

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.

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Section C: Teaching & Assessment

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Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
C.01.01	Academic Regulations	Students & Education	Institutional business requirements	Permanent retention	Yes	External	Published on Governance Zone
C.01.02	Education Strategy	Students & Education	Institutional business requirements	Permanent retention	Yes	External	Published on Governance Zone
G.02	Programme administration						
C.02.01	Programme and module timetables	Faculties and Departments	Institutional business requirements	Retain for duration of programme	No	Internal	

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C.02.02	Class lists, tutorial lists and student attendance records	Faculties and Departments	UK GDPR	4 years	No	Restricted	
C.02.03	Programme and module handbooks	Faculties and Departments	Institutional business requirements	Retain for duration of programme	Yes	Internal	One copy in paper or digital format to be transferred to Archives
C.02.04	Programme and module evaluation forms	Faculties and Departments	Institutional business requirements	7 years	No	Restricted	
C.03	Teaching materials						
C.03.01	Teaching and learning materials held on KEATS or SharePoint	Faculties and Departments	Institutional business requirements	10 years	No	Restricted	Due to technological advances, King's cannot guarantee that all material will remain accessible in its original format
C.03.02	Teaching materials held in hard copy and not available in electronic format	Faculties and Departments	Institutional business requirements	10 years	No	Restricted	

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C.03.03	Lecture capture and recordings, for example Echo 360	Faculties and Departments	UK GDPR	4 years	No	Restricted	Procedures for lecture capture are available on Governance Zone
C.03.04	Online seminars via MS Teams	Faculties and Departments	UK GDPR	Completion of programme + 1 year	No	Restricted	
G.04	Programme review						
C.04.01	Subject review self-assessment records including self evaluation document, cover sheet and student handbook	Faculties and Departments Quality, Standards & Enhancement	Institutional business requirements	7 years	No	External	Complete list of documents is available from Quality, Standards & Enhancement
C.04.02	Subject review final reports	Quality, Standards & Enhancement	Institutional business requirements	7 years	Yes	Restricted	
C.04.03	Staff programme review reports	Faculties and Departments	Institutional business requirements	7 years	No	Restricted	
C.04.04	Student feedback forms	Faculties and Departments	Institutional business requirements	7 years	No	Highly restricted	

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C.04.05	External accreditation of programmes by professional and regulatory bodies	Faculties and Departments Students & Education	Institutional business requirements	Life of accreditation + 7 years	No	Restricted	
C.04.06	Formal internal and external reviews of teaching quality and standards	Faculties and Departments Students & Education	Institutional business requirements	7 years	No	Restricted	
G.05	Curriculum development						
C.05.01	Curriculum design records, including reports	Faculties and Departments	Institutional business requirements	10 years	Yes	Restricted	
C.05.02	Programme and module approval and modification records	Faculties and Departments	Institutional business requirements	10 years	No	Restricted	Guidance is available from Quality, Standards & Enhancement
C.05.03	Programme specifications	Quality, Standards & Enhancement	Institutional business requirements	10 years	Yes	External	Complete list is available from Quality, Standards & Enhancement

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C.05.04	Module specifications	Quality, Standards & Enhancement	Institutional business requirements	10 years	Yes	Internal	
C.05.05	AKC programme specifications and handbook	Dean's Office	Institutional business requirements	10 years	Yes	Internal	Further information available from the Dean's Office
C.06	Assessment						
C.06.01	Communication of assessment methods and standards to students, for example student handbooks	Faculties and Departments	Institutional business requirements	Permanent retention	Yes	External	Assessment methods and standards are also available in the Academic Regulations
C.06.02	Formative assessments, including written work, oral assessments and informal tests	Faculties and Departments	UK GDPR	1 year from progression to next stage of programme or final award	No	Restricted	Formative assessments do not contribute to final award or progression but are part of the learning experience
C.06.03	Summative assessments, including essays, assignments and dissertations	Faculties and Departments	UK GDPR	Completion of programme + 1 year	No	Restricted	Summative assessments may be final (the results of which contribute to a final award) or progressive (the

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							results of which enable progression from one year of study, or part of a programme, to the successive stage)
C.06.04	PhD theses	Examinations Office Libraries & Collections	UK GDPR	Permanent retention	No	Internal	Bound copies are retained by Libraries & Collections and e-thesis are made available via King's Research Portal and EThOS
C.06.05	Examination scripts	Faculties and Departments	UK GDPR	Completion of programme + 1 year	No	Restricted	Contact Records Management for storage assistance
C.06.06	Extension request for assessed work	Faculties and Departments	UK GDPR	Completion of programme + 1 year	No	Restricted	
C.06.07	Mitigating circumstances forms	Faculties and Departments	UK GDPR	Last action on case + 6 years	No	Highly restricted	Guidance is available from Academic Services
C.06.08	Feedback on academic progress, academic guidance or support	Faculties and Departments	UK GDPR	Completion of study + 6 years	No	Highly restricted	

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C.07	Examination administration						
C.07.01	Application for Personalised Assessment Arrangements, including supporting evidence	Examinations Office	UK GDPR Equality Act 2010	Completion of programme + 6 years	No	Highly restricted	
C.07.02	Candidate number	Examinations Office	UK GDPR	Permanent retention	Yes	Restricted	Part of corporate student record
C.07.03	Examination attendance sheet	Examinations Office	UK GDPR	Completion of programme + 1 year	No	Restricted	
C.07.04	Examination mark sheet	Examinations Office	UK GDPR	Completion of programme + 1 year	No	Restricted	
C.07.05	Application to sit examinations at an alternative venue	Examinations Office	UK GDPR	Completion of programme + 1 year	No	Restricted	Includes distance learning, study abroad and international students
C.07.06	Selection and appointment of external examiners	Quality, Standards & Enhancement	UK GDPR	Termination of appointment + 1 year	No	Restricted	
C.07.07	Selection and appointment of	Examinations Office	UK GDPR	Current academic year + 1 year	No	Restricted	

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	examination invigilators						
C.07.08	Right to work documentation for external examiners and examination invigilators	Academic Services Human Resources	Immigration, Asylum and Nationality Act 2006	Termination of appointment + 2 years	No	Restricted	Further guidance available from UK Visa and Immigration
C.07.09	Examiners reports	Quality, Standards & Enhancement	UK GDPR	10 years	No	Restricted	
C.07.10	Timetabling of examinations	Examinations Office	Institutional business requirements	Current academic year + 3 years	No	Restricted	
C.08	Timetabling services						
C.08.01	Timetabling information	Timetabling Services	Institutional business requirements	Current academic year + 7 years	No	Internal	
C.08.02	Room bookings	Timetabling Services	Institutional business requirements	Current academic year + 3 years	No	Restricted	