



Retention Schedule

Introduction – what is a retention schedule?

A retention schedule is a list of the time periods that you need to keep records for. These are normally organised by the type of record, then give a time period after which the record can be destroyed or needs to be transferred to an archive. The retention schedule now brings together all the retention guidance available as of January 2025. From this point, all retention guidance for the School will be in this document. As such, this guidance contains:

- The main School retention schedule
- Email retention and management
- The Academic Department retention schedule

Why am I required to use the School's retention schedule?

The short answer for personal data is that Data Protection principle 5, timeliness, requires that we delete or destroy personal data as long as we no longer need it for a purpose. Any information we hold can potentially be released under the Freedom of Information Act, so if we no longer need it, it should be deleted or destroyed and we no longer need to provide it. While some information does need to be kept permanently, most should be deleted or destroyed at some point.

Why this retention schedule is different

Retention schedules can be very detailed and therefore hard to work with. So, we have approached this from the other direction.

This means we start with a list of time periods, which are followed by the sort of records that need to be kept for that time period.

How do I decide which category my records fall under?

The categories given are fairly broad - this is intentional in order to keep the number of choices to a minimum. We have given the reasons for putting records in their categories below. Sometimes this is the School's recommendation, however, sometimes this is due to an Act or other statutory instrument, which will be shown. Examples are also provided as illustration.

What if I am not sure which category fits?

If you think that your records could fit into more than one category, go for the longer time period. If you are uncertain which category they fit into, contact the Records Manager Rachael Maguire who will be able to advise you.

JISC have a HE/FE business classification and [retention schedule](#) which contains further details.

Triggers - When does the time period start?

With regards paper files, from the date the file is closed. If this is not official recorded on the cover or anywhere else, a paper file can be considered closed from the date of the last piece of paper put on the file.

With regards electronic material held within a folder, from the date of the last document/email/etc added to the folder. It is a good idea to open a new folder on each subject for each academic year e.g. Complaints 2009-10, Complaints 2010-11 and only include the documents/emails relating to that time period. You could also use financial years for budget related folders. Project folders could have a closed date added to the folder title when the project finishes so you know the date to calculate the time period from. It is also possible in SharePoint to create metadata fields that give the retention period next to a folder or document.

With regards electronic material held in databases, you should be able to purge material that has reached its end of life on a monthly basis. Consider including a report that alerts you to when material is up for deletion and include deletion within the specification for any database.

There are some records included in the table below which tell you when the time period starts e.g. contract records. However, more general records should follow the guidance above.

Hold – When can you not delete a record?

There may be situations, usually due to legal matters, where we are required to keep a record even if it is past its retention date. This is called a legal hold. Outside of the M365 environment, the School does not currently have electronic tools that will ensure a record is put on legal hold, so it is best to

add '- HOLD' to any folders containing documents that we are required not to destroy. It would also be helpful to save documents that should not be destroyed to pdf format as soon as a legal hold is required to show they have not been changed from that date.

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Main retention schedule

Time period	Type of record	Why keep this long
Up to 1 year	<ul style="list-style-type: none"> Ephemeral records Interview records 	<ul style="list-style-type: none"> Meeting requests, meeting request responses, invitations, 'is x in today' type messages, or anything else that once it has happened, you don't need to keep long term. If you are not the chair of the panel, provide them with your interview notes and delete your copies.
2 years	<ul style="list-style-type: none"> Operational records Controlled waste records 	<ul style="list-style-type: none"> operational records are records that you need to get a job done. Once that job is done, you will generally not need them. Two years allows you to keep this year's and the last year's records so you can look at what you did last year, but any records in the category will not need to be kept for any longer than two years. This category includes duplicates of records that you are using for information only where the original is being kept elsewhere. For example: having the documents relating to last year's presentation ceremonies helps you to prepare for this year's presentation ceremonies. After this year's presentation ceremonies, you won't need last year's documents anymore as you can use this year's next year. Legislation table entry 1
3 years	<ul style="list-style-type: none"> Special waste records Accident reports 	<ul style="list-style-type: none"> Legislation table entry 2 Unless illness could develop in future
5 years	<ul style="list-style-type: none"> Exam scripts, including e-scripts 	<ul style="list-style-type: none"> Office for Students requirement

