

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.

Records Retention Schedule Section I: Estates & Facilities

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Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.01.01	Estates & Facilities policies and procedures	Estates & Facilities	Institutional business requirements	Permanent retention	Yes	External	Published on Governance Zone and external web pages
I.02	Tenders						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.02.01	Tender documents – Successful tenders	Estates & Facilities	Limitation Act 1980	Completion of contract + 6 years 12 years for contracts executed as deeds	No	Restricted	
I.02.02	Tender documents – Unsuccessful tenders	Estates & Facilities	Institutional business requirements	2 years EU tenders – retain for life of project	No	Restricted	
I.03	Suppliers						
I.03.01	Register of approved suppliers	Estates & Facilities	Consumer Protection Act 1987	Retain while current	No	Restricted	
I.03.02	Identification and vetting of potential suppliers	Estates & Facilities	Institutional business requirements	5 years	No	Restricted	
I.03.03	Supplier evaluation reports	Estates & Facilities	Institutional business requirements	5 years	No	Restricted	
I.03.04	Management of supplier relationships	Estates & Facilities	Institutional business requirements	Termination of relationship + 2 years	No	Restricted	

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I.03.05	Supplies and services files	Estates & Facilities	Limitation Act 1980	Termination of contract + 6 years	No	Restricted	
I.03.06	Record of works	Estates & Facilities	Institutional business requirements	Completion of works + 12 years	No	Restricted	
I.03.07	Monitoring of supplier performance	Estates & Facilities	Limitation Act 1980	Termination of contract + 6 years	No	Restricted	
I.03.08	Conductor review reports	Estates & Facilities	Limitation Act 1980	Termination of contract + 6 years	No	Restricted	
I.04	Equipment and premises maintenance						
I.04.01	Plant and equipment testing, maintenance and statutory inspections including certificates, repair reports, maintenance logs, and other records of corrective actions	Estates & Facilities	Limitation Act 1980	Life of plant/equipment + 6 years	No	Restricted	Includes data held in Trend (building management system), Prologic (lighting control system), and Crimson (lift maintenance)
I.04.02	Operations and maintenance (O&M) manuals	Estates & Facilities	Institutional business requirements	Life of plant/equipment	No	Internal	Includes data held in Zutec

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.04.03	Major property maintenance works, including refurbishments	Estates & Facilities	Limitation Act 1980	Retain until disposal of property	No	Restricted	
I.04.04	Minor property maintenance works, including refurbishments	Estates & Facilities	Limitation Act 1980	Completion of works + 15 years	No	Restricted	
I.04.05	Major maintenance work within facilities	Estates & Facilities	Limitation Act 1980	Completion of works + 15 years	No	Restricted	Includes data held in Planon
I.04.06	Minor maintenance work within facilities	Estates & Facilities	Limitation Act 1980	Completion of works + 5 years	No	Restricted	Includes data held in Planon
I.04.07	Specification of requirements for facilities	Estates & Facilities	Limitation Act 1980	Completion of works + 15 years	No	Restricted	
I.04.08	Routine property inspections	Estates & Facilities	Institutional business requirements	5 years	No	Restricted	Includes data held in Planon
I.04.09	Routine facilities inspections	Estates & Facilities	Institutional business requirements	Completion of two subsequent inspections	No	Restricted	Includes data held in Planon

