

## 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 J: External Relations

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Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
J.01.01	External Relations policies and procedures	External Relations	Institutional business requirements	Permanent retention	Yes	External	Published on <a href="#">Governance Zone</a> and <a href="#">internal web pages</a>
J.01.02	External Relations publications	External Relations	Institutional business requirements	Permanent retention	Yes	External	Transfer one copy to <a href="#">Archives</a> (in paper or digital format)
<b>J.02</b>	<b>Media relations</b>						
J.02.01	List or database of media contacts	Corporate Communications	Institutional business requirements	Retain until superseded	No	Restricted	

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J.02.02	Planning and organisation of media briefings and interviews	Corporate Communications	Institutional business requirements	Date of event + 1 year	No	Restricted	
J.02.03	Transcripts of media briefings and interviews	Corporate Communications	Institutional business requirements	Date of event + 5 years	No	Internal	
J.02.04	Press releases	Corporate Communications	Institutional business requirements	7 years	No	External	
J.02.05	Media monitoring and analysis	Corporate Communications	Institutional business requirements	5 years	No	Restricted	
J.02.06	Media enquiries and responses provided	Corporate Communications	Institutional business requirements	Last action on enquiry + 3 years	No	Internal	
J.02.07	Directory of Experts database	Corporate Communications	Institutional business requirements	Termination of employment	No	External	
J.02.08	Directory of public relations agencies	Corporate Communications	Limitation Act 1980	Termination of agreement + 6 years	No	Internal	
<b>J.03</b>	<b>HE/FE sector relations</b>						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
J.03.01	Communications with Office for Students (OfS), Universities UK (UUK) and other HE/FE institutions	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Current year + 5 years	No	Restricted	
J.03.02	Formal responses to consultations conducted by Office for Students (OfS) and Universities UK (UUK)	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Last action + 5 years	No	Internal	
J.03.03	Reports to Office for Students (OfS) and other regulatory bodies	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Submission of report + 5 years	Yes	Internal	Transfer one copy to <a href="#">Archives</a> (in paper or digital format)
J.03.04	Planning of events held for HE/FE sector	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Completion of event + 3 years	No	Restricted	

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J.03.05	Institutional membership of HE/FE organisations	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Termination of membership + 1 year	No	Internal	
J.03.06	Institutional participation in external HE/FE activities (including committees)	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Termination of involvement + 1 year	No	Restricted	
J.03.07	Contractual relationships with other HE/FE institutions	President & Principal's Office External Affairs & Government Relations	Limitation Act 1980	Termination of contract + 6 years	No	Restricted	
<b>J.04</b>	<b>Government relations</b>						
J.04.01	Correspondence with government bodies	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Current year + 5 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
J.04.02	Requests for information from government bodies	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Current year + 5 years	No	Restricted	
J.04.03	Formal responses to consultations conducted by government bodies	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Last action + 5 years	No	Restricted	
J.04.04	Reports to government bodies	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Submission of report + 5 years	Yes	Restricted	Transfer one copy to <a href="#">Archives</a> (in paper or digital format)
J.04.05	Institutional participation in formal government or public enquiries	President & Principal's Office External Affairs & Government Relations	Institutional business requirements	Last action on inquiry + 10 years	Yes	Highly restricted	Transfer final set of papers to <a href="#">Archives</a> (in paper or digital format)
<b>J.05</b>	<b>Community relations</b>						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
J.05.01	Enquiries from members of the local community	Vice President (Communities & National Engagement) President & Principal's Office	Institutional business requirements	Last action + 1 year	No	Restricted	
J.05.02	Feedback from members of the local community	Vice President (Communities & National Engagement) President & Principal's Office	Institutional business requirements	Last action + 1 year	No	Restricted	
J.05.03	Results, summaries and analysis of community surveys	Vice President (Communities & National Engagement) President & Principal's Office	Institutional business requirements	Completion of survey + 3 years	No	Internal	
J.05.04	Complaints from members of the local community	Vice President (Communities & National Engagement) President & Principal's Office	Institutional business requirements	Last action on complaint + 1 year	No	Restricted	

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J.05.05	Planning and administration of local community events	Vice President (Communities & National Engagement) President & Principal's Office	Institutional business requirements	Completion of event + 3 years	No	Internal	
J.05.06	Institutional membership or involvement with local community organisations, including committees	Vice President (Communities & National Engagement) President & Principal's Office	Institutional business requirements	Termination of membership or involvement + 1 year	No	Restricted	
<b>J.06</b>	<b>Fundraising &amp; Supporter Development</b>						
J.06.01	Alumni personal records	Fundraising & Supporter Development	UK GDPR (Legitimate interest)	Indefinitely	No	Restricted	King's relationship with Alumni is lifelong and we retain their data indefinitely. Alumni can exercise their right to be forgotten at any time.
J.06.02	Non-alumni and supporters (including donors, eventers and fundraisers)	Fundraising & Supporter Development	UK GDPR (Consent)	Last interaction* or donation + 7 years After 2 years with no interaction the contact	No	Restricted	* Interaction is defined as making a donation, making contact with the FSD



