

## 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 B: Student Support Services

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Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
B.01.01	Staff-Student Liaison Committees	Faculties and Departments	Institutional business requirements	6 years	No	Internal	
B.01.02	Student surveys – individual responses	Faculties and Departments Students & Education	UK GDPR	Completion of analysis of results	No	Restricted	
B.01.03	Student surveys – anonymous summary, results and analysis of responses	Faculties and Departments Students & Education	Institutional business requirements	Retain for reference or reporting as required. This will be dependent on the purpose of the survey.	No	Restricted	Anonymised data

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B.01.04	Contact details for alumni obtained by consent for marketing of programmes or events	Faculties and Departments	UK GDPR	Last interaction + 7 years Interaction is defined as engagement with content and includes an individual making contact with the Faculty or Department, attending an event or opening an email	No	Restricted	Personal data should be collected and held in compliance with UK GDPR. See guidance from <a href="#">Information Compliance</a>
<b>B.02</b>	<b>Counselling &amp; Mental Health Support</b>						
B.02.01	Student case files and counsellor or mental health advisor notes	Counselling & Mental Health Support	UK GDPR	Last action on case + 6 years	No	Highly restricted	
B.02.02	General enquiries	Counselling & Mental Health Support	UK GDPR	Resolution of enquiry + 2 years	No	Restricted	
B.02.03	Attendance lists for groups and workshops	Counselling & Mental Health Support	UK GDPR	Completion of event + 1 year	No	Restricted	
B.02.04	Memoranda of association with other institutions and universities	Counselling & Mental Health Support	Institutional business requirements	Life of partnership + 6 years	No	Restricted	

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<b>B.03 Health Centre</b>							
B.03.01	Patient files	<a href="#">King's College London NHS Health Centre</a>	<a href="#">NHS Records Management Code of Practice 2021</a>	Life of patient + 10 years Records may be transferred to a new health care provider during this time. Records of de-registered patients are retained for 100 years	No	Restricted	Patient records are owned by the NHS and not King's College London. Retention periods for these records are set by the NHS.
<b>B.04 Disability Support</b>							
B.04.01	King's Inclusion Plan	Disability Support Team Faculties and Departments	UK GDPR Equality Act 2010	Completion of study + 6 years	No	Highly restricted	
B.04.02	Personalised Assessment Arrangements, including supporting evidence	Examinations Office	UK GDPR Equality Act 2010	Completion of study + 6 years	No	Highly restricted	
B.04.03	Diagnostic assessment for Specific Learning Disabilities	Disability Support Team	UK GDPR Equality Act 2010	Completion of study + 6 years	No	Highly restricted	

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<b>B.05</b>	<b>Student Advice Service</b>						
B.05.01	Student case files	Student Support & Wellbeing Services	UK GDPR	Last action on case + 6 years	No	Highly restricted	
B.05.02	General enquiries	Student Support & Wellbeing Services	UK GDPR	Resolution of enquiry + 2 years	No	Restricted	
B.05.03	Attendance lists for groups and workshops	Student Support & Wellbeing Services	UK GDPR	Completion of event + 1 year	No	Restricted	
<b>B.06</b>	<b>Careers &amp; Employability</b>						
B.06.01	Careers Service strategic plan	Careers & Employability	Institutional business requirements	5 years	No	Restricted	
B.06.02	Careers Service annual report	Careers & Employability	Institutional business requirements	Permanent retention	Yes	External	
B.06.03	Graduate Outcomes survey – graduate contact details (mandatory return to HESA)	Careers & Employability	UK GDPR	Completion of survey year + 2 years Following confirmation from HESA that return is not required for audit purposes	No	Restricted	Graduate contact details are passed to <a href="#">HESA</a>

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B.06.04	Graduate Outcomes survey – response data	Careers & Employability	Institutional business requirements	Permanent retention Response data is only shared in anonymised and summarised form to ensure that no graduate can be individually identified	No	External	Data (rounded and suppressed for small numbers) is shared externally by Marketing, Faculties and Departments and in response to FoI requests
B.06.05	One-to-one career appointment records and discussion notes	Careers & Employability	UK GDPR	Completion of study + 2 years	No	Restricted	Handled via TargetConnect, the Careers Service Management System
B.06.06	Event sign-up and attendance records	Careers & Employability	UK GDPR	Completion of study + 2 years	No	Restricted	Handled via TargetConnect, the Careers Service Management System
B.06.07	Practice aptitude test records	Careers & Employability	UK GDPR	1 year	No	Restricted	
B.06.08	King's Internships or Year-in-Industry placements	Careers & Employability	UK GDPR	5 years	No	Restricted	Part of <a href="#">Higher Education Achievement Record (HEAR)</a>
<b>B.07</b>	<b>King's Experience Awards</b>						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
B.07.01	Successful application for King's Experience Award	Careers & Employability	UK GDPR	Date of award + 1 year	No	Restricted	
B.07.02	Unsuccessful application for King's Experience Award	Careers & Employability	UK GDPR	Notification of outcome + 6 months	No	Restricted	
B.07.03	Assessment or submission for King's Experience Award	Careers & Employability	UK GDPR	End of academic year + 1 year	No	Restricted	
B.07.04	Master list of award holders by academic year	Careers & Employability	UK GDPR	Permanent retention	No	Restricted	Part of <a href="#">Higher Education Achievement Record (HEAR)</a>
B.07.05	Student Opportunity Fund report and receipts	Careers & Employability	UK GDPR	End of financial year + 6 years	No	Restricted	
<b>B.08</b>	<b>Student Conduct &amp; Appeals</b>						
B.08.01	Student conduct and appeals case files	Student Conduct & Appeals	UK GDPR	Last action on case + 6 years	No	Highly restricted	
B.08.02	Formal complaints (Stage Two and	Student Conduct & Appeals	UK GDPR	Last action on case + 6 years	No	Highly restricted	Further details on student complaints are available <a href="#">online</a>