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.04.10	Permits to work and permits to access	Estates & Facilities	Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 2013	Expiry of permit + 3 years	No	Restricted	
I.05	Estate management						
I.05.01	Property acquisition and supporting documentation	Estates & Facilities	Limitation Act 1980	Disposal of property + 12 years	No	Restricted	
I.05.02	Negotiations for properties (where property is not acquired)	Estates & Facilities	Limitation Act 1980	Closure of negotiations + 6 years	No	Restricted	
I.05.03	Title deeds	University solicitors	Institutional business requirements	Permanent retention	Yes	Restricted	On disposal of property, deeds may be transferred to Archives
I.05.04	Leases	University solicitors	Institutional business requirements	Permanent retention	Yes	Restricted	On expiry, leases may be transferred to Archives
I.05.05	Negotiation of leases	Estates & Facilities	Limitation Act 1980	Expiry of lease + 15 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.05.06	Leasing out arrangements for properties	Estates & Facilities	Limitation Act 1980	Termination of lease + 6 years OR Termination of lease + 12 years (for leases executed as deeds)	No	Restricted	
I.05.07	Mortgage deeds	University solicitors	Institutional business requirements	Permanent retention	Yes	Restricted	On expiry or disposal of property, deeds may be transferred to Archives
I.05.08	Disposal of property by sale, transfer or donation	Estates & Facilities	Limitation Act 1980	Disposal of property + 12 years	No	Restricted	
I.05.09	Building plans and floor plans	Estates & Facilities	Institutional business requirements	Permanent retention	Yes	Restricted	One copy to be transferred to Archives . Includes data held in Planon
I.05.10	Space audits	Estates & Facilities	Institutional business requirements	Completion of subsequent audit + 5 years	No	Restricted	
I.06	Property development						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.06.01	Planning applications and supporting documentation	Estates & Facilities	Institutional business requirements	Permanent retention	Yes	Restricted	One copy to be transferred to Archives
I.06.02	Major works building drawings	Estates & Facilities	Institutional business requirements	Permanent retention	Yes	Restricted	One copy to be transferred to Archives
I.06.03	Health and safety files for properties and premises	Estates & Facilities	The Construction (Design and Management) Regulations 2015	Retain until disposal of property	No	Restricted	
I.06.04	Planning documents for relocation of facilities	Estates & Facilities	Institutional business requirements	Completion of relocation + 10 years	No	Restricted	
I.06.05	Working documents for relocation of facilities	Estates & Facilities	Institutional business requirements	Completion of relocation + 2 years	No	Restricted	
I.06.06	F10 form for new building projects	Health & Safety Services / Estates & Facilities	Construction, Design and Management Regulations 2015	Duration of building project + 3 years	No	Restricted	For notification to Health and Safety Executive
I.07	Sustainability management						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.07.01	Routine monitoring of university energy use	Estates & Facilities	Institutional business requirements	5 years	No	Restricted	
I.07.02	Formal reviews of energy use	Estates & Facilities	Institutional business requirements	Completion of review + 5 years	No	Restricted	
I.07.03	Environmental audits	Estates & Facilities	Institutional business requirements	Completion of audit + 5 years	No	Restricted	
I.07.04	Environmental audits evidence	Estates & Facilities	Institutional business requirements	Completion of audit + 3 years	No	Restricted	
I.07.05	Retention of ISO 14001 documented information	Estates & Facilities	Institutional business requirements	Completion of audit of EMS + 3 years	No	Restricted	ISO 14001 specifies requirements for an effective environmental management system (EMS)
I.07.06	Evidence of environmental compliance	Estates & Facilities	Institutional business requirements	Completion of audit or review + 3 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.07.07	Data collected relating to the WOHL Ground Source Heat Pump (GSHP)	Estates & Facilities	Institutional business requirements	Retain while current + 6 years	No	Restricted	
I.07.08	Fluorinated gas (F-gas) records	Estates & Facilities	Institutional business requirements	Retain while current + 5 years	No	Restricted	
I.07.09	Energy performance of buildings – TM44 inspection reports	Estates & Facilities	Energy Performance of Buildings Regulations 2012	Retain while current + 5 years	No	Restricted	
I.07.10	Energy Savings Opportunity Scheme reports	Estates & Facilities	Institutional business requirements	Retain while current + 5 years	No	Restricted	
I.07.11	Control of Substances Hazardous to Health (COSHH) records	Estates & Facilities	Control of Substances Hazardous to Health Regulations 2002	Retain while current + 40 years	No	Restricted	See also Section H: Health & Safety
I.07.12	Compliance with the UK Timber Regulations	Estates & Facilities	The Timber & Timber Products Regulations 2013	Retain while current + 5 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.07.13	Compliance with REACH Regulations	Estates & Facilities	Institutional business requirements	Retain while current + 10 years	No	Restricted	REACH = Registration, Evaluation, Authorisation and Restriction of Chemicals Regulation
I.07.14	Sustainability Champions – personal data	Estates & Facilities	Institutional business requirements	Termination of appointment	No	Restricted	
I.07.15	Sustainability resources	Estates & Facilities	Institutional business requirements	While current	No	Restricted	
I.07.16	Sustainability training records	Estates & Facilities	Institutional business requirements	5 years	No	Restricted	
I.07.17	Attainment and maintenance of accreditation under environmental management schemes	Estates & Facilities	Institutional business requirements	Termination of accreditation + 1 year	No	Restricted	
I.08	Security management						
I.08.01	Physical access controls to secure areas	Estates & Facilities	UK GDPR	2 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	(i.e. key issue and return logs, access logs, etc)						
I.08.02	Building access control system – personal data	Estates & Facilities	UK GDPR	2 years	No	Restricted	
I.08.03	Building access control system – anonymous data	Estates & Facilities	Institutional business requirements	Permanent retention	No	Restricted	
I.08.04	Records of ID cards issued to visitors	Estates & Facilities	UK GDPR	Expiry of pass + 1 month	No	Restricted	
I.08.05	Records of ID cards issued to students and staff	Estates & Facilities	UK GDPR	Expiry of pass + 1 year	No	Restricted	