7 years	<ul style="list-style-type: none"> • Financial records • Contractual records – from the time the contract has ended • Non core student records – from the time the student has left • Employee records that do not need to be kept for their lifetime – from the time the employee has left • Audit records • Legal cases and actions 	<ul style="list-style-type: none"> • Legislation table entries 3, 4, 5, 6 • Legislation table entries 4, 7, 8, 9 • Legislation table entry 4 • Legislation table entry 4 • Legislation table entry 4 • Legislation table entry 4
10 years	<ul style="list-style-type: none"> • Strategy records - from the time the strategy is implemented • Planning records – from the time the strategy is implemented • Records relating to the development of policies and procedures – from the time the policies and procedures are finalised • Records relating to the development and review of programmes and courses • Records relating to research projects 	<ul style="list-style-type: none"> • Strategy and planning cycle means that it can be 5 years between strategy and planning reviews – this allows the previous records to be available during the next review. • Strategy and planning cycle means that it can be 5 years between strategy and planning reviews – this allows the previous records to be available during the next review. • Allows a long enough time to review policies and procedures. • Allows a long enough time to review programmes and courses. • Minimum suggested retention period, according to JISC guidance. Some records may be of permanent value.
12 years	<ul style="list-style-type: none"> • Legal advice, including setting up of contracts 	<ul style="list-style-type: none"> • Legislation table entry 4

40 years	<ul style="list-style-type: none"> • Accident reports where long term illness could develop • Installation, maintenance and decommissioning of safety critical or hazardous operations • Employee health and sickness records • Air monitoring records • Asbestos certificates • Investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases • Environmental incidents 	<ul style="list-style-type: none"> • Not statutory but used by Durham University and cleared with Health and Safety • Legislation table entry 10 • Legislation table entries 11, 12, 13 • Legislation table entry 12 • Legislation table entry 12 • Legislation table entry 13 - This is for Group 3 or 4 biological agents, but Durham gives 40 years for all of this group • Not statutory but used by Durham University
75 years	<ul style="list-style-type: none"> • Records relating to an employee that need to be kept for their lifetime e.g. pensions 	<ul style="list-style-type: none"> • Legislation table entry 4
Permanent	<ul style="list-style-type: none"> • Committee minutes and papers • Policies • Deeds, titles, other ownership of property and/or land records until the land or property is no longer owned by the School • Final accounts • Core student records, including programme and course details • Final reports of research projects (and perhaps associated source records) • Core alumni records • Selected personnel records – academic staff above Reader level and senior administrative staff • Official LSE publications • Essays and other works held in plagiarism detection software. 	<p>These records show the history of the School or are important enough to be kept forever.</p> <p>Plagiarism detection software works by comparing previous student work to current, so needs to be kept permanently.</p>

Legislation

This is not an exhaustive list of all the legislation that affects the School. However, it includes all of the legislation referred to above.

1	S.I. 1991/2839, Environmental Protection (Duty of Care) Regulations 1991
2	S.I. 1996/972, The Special Waste Regulations 1996
3	1970 c.9, Taxes Management Act 1970
4	1980 c.58, Limitation Act 1980
5	1994 c.23, Value Added Tax Act 1994
6	HMCE 700/21, HM Customs and Excise Notice 700/21: Keeping [VAT] records and accounts
7	S.I. 1991/2680, The Public Works Contracts Regulations 1991
8	S.I. 1993/3228, The Public Services Contracts Regulations 1993
9	S.I. 1995/201, The Public Supply Contracts Regulations 1995
10	S.I. 1998/2306, The Provision and Use of Work Equipment Regulations 1998
11	S.I. 2002/2675, The Control of Asbestos at Work Regulations 2002
12	S.I. 2002/2676, The Control of Lead at Work Regulations 2002
13	S.I. 2002/2677, The Control of Substances Hazardous to Health Regulations 2002

Email retention and management

Email retention principles

1) Yearly folders

This will work particularly for shared mailboxes, but can be used for individual accounts as well.

Method: End of the Academic year e.g. 31st July all emails in the inbox and sent items get transferred to the 'Enquiries'* folder for that year. It clears both the inbox and sent items and means that when retention is applied no one has to go through item by item, it is the folder for e.g. 2020-21 that all gets deleted together.

* Or whatever you want to call it.

Example: We use a Completed Requests 2024-25 folder for DP and FoI requests. In seven years' time so 2032, we can just delete that folder without having to look at each individual request.

Variation: These could be monthly for high volume mailboxes. End of month, clear everything to a folder e.g. March 2018, if that will help manage the emails better.

2) Inbox equals intray

Treat your Inbox as an in tray, which work comes into. For each email in your Inbox, file it if you need it for information, delete it if you've read it and don't need it or leave it there as work you have to complete.

