checks	Admissions & Registry Services	UK GDPR	Completion of check + 6 months  Student record should note that DBS check has been satisfactory or not satisfactory	No	Highly restricted	Required for work or studies involving children or vulnerable adults, such as education, nursing or medical programmes
A.03.04	Criminal convictions declaration for successful applicants	Admissions & Registry Services	UK GDPR	Completion of study + 6 years	No	Highly restricted	Applies to convictions which are not spent under the Rehabilitation of Offenders Act 1974

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A.03.05	Occupational health assessments	Occupational Health providers	UK GDPR	Fitness to study assessments retained by Occupational Health providers as follows:  Undergraduate – <a href="#">Guy's &amp; St Thomas NHS Foundation Trust</a>  Postgraduate – <a href="#">King's College Hospital NHS Foundation Trust</a>	No	Highly restricted	Applies to healthcare and education students, further information is available <a href="#">online</a> .
<b>A.04</b>	<b>Student induction</b>						
A.04.01	Review of induction programmes for new students	Faculties and Departments	Institutional business requirements	Life of programme + 5 years	No	Internal	
A.04.02	Administration of programmes and events for new students	Faculties and Departments	Institutional business requirements	1 year	No	Internal	
<b>A.05</b>	<b>Student progression</b>						
A.05.01	Corporate academic record, including registration and progression documents	Registry Services Faculties and Departments	UK GDPR	Permanent retention  Academic records are required for references and confirmation of study purposes and	Yes	Restricted	Transfer paper files to <a href="#">Records Management Service</a> .  Majority of data relating to student

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	and related correspondence			may be retained for the lifetime of the student (80 years). Core information is retained indefinitely and transferred to the university archives.			progression and results will be held on SITS.
A.05.02	Module registration	Registry Services Faculties and Departments	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>
A.05.03	Change of course	Registry Services Faculties and Departments	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>
A.05.04	Withdrawal or interruption of studies	Registry Services Faculties and Departments	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>
A.05.05	Clinical assessments	Registry Services Faculties and Departments	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>
A.05.06	Fitness to practise documentation	Registry Services	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>

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		Faculties and Departments					
A.05.07	Student exchanges and study abroad	Registry Services Faculties and Departments	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>
A.05.08	Medical exchanges and electives	Registry Services Faculties and Departments	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>
A.05.09	Student placement support forms	Registry Services Faculties and Departments	UK GDPR	Completion of study + 6 years	No	Highly restricted	
A.05.10	Transcript, including module results and final award	Registry Services Faculties and Departments	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>
A.05.11	Formal actions taken due to unsatisfactory progress, including termination of study	Registry Services Faculties and Departments	UK GDPR	Permanent retention	Yes	Restricted	Part of <a href="#">corporate academic record</a>
<b>A.06</b>	<b>Student awards</b>						
A.06.01	Pass lists	Examinations Office	UK GDPR	Permanent retention	Yes	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
A.06.02	Graduation list	Ceremonies & Events	UK GDPR	2 years	No	Internal	
A.06.03	Graduation ceremony programmes	Ceremonies & Events	UK GDPR	7 years	Yes	External	Available at public ceremonies and published on university website
A.06.04	Travel awards, including final report	Ceremonies & Events	UK GDPR	6 years	No	Restricted	
A.06.05	Honorary awards	Governance Services	UK GDPR	Permanent retention	Yes	Highly restricted	Conferred by the <a href="#">Fellowships and Honorary Degrees Committee</a>
A.06.06	Associate of King's College (AKC) awards	Dean's Office	UK GDPR	Permanent retention	Yes	Restricted	
<b>A.07</b>	<b>Student enquiries</b>						
A.07.01	Enquiries from prospective students	Student Services Faculties and Departments	UK GDPR	Resolution of enquiry + 18 months	No	Restricted	Data held in enquiry management system or Microsoft 365
A.07.02	Enquiries from current students	Student Services Faculties and Departments	UK GDPR	Completion of study + 18 months	No	Restricted	Data held in enquiry management system or Microsoft 365



Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
A.07.03	Enquiries from former students	Student Services Faculties and Departments	UK GDPR	Resolution of enquiry + 18 months	No	Restricted	Data held in enquiry management system or Microsoft 365
A.07.04	Enquiries from third parties	Student Services Faculties and Departments	UK GDPR	Resolution of enquiry + 18 months	No	Restricted	Data held in enquiry management system or Microsoft 365
<b>A.08</b>	<b>Prize administration</b>						
A.08.01	Prize book	Ceremonies & Events	Institutional business requirements	Permanent retention	Yes	External	
A.08.02	Unsuccessful prize application or nomination	Ceremonies & Events	UK GDPR	1 year	No	Highly restricted	
A.08.03	Successful prize application or nomination	Ceremonies & Events	UK GDPR	Current year + 6 years	No	Highly restricted	
A.08.04	Formal letter confirming prize award	Ceremonies & Events	UK GDPR	Current year + 6 years	Yes	Highly restricted	Retained permanently on SITS
A.08.05	Copy of prize certificate	Ceremonies & Events	UK GDPR	Current year + 6 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
A.08.06	Letter to prize donor confirming recipient	Ceremonies & Events	UK GDPR	Current year + 6 years	No	Highly restricted	
<b>A.09</b>	<b>Postgraduate research</b>						
A.09.01	Successful scholarship and studentship applications	Centre for Doctoral Studies	UK GDPR	Current year + 6 years	No	Highly restricted	
A.09.02	Unsuccessful scholarship and studentship applications	Centre for Doctoral Studies	UK GDPR	Current year + 1 year	No	Highly restricted	
A.09.03	Scholarship and studentship selection panel papers	Centre for Doctoral Studies	UK GDPR	Current year + 6 years	No	Highly restricted	
A.09.04	Maintenance grants	Centre for Doctoral Studies	UK GDPR	Financial year + 6 years	No	Restricted	
A.09.05	Student expense claims	Centre for Doctoral Studies	UK GDPR	Financial year + 2 years Applies to local copy held by Centre for Doctoral Studies. Master copies of all expense claims are	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
				retained by Finance & Planning for 7 years.			
A.09.06	Invoices to external bodies	Centre for Doctoral Studies	Institutional business requirements	Retain copy locally for 2 years Original invoices are retained by Finance & Planning for 7 years	No	Restricted	
<b>A.10</b>	<b>Personal tutors</b>						
A.10.01	Student and tutor meeting notes	Personal tutors	UK GDPR	Completion of study + 2 years	No	Restricted	
A.10.02	Student references	Personal tutors	UK GDPR	Retain one copy for reuse as required	No	Restricted	