I.08.06	Incident logs	Estates & Facilities	UK GDPR	2 years	No	Restricted	
I.08.07	Maintenance and testing of fire alarm systems	Estates & Facilities	Regulatory Reform (Fire Safety) Order 2005	Current year + 5 years	No	Restricted	
I.08.08	Security surveillance systems	Estates & Facilities	UK GDPR	90 days	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.08.09	Security inspections of properties and premises	Estates & Facilities	Institutional business requirements	Date of inspection + 5 years	No	Restricted	
I.08.10	Security incidents or breaches, including theft reports	Estates & Facilities	Institutional business requirements	Last action on incident + 1 year	No	Restricted	
I.09	Risk assessments						
I.09.01	General risk assessments and supporting documentation	Departments	Management of Health and Safety at Work Regulations 1999	Superseded + 5 years	No	Internal	Risk assessments for hazard control are covered later in this schedule
I.09.02	Fire risk assessments	Health & Safety Services Estates & Facilities	Regulatory Reform (Fire Safety) Order 2005	Retain while current + 10 years	No	Restricted	
I.10	Hazard control – Noise						
I.10.01	Conduct, review and revision of risk assessments for exposure to noise	Estates & Facilities Health & Safety Services	Control of Noise at Work Regulations 2005	Superseded + 10 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.10.02	Records documenting provision of personal protective equipment (PPE) to employees	Estates & Facilities Health & Safety Services	Control of Noise at Work Regulations 2005	Return or disposal of equipment + 1 year	No	Restricted	Record of PPE issued should be included on employee staff record
I.10.03	Maintenance of equipment to control exposure to noise	Estates & Facilities Health & Safety Services	Control of Noise at Work Regulations 2005	Date of examination, test or repair + 10 years	No	Restricted	
I.10.04	Health records of employees exposed to noise	Human Resources Health & Safety Services	Control of Noise at Work Regulations 2005	Last date on record + 40 years	No	Highly restricted	
I.10.05	Records of training, information and instruction issued to employees exposed to noise	Estates & Facilities Health & Safety Services	Control of Noise at Work Regulations 2005	Superseded + 10 years	No	Restricted	
I.11	Hazard control – Lead						
I.11.01	Conduct, review and revision of risk assessments for work involving lead	Estates & Facilities Health & Safety Services	Control of Lead at Work Regulations 2002	Superseded + 40 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.11.02	Maintenance of equipment provided to control exposure to lead	Estates & Facilities Health & Safety Services	Control of Lead at Work Regulations 2002	Date of examination, test or repair + 40 years	No	Restricted	
I.11.03	Air monitoring records (where a risk assessment has identified potential exposure to lead)	Estates & Facilities Health & Safety Services	Control of Lead at Work Regulations 2002	Last entry + 40 years	No	Restricted	
I.11.04	Health records of employees exposed to lead	Human Resources Health & Safety Services	Control of Lead at Work Regulations 2002	Last date on record + 40 years	No	Highly restricted	
I.11.05	Records of training, information and instruction issued to employees exposed to lead	Estates & Facilities Health & Safety Services	Control of Lead at Work Regulations 2002	Superseded + 40 years	No	Restricted	
I.11.06	Plans and procedures for handling accidents, incidents and emergencies related to presence of lead	Estates & Facilities Health & Safety Services	Control of Lead at Work Regulations 2002	Superseded + 40 years	No	Internal	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.11.07	Institutional responses to accidents, incidents and emergencies involving lead	Estates & Facilities Health & Safety Services	Control of Lead at Work Regulations 2002	Last action + 40 years	No	Restricted	
I.12	Hazard control – Asbestos						
I.12.01	Assessment and monitoring of presence and condition of asbestos	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Completion of work + 40 years	No	Restricted	
I.12.02	Conduct, review and revision of risk assessments for exposure to asbestos	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Superseded + 40 years	No	Restricted	
I.12.03	Plans for undertaking work with asbestos	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Completion of work + 40 years	No	Restricted	
I.12.04	Notification to enforcing authorities of proposed work with asbestos	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Duration of work + 40 years	No	Restricted	
I.12.05	Asbestos removal	Estates & Facilities	Control of Asbestos Regulations 2012	Duration of building project + 40 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
		Health & Safety Services					
I.12.06	Records of training, information and instruction issued to employees exposed to asbestos	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Superseded + 40 years	No	Restricted	
I.12.07	Maintenance of equipment provided to control exposure to asbestos	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Date of examination, test or repair + 40 years	No	Restricted	
I.12.08	Plans and procedures for handling accidents, incidents and emergencies related to presence of asbestos	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Superseded + 40 years	No	Internal	
I.12.09	Institutional responses to accidents, incidents and emergencies involving exposure to asbestos	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Last action + 40 years	No	Restricted	
I.12.10	Monitoring of employees general exposure to asbestos	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Date of monitoring + 40 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.12.11	Health records of employees exposed to asbestos	Human Resources Health & Safety Services	Control of Asbestos Regulations 2012	Last date on record + 40 years	No	Highly restricted	
I.12.12	Asbestos register	Estates & Facilities Health & Safety Services	Control of Asbestos Regulations 2012	Permanent retention	No	Restricted	Includes data held in Planon
I.13	Hazard control – Legionella						
I.13.01	Monitoring and tests/checks for presence of legionella	Estates & Facilities Health & Safety Services	Control of Substances Hazardous to Health Regulations 2002	Completion of work + 10 years	No	Restricted	
I.13.02	Plans and procedures for handling incidents related to presence of legionella	Estates & Facilities Health & Safety Services	Control of Substances Hazardous to Health Regulations 2002	Superseded + 10 years	No	Internal	
1.13.03	Health records of employees exposed to legionella	Human Resources Health & Safety Services	Control of Substances Hazardous to Health Regulations 2002	Last date on record + 40 years	No	Highly restricted	