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	This includes anyone who has made a donation to King's or fundraised and has donations on their record			will be marked as lapsed and general marketing communication will cease. Individuals may receive a reactivation marketing mail at this stage.  After 7 years personal data will be deleted with anonymous financial records retained for reporting purposes.			office, attending an event or opening an email
J.06.03	Non-alumni major gifts prospects	Fundraising & Supporter Development	UK GDPR (Consent)	Last <a href="#">interaction</a> * or donation + 7 years	No	Restricted	Individuals who are potential future donors but have not yet made a donation
J.06.04	Non-alumni volunteers	Fundraising & Supporter Development	UK GDPR (Consent)	Last <a href="#">interaction</a> * or donation + 7 years	No	Restricted	Includes Campaign Board members and mentors
J.06.05	Non-alumni engagement interactions	Fundraising & Supporter Development	UK GDPR (Consent)	Last <a href="#">interaction</a> * or donation + 7 years	No	Restricted	Individuals who have registered or attended an engagement event, engaged with a communication from

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							the Alumni Office or participated in an Alumni Office led activity
J.06.06	Non-alumni enquirers (non-converted)	Fundraising & Supporter Development	UK GDPR (Consent)	Last <a href="#">interaction</a> * or donation + 7 years	No	Restricted	Individuals who have enquired about donations, legacies or events but not signed up
J.06.07	Individuals linked to Trusts and Foundations	Fundraising & Supporter Development	UK GDPR (Consent and legitimate interest)	Last <a href="#">interaction</a> * or donation + 7 years	No	Restricted	Where contact with the Trust or Foundation is via a named individual or personal email account
J.06.08	Legacy intenders and pledgers (Alumni and non-alumni)	Fundraising & Supporter Development	UK GDPR Legitimate interest (Alumni only) Consent (Non-alumni)	Indefinitely Legacy information will be retained for a minimum of 12 years following the death of a legacy pledger as this is the time allowed to contest a will. King's policy is to retain this information indefinitely	No	Restricted	Legacy intenders and pledgers will be part of marketing campaigns unless they opt out of these communications

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J.06.09	Complaints from alumni or non-alumni	Fundraising & Supporter Development	Office for Students and Charity Commission	Alumni – Retain indefinitely Non-alumni – Last <a href="#">interaction</a> or donation + 7 years	No	Restricted	
J.06.10	Consent capture	Fundraising & Supporter Development	UK GDPR	Alumni – Retain indefinitely Non-alumni – Last <a href="#">interaction</a> or donation + 7 years	No	Restricted	Personal data will be collected and held in compliance with UK GDPR
J.06.11	Data sent to third parties for processing	Fundraising & Supporter Development	UK GDPR (Legitimate interest)	Termination of contract or contractual obligations with third party + 3 months	No	Restricted	Third parties are used for activities including mass mailings, processing responses to appeals and data analysis
J.06.12	Alumni publications, including InTouch magazine	Fundraising & Supporter Development	Institutional business requirements	Permanent retention	Yes	External	Transfer one copy to <a href="#">Archives</a> (in paper or digital format)
<b>J.07</b>	<b>Brand &amp; Marketing</b>						
J.07.01	University prospectuses	Brand & Marketing	Institutional business requirements	Permanent retention	Yes	External	Transfer one copy to <a href="#">Archives</a> (in paper or digital format)

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
J.07.02	Marketing publications including leaflets, brochures and magazines	Brand & Marketing	Institutional business requirements	Permanent retention	Yes	External	Transfer one copy to <a href="#">Archives</a> (in paper or digital format)
J.07.03	Directory of designers and agencies	Procurement Strategy & Services Brand & Marketing	Limitation Act 1980	Termination of agreement + 6 years	No	Internal	List of approved suppliers is available on <a href="#">internal web pages</a>
J.07.04	Market research – personal data from individual responses	Brand & Marketing	UK GDPR	Completion of analysis of data	No	Restricted	
J.07.05	Market research – summary and analysis	Brand & Marketing	Institutional business requirements	Completion of research + 10 years	No	Internal	
J.07.06	Design and development of marketing campaigns	Brand & Marketing	Institutional business requirements	Permanent retention	Yes	Internal	
J.07.07	Design of institutional corporate identity marks, logos and style guide	Brand & Marketing	Institutional business requirements	Retain until superseded then transfer to <a href="#">Archives</a>	Yes	Internal	
J.07.08	Commissioned photography for	Brand & Marketing	Institutional business requirements	Permanent retention (unless permission for use is withdrawn)	Yes	Internal	Stored in <a href="#">King's image library</a>

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	marketing or branding purposes						
<b>J.08</b>	<b>Executive Education</b>						
J.08.01	Executive education programmes – participant data	King’s Professional & Executive Development (KPED)	UK GDPR	Completion of programme + 2 years	No	Restricted	
J.08.02	Executive education programmes – administrative records	King’s Professional & Executive Development (KPED)	Institutional business requirements	Permanent retention	No	Restricted	To allow business planning and reporting
<b>J.09</b>	<b>Global Engagement</b>						
J.09.01	International educational partnerships	Global Engagement Quality, Standards & Enhancement	Limitation Act 1980	Lifetime of agreement + 6 years	No	Restricted	
J.09.02	International collaborative provision programmes and activities	Global Engagement Quality, Standards & Enhancement	Limitation Act 1980	Lifetime of agreement + 6 years	No	Restricted	
J.09.03	International institutional agreements	Global Engagement	Limitation Act 1980	Lifetime of agreement + 6 years	No	Restricted	