Example: If I have replied to or forwarded an email, it gets deleted from the Inbox. Sent Items holds the original email and the reply. I focus on keeping and filing the sent email. However, when you search on the current version of Outlook, the default search is for the whole mailbox so it will pick up sent emails as a matter of course.

Managing email – linking and categorisation

3) Emails and special categories/sensitive personal data

Instead of sending special categories/sensitive personal data as attachments, use a link instead. Once an attachment leaves your mailbox, it could end up anywhere. Links mean you have greater control over access and can remove access where necessary.

4) Use Categories in a shared mailbox to indicate who should respond or has responded to an email

Everyone who has access to a mailbox can pick a colour and then either someone goes through and applies the categories or the person who dealt with the email can apply their colour to show they dealt with it.

This also works with managing your own inbox. I have categories for 'Deal with today', 'Deal with soon', 'Reference', 'Meetings', etc. After a quick triage in the morning, I know to focus on the 'Deal with today' emails first, followed by the 'Deal with soon'.

Academic department retention schedule – Version 4 2019


Notes:

- The list is not exhaustive – if you have some records or duplicate information not on this list, please contact the Information and Records Manager [Rachael Maguire](#).
- The list mentions the minimum retention period. If you have a need to keep records longer, document this need and keep them for that time period.
- Try to get into the habit of clearing records out once a year. Find a quiet (or quieter) period where you can concentrate on this for a day or half a day.
- If you need to keep records as they have not reached the end of their retention period, but don't have room in your office, they can be sent to secondary storage. Contact the Records Manager for advice on how to do this.
- Paper records should be destroyed via the confidential waste sacks.
- Electronic records, including email should also be destroyed by deletion.

Contents

- 1.0 Teaching records
- 2.0 Assessment
- 3.0 Student records, including recruitment and admissions
- 4.0 Alumni records
- 5.0 Publication records
- 6.0 Learning support
- 7.0 Financial and legal records
- 8.0 Human resources records
- 9.0 External Communications
- 10.0 Research

No	Records documenting/containing	Retention	Responsibility for keeping lies with:
1.0	Teaching records		
1.1	departmental strategy, policies and planning; teaching committee records	5 years after change in strategy, policy, plan; Papers of teaching committees: current academic year + 5 years	Departments, though this may be though departmental meeting minutes, with a copy of the operational policy and current and last previous development plan. Wayne Tatlow suggests that as the departmental plans go through committees and are kept for the life of the committee, departments only need to keep the current operational plan and the last two departmental plans.
1.2	the conduct and results of departmental audits and reviews of teaching performance and response to results	Current academic year + 3 years	Departments
1.3	the conduct and results of TQARO audits and reviews of teaching performance and response to results	Current academic year + 10 years for record copy; Current academic year + 5 years for duplicates	TQARO keep record copy CY+10 years; department info copy CY + 5 years
1.4	the conduct and results of external reviews and audits of teaching quality and responses to results	Current academic year + 5 years	TQARO have a non definitive central copy, so Depts must keep record copy
1.5	the development of taught curriculum - if being taken as Calendar, Prospectus	10 years after development completed (J/A)	Record copies of prospectus in Graduate Admissions; record copies of Calendar in Library. Departmental copies can be got rid of as soon as the new one has been received, though previous years may be kept as required
1.6	the process of obtaining approval and/or accreditation for taught programmes	Life of programme	TQARO-records of changes; Departments - minutes
1.7	development and final versions of course materials	Life of course	Departments where department hold these, otherwise kept by academics
1.8	taught course statistics	Current academic year + 5 years	TQARO - internal reviews statistics for registrations only up to 2001 and registrations and applications from 2001; SITS - others
1.9	the development and final versions of taught course assessment	Life of course	On website, managed by Web Services through CMS

1.10	taught course students' submitted/completed assessments	Formative: no retention. Summative: end of appeals process + 1 year	Formative - goes back to student; summative exam scripts- Exams Office keep record copy up to end of appeal procedures + 1 year; summative assessed essays/dissertations – departments to keep record copy to end of appeal procedures + 1 year
1.11	marks awarded to submitted/completed assessments, including reviews in response to notifications of exceptional circumstances and academic appeals	Formative: no retention. Summative: completion of student's programme + 1 year	Final marks and mitigating circumstances - SITS permanently; Marking breakdowns - Departments keep until scripts disposed of based on 1.10
1.12	awards and classifications	Permanent	SITS: record copy
1.13	feedback on academic progress, and general academic guidance and support, given to individual students	Completion of student's programme + 6 years	UG - LSE4U record copy; PG - Depts [Gender use a form for this purpose]
1.14	Examination papers	Record copy: academic year + 6 years; Duplicates: current academic year + 4 years 	Library: record copy ; Depts: duplicate copies CY + 4
1.15	Timetabling constraints e.g. illness	Record copy: Current academic year; Duplicates: 6 months after receiving notification of constraint	Timetables: Record copy; Depts: duplicate
2.0	Assessment		
2.1	the handling of individual students' requests for statements of results	Last action on request + 1 year	SITS: main requests; Depts: requests made to depts only
2.2	schedules for submission, marking and return of coursework	Current academic year	Depts: record copy
2.3	the development and establishment of assessment and examination rules and procedures	Master records: permanent; working papers: sent to archive 10 years after rules and procedures established	SSC: Master records; Depts: working papers – mainly departmental committee papers
2.4	the selection and appointment of external examiners	Current academic year (L/D)	Exams Office: record copy for + 4; Depts: in committee papers kept

			permanently but send to archive + 10
2.5	liaison with external examiners on administrative matters	Record copy: Current academic year + 1 year; Duplicates: Current year	Academic Registrar: record copy; Depts: duplicate
2.6	the movement and security of examination papers and scripts	Exam processing period + 1 year	Depts: record copy
2.7	individual students' attendance at examinations, and the handling of reports of exceptional circumstances	Exam processing period + 1 year	Exams office/SSC: attendance; SSC: exceptional circumstance part of appeals process – record copy
2.8	the collation of examination results and compilation of pass lists and individual notifications of results	Notification: Exam processing period + 1 year; Results: permanent	Notification – LSE4U: record copy; Results – SITS
2.9	individual students' submission of assessed work and handling of reports of exceptional circumstances	Current academic year + 1 year	Depts: record copy
2.10	exam sub board paperwork including exceptional circumstances, minutes of meetings etc	Exam processing period + 6 years	Depts: record copy
2.11	PhD Exam forms, viva reports, fieldwork forms	Record copy: date student leaves + 6 years Duplicates: while student with department	PhD Academy: record copy; Depts: duplicate
2.12	examination paper production – note this relates to record about the production of examination papers 1.14 covers the papers themselves	Current academic year + 5 years	Depts: record copy
2.13	Examination scripts, including dissertations	Exam processing period + 1 year	SSC: record copy once depts have finished processing
3.0	Student records, including recruitment and admissions		
3.1	the design, conduct and summary results of student recruitment campaigns, events & schemes	Completion of campaign, event or scheme+ 5 years	Student recruitment: record copy
3.2	the handling of enquiries from prospective students	Record copy: current academic year + 3; Duplicates: destroy/delete ASAP	Admissions: record copy; Depts: duplicate copy destroy/delete ASAP
3.3	summaries and analysis of enquiry, recruitment and retention data	Current academic year + 5 years	Admissions: record copy [surveys]

3.4	summaries and analyses of data on registration of students on programmes	Current academic year + 6 years	SITS: main datasets; Depts: databases kept for own purpose
3.5	the design, conduct and review of induction programmes for new students	Completion of induction programme + 5 years	Depts: record copy
3.6	Inclusion Plans, other records relating to student disability	Record copy: termination of relationship with student + 6 years; Duplicates: destroy when student leaves dept	DWS: record copy; Depts: duplicates
3.7	departmental documents on the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress, including interruptions and exceptions	Record copy: termination of relationship with student + 6 years; Duplicates: destroy ASAP	SSC, SITS, misconduct board: record copy; Depts: duplicates
3.8	the conduct and results of disciplinary proceedings against individual students	Record copy: Last action on case + 6 years; Duplicates: destroy ASAP	SITS, Secretary of School's delegated officer: record copy; Depts: duplicates
3.9	the handling and results of academic appeals by individual students	Record copy: Last action on case + 6 years; Duplicates: destroy ASAP	SSC: record copy; Depts: duplicates
3.10	the handling of formal complaints made by individual students	Record copy: Last action on case + 6 years; Duplicates: destroy ASAP	SSC, Secretary of School's delegated officer: record copy; Depts: duplicates
3.11	class/tutorial lists	Current academic year	Depts: record copy
3.12	Student ambassador details	Current academic year + 1 year	Depts: record copy
3.13	individual attendance e.g. self reporting forms for MSc students	Current academic year + 1 year	Depts: record copy
3.14	The organization of students' work placements, exchanges	Current academic year + 1 year	Depts: record copy
3.15	Masters student applications - successful	Record copy: termination of relationship with student + 6 years; Duplicates: destroy when student leaves dept	SSC: record copy; Depts: duplicates
3.16	PhD student applications - successful	Record copy: termination of relationship with student + 6 years; Duplicates: destroy when student leaves dept	PhD Academy: record copy; Depts: duplicates
3.17	Unsuccessful student applications	Completion of offer round + 6 months, aside from basic SITS record kept + 6 years	SITS, UAO – 1 year retention, GAO: record copy; Depts: duplicates
3.18	Student logistics, e.g. lockers, photoboard, desk/office placements, noticeboards, Christmas and end of year parties	Current academic year	Depts: record copy
3.19	the establishment and operation of staff-student liaison committees	Life of committee + 3 years	Depts: record copy