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1.13.04	Legionella risk assessments	Estates & Facilities Health & Safety Services	Control of Substances Hazardous to Health Regulations 2002	Permanent retention	No	Restricted	
I.14	Waste management						
I.14.01	Register of 'special waste' disposed of by licensed contractors	Estates & Facilities	Regulation 15 of the Special Waste Regulations 1996 (SI 1996/972).	Removal of waste + 3 years	No	Restricted	'Special waste' as defined by the Special Waste Regulations 1996
I.14.02	Hazardous waste consignment notes (for disposal of hazardous waste, including hazardous WEEE waste)	Estates & Facilities	Regulation 49 of the Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/894)	Removal of waste + 3 years	No	Restricted	Hazardous waste is defined by the Hazardous Waste (England and Wales) Regulations 2005
I.14.03	Waste transfer notes (for disposal of non-hazardous waste, including non-hazardous WEEE waste)	Estates & Facilities	Part 9 of The Waste (England and Wales) Regulations 2011 (SI 2011/988)	Removal of waste + 2 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.14.04	Disposal of confidential waste	Estates & Facilities	Institutional business requirements	Removal of waste + 3 years	No	Restricted	
I.15	Residences and accommodation						
I.15.01	King's Residences – registration forms	King's Residences	UK GDPR	2 years	No	Restricted	
I.15.02	Student self-assessment form and supporting documentation, including for Additional Accommodation Requirements (AAR) and King's Affordable Accommodation Scheme (KAAS)	King's Residences	UK GDPR	2 years	No	Highly restricted	Data held in Mercury RMS
I.15.03	Criminal convictions declaration for successful applicants for accommodation in King's residences	King's Residences	UK GDPR	Completion of programme + 6 years	No	Highly restricted	Applies to convictions which are not spent under the Rehabilitation of Offenders Act 1974
I.15.04	Criminal convictions declaration for unsuccessful applicants	King's Residences	UK GDPR	Notification of outcome + 6 months	No	Highly restricted	Applies to convictions which are not spent under the

