

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 April 2024. 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 K: Information Technology (IT) Services

Contents

[K.01: IT policies](#)

[K.02: Systems operations management](#)

[K.03: Systems security management](#)

[K.04: Office 365 and homedrive data](#)

[K.05: Project management](#)

[K.06: Supplier contract management](#)

[K.07: IT risk management](#)

[K.08: IT training](#)

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
K.01.01	IT policies, including the IT Acceptable Use Policy and related procedures	Office of the CIO	Institutional business requirements	Permanent retention	Yes	External	Available on Policy Hub .
K.02	Systems operations management						
K.02.01	Routine system monitoring and testing to identify problems and optimise performance	IT Services	Institutional business requirements	2 years	No	Restricted	
K.02.02	Investigation of faults reported by users of IT systems	IT Services	Institutional business requirements	Resolution of fault + 1 year	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
K.02.03	Data storage management, including records of routine data archiving and deletion	IT Services	Institutional business requirements	Current year + 1 year	No	Restricted	
K.02.04	User request to recover archived or deleted data	IT Services	Institutional business requirements	Last action on request + 3 months	No	Restricted	
K.02.05	General back-ups for on-premises servers and systems	IT Services	Institutional business requirements	File deletion + 6 months	No	Restricted	
K.02.06	Maintenance of software licences for IT systems	IT Services	Institutional business requirements	Until superseded	No	Restricted	
K.03	Systems security management						
K.03.01	System level security procedures and documentation	IT Services	Institutional business requirements	Decommissioning of system + 5 years	No	Restricted	
K.03.02	Records of opening, maintaining and closing user accounts within university IT systems	IT Services	UK GDPR	Closure of account + 1 year	No	Restricted	

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K.03.03	Routine monitoring of systems use to ensure compliance with university policies	IT Services	Institutional business requirements	2 years	No	Restricted	
K.03.04	Records documenting attempted or actual security breaches of IT systems and actions taken	IT Services	Institutional business requirements	Last action on incident + 5 years	No	Highly restricted	
K.03.05	Incident reports	IT Services	Institutional business requirements	Date of incident + 5 years	No	Restricted	
K.03.06	Request and authorisation for connecting third party equipment to university networks	IT Services	Institutional business requirements	Termination of connection + 1 year	No	Restricted	
K.03.07	Records of disposal of IT equipment	IT Services	UK GDPR Environmental Protection Act 1990	Date of disposal + 3 years	No	Restricted	
K.04	Office 365 and homedrive data						

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
K.04.01	Personal OneDrive accounts (Office365)	IT Services	UK GDPR	Completion of study or termination of contract + 30 days	No	Restricted	
K.04.02	Personal email accounts (Office365)	IT Services	UK GDPR	Completion of study or termination of contract + 30 days	No	Restricted	To apply retention rules to emails or folders in Microsoft Outlook or Office 365, right click and selecting <i>Assign Policy</i> .
K.04.03	MS Teams – One to one chat	IT Services	Institutional business requirements	Completion of study or termination of contract + 30 days	No	Restricted	Stored in mailbox of each user in the chat.
K.04.04	MS Teams – Group chat	IT Services	Institutional business requirements	Lifetime of Office365 group	No	Restricted	Stored in mailbox of associated Office365 group
K.04.05	Homedrive data	IT Services	UK GDPR	Completion of study or termination of contract + 30 days	No	Restricted	Personal network drive
K.04.06	Office 365 back-ups with Rubrik	IT Services	Institutional business requirements	Last back-up + 6 months	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
K.04.07	<p>Personal data collected via Microsoft Intune for accessing organisational data from a personal device.</p> <p>Data collected includes device name, make, model, check-in time, operating system and serial number.</p>	IT Services	<p>UK GDPR</p> <p>Institutional business requirements</p>	<p>12 months.</p> <p>Information is retained for as long as you continue to use a personal device for work purposes and for 6 months following last use of that device.</p> <p>Audit logs are retained for up to one year for security purposes.</p>	No	Restricted	Further information is available in the Bring Your Own Device (BYOD) Policy .
K.05	Project management						
K.05.01	Records of major IT investment projects and programmes	IT Project Management Office	Institutional business requirements	Retain permanently	Yes	Restricted	Suitable for transfer to Archives
K.05.02	Documentation supporting project to service transition	IT Project Management Office	Institutional business requirements	Completion of project + 1 year	No	Restricted	
K.05.03	Routine documentation from internal projects	IT Project Management Office	Institutional business requirements	Completion of project + 1 year	No	Restricted	

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K.05.04	Documentation and outputs from externally funded projects	IT Project Management Office	Institutional business requirements	Completion of project + 6 years	No	Restricted	
K.06	Supplier contract management						
K.06.01	Supply contracts and ensuing variations	IT Services	Limitation Act 1980	Termination of contract + 6 years	No	Restricted	
K.06.02	Supplier performance monitoring	IT Services	Institutional business requirements	Termination of contract + 6 years	No	Restricted	
K.07	IT risk management						
K.07.01	Strategic risk registers and assurance frameworks	IT Assurance	Institutional business requirements	Until superseded + 5 years	No	Restricted	
K.07.02	Working papers on identification, assessment and management of risks to the university	IT Assurance	Institutional business requirements	Until risk is no longer applicable + 3 years	No	Restricted	
K.07.03	Disaster response and recovery plans, including business	IT Assurance	Institutional business requirements	Until superseded + 5 years	No	Restricted	

Item	Record Description	Responsibility	Legal Reference	Retention Rule	Archive	Classification	Notes
	continuity plans and major incident plans						
K.08	IT training						
K.08.01	Development and content of IT training and guidance programmes	IT Services	Institutional business requirements	Until superseded	No	Internal	