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	Three) by students against the university						
B.08.03	Informal complaints (Stage One) by students against the university	Faculties and Departments	UK GDPR	Last action on complaint + 3 years	No	Highly restricted	Further details on student complaints are available <a href="#">online</a>
B.08.04	Academic appeals (Stage One and Two) against decisions made by Faculty Assessment Boards	Student Conduct & Appeals	UK GDPR	Last action on case + 6 years	No	Highly restricted	Further information on academic appeals is available <a href="#">online</a>
B.08.05	Fitness to Study (Stage One and Two) documentation and outcomes	Faculties and Departments	UK GDPR	Last action on case + 6 years	No	Highly restricted	Fitness to Study policy and procedures are available <a href="#">online</a>
B.08.06	Fitness to Study (Stage Three) documentation and outcomes	Student Conduct & Appeals	UK GDPR	Last action on case + 6 years	No	Highly restricted	Fitness to Study policy and procedures are available <a href="#">online</a>
B.08.07	Non-academic misconduct	Student Conduct & Appeals Faculties and Departments	UK GDPR	Last action on case + 6 years	No	Highly restricted	Further information on non-academic misconduct is available <a href="#">online</a>



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B.08.08	Postgraduate research student appeals	Student Conduct & Appeals	UK GDPR	Last action on case + 6 years	No	Highly restricted	Further information on PGR appeals is available <a href="#">online</a>
B.08.09	Admissions appeals (Stage One and Two)	Admissions Office Faculties and Departments Students & Education	UK GDPR	Last action on case + 2 years	No	Restricted	Further information on admissions appeals is available <a href="#">online</a>
B.08.10	Cases referred to the Office of the Independent Adjudicator for Higher Education (OIA)	Student Conduct & Appeals	UK GDPR	Last action on case + 6 years	No	Highly restricted	Further details on OIA referral are available <a href="#">online</a>
B.08.11	Appeal Committee – minutes and papers	Student Conduct & Appeals	UK GDPR	End of academic year + 6 years	No	Highly restricted	
B.08.12	Misconduct Committee – minutes and papers	Student Conduct & Appeals	Institutional business requirements	End of academic year + 6 years	Yes	Highly restricted	See online for further information on <a href="#">academic</a> and <a href="#">non-academic</a> misconduct
B.08.13	Fitness to Practise Committee – minutes and papers	Student Conduct & Appeals	Institutional business requirements	Permanent retention	Yes	Highly restricted	Further details on Fitness for Registration and

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
							Practise are available <a href="#">online</a>
B.08.14	Raising a concern – reports and investigations	School of Medical Education Faculty of Life Sciences & Medicine	UK GDPR	Last action on case + 6 years	No	Highly restricted	Further information on reporting concerns to the School of Medical Education is available <a href="#">online</a>
<b>B.09</b>	<b>Widening Participation &amp; Student Success</b>						
B.09.01	Administrative records of key projects and initiatives.	Social Mobility & Student Success	Institutional business requirements	Permanent retention	Yes	Internal	Full list is available <a href="#">online</a>
B.09.02	Personal data of participants in widening participation projects and initiatives	Social Mobility & Student Success	UK GDPR	Last interaction + 6 years	No	Restricted	
B.09.03	Personal data of participants of social research	Social Mobility & Student Success	UK GDPR	Last interaction + 6 years	No	Restricted	Further information on <a href="#">What Works</a>
B.09.04	Widening participation yearbooks and annual reports	Social Mobility & Student Success	Institutional business requirements	Permanent retention	Yes	External	Yearbook is available <a href="#">online</a> . Annual reports to be transferred to <a href="#">Archives Services</a>

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
B.09.05	Partnerships with charities and organisations	Social Mobility & Student Success	Limitations Act 1980	Life of partnership + 6 years	No	Restricted	Full list is available <a href="#">online</a>