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	for accommodation in King's residences						Rehabilitation of Offenders Act 1974
I.15.05	Accommodation allocation and occupancy lists	King's Residences	UK GDPR	2 years	No	Restricted	Data held in Mercury RMS
I.15.06	Fees and charges information, including pre-payment, invoices, etc.	King's Residences	UK GDPR	7 years	No	Highly restricted	Data held in Mercury RMS
I.15.07	Student residential file, including any medical information, household income, and Personal Emergency Evacuation Plans (PEEPs)	King's Residences	UK GDPR	Completion of programme + 1 year	No	Highly restricted	
I.15.08	Student residential disciplinary, complaint or appeal records	King's Residences	UK GDPR	Completion of programme + 1 year	No	Highly restricted	
I.15.09	Records relating to student visitors and guests	King's Residences	UK GDPR	Completion of programme + 1 year	No	Restricted	
I.15.10	Student welfare records	King's Residences Welfare Team	UK GDPR	2 years	No	Highly restricted	

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I.15.11	Applicant data for ResiLife and Welfare Lead annual recruitment	King's Residences ResiLife Team and Welfare Team	UK GDPR	Unsuccessful applicants – Notification of outcome + 6 months Successful applicants – Termination of appointment + 6 years	No	Restricted	
I.15.12	Residential buildings maintenance and inspection certificates and records	King's Residences and Engineering Department (Estates & Facilities)	Institutional business requirements	7 years	No	Restricted	
I.16	King's Sport						
I.16.01	Gym membership records	King's Sport	Limitation Act 1980	Termination of membership + 6 years	No	Restricted	
I.16.02	BeActive membership records	King's Sport	Limitation Act 1980	Termination of membership + 6 years	No	Restricted	
I.16.03	Financial records	King's Sport	Limitation Act 1980	End of financial year + 6 years	No	Restricted	
I.16.04	Hiring out of sportsgrounds	King's Sport	Limitation Act 1980	End of financial year + 6 years	No	Restricted	
I.16.05	Sports equipment inspection and maintenance records	King's Sport	Limitation Act 1980	Life of equipment + 6 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
I.17	King's Venues						
I.17.01	Online booking form	King's Venues	Institutional business requirements	End of financial year + 6 years	No	Restricted	
I.17.02	Event plan and risk assessment	King's Venues	Institutional business requirements	End of financial year + 6 years	No	Restricted	
I.17.03	Signed hire agreement	King's Venues	Institutional business requirements	End of financial year + 6 years	No	Restricted	
I.17.04	Purchase orders for chargeable items	King's Venues	Institutional business requirements	End of financial year + 6 years	No	Restricted	
I.17.05	Venue set-up arrangements, including seating, AV and catering	King's Venues	Institutional business requirements	Date of event + 1 year	No	Restricted	