3.20	the design and conduct of departmental student surveys	Completion of survey + 5 years	Depts: record copy
3.21	results of student surveys: individual responses	Completion and acceptance of analysis of survey responses	TQARO: record copy though free text comments sent to teachers
3.22	results of student surveys: summaries and analyses of responses	Permanent. Send to archive current academic year + 10 years	Depts: record copy but in committee papers
3.23	the handling of suggestions from individual students	Last action on suggestion + 1 year	Depts: record copy
3.24	the creation and awarding of student prizes	Permanent in committee papers. Send to archive committee papers: current academic year + 10 years	Depts: record copy committee papers; PCPD: record copy
3.25	Copies of visa and passport for sponsored students, and other immigration related records	End of student relationship + 6 years or until seen by a compliance officer, whichever is longer.	Registry: record copy; Depts: should not keep
3.26	Correspondence with students	Current academic year + 6 years	Depts: record copy
3.27	Student reference letters N.B. these are letters written by academic staff for students requiring a reference for another institution	Current academic year + 10 years	Depts: record copy
3.28	Student risk assessments e.g. for travel	Current academic year + 6 years	Depts: record copy; Health and Safety; duplicate (kept for same time period)
4.0	Alumni records		
4.1	Graduating student details	Record copy: Current academic year refreshed yearly. Departments should access through Salesforce rather than keep local duplicates.	Advancement: record copy; Depts: access through Salesforce
4.2	Communications with alumni	Record copy: Current academic year refreshed yearly. Departments should access through Salesforce rather than keep local duplicates.	Advancement: record copy; Depts: access through Salesforce
5.0	Publication records		
5.1	the design, commissioning, editing and production of publications	Issue of publication + 1 year	Depts: record copy
5.2	Author and manuscript data	Published article: Life of publication + 3 years; Correspondence relating to article including peer review records: date of publication + 3 years; Rejected article records: current year + 3 years	Depts: record copy
6.0	Learning support	new section requested at AUMF – not all departments will be going through official accreditation e.g. IIP, but this also covers training and other developmental records	
6.1	Developing strategies to improve the performance of the department including learning and development opportunities	Issue of strategy + 3 years	Depts: record copy

	for staff		
6.2	Managing departmental performance including managing learning and development opportunities for staff	Current year + 3 years	Depts: record copy
6.3	Evaluating departmental performance in providing learning and development opportunities for staff	Current year + 3 years	Depts: record copy
7.0	Financial and legal records		
7.1	Invoices, payment request forms, other payment related records such as payments to staff and honoraria to third parties, petty cash etc	Record copy: Current financial year + 6 years; Duplicates: current financial year + 1 year	Finance: Record copy; Depts: duplicate copy. NOTE: If Finance moves to an electronic system for managing invoices, duplicates may no longer need to be kept
7.2	Funding records - HEFCE or statutory body funding	Record copy: Current financial year + 6 years; Duplicates: current financial year + 1 year	Research: Record copy; Dept: duplicate copy
7.3	Funding records - Research grants, Studentships etc.	Record copy: termination of grant + 6 years; Duplicates: current financial year + 1 year	Research: Record copy; Dept: duplicate copy
7.4	Funding records - European Social Fund	Record copy: Final payment to UK + 3 years; Duplicate copy: current financial year + 1 year	Funding recipient: Record copy; Dept: duplicate copy. NOTE: originals MUST be kept of all invoices and it is advised that records are kept until the UK government says they can be destroyed or funding can be recalled
7.5	Budget records	Record and duplicate copies: Current financial year + 1 year	Finance, Planning: Record copy - Depts should still keep duplicates for this time period
7.6	Bank details for general reimbursements	Destroy as soon as possible after using, but maximum 6 months after a student finishes a programme	Depts: record copy
7.7	Corporate sponsorship & partnerships	Life of sponsorship/partnership + 6 years	Depts: record copy
7.8	Memoranda of Understanding, similar legal agreements	Record copy: End of agreement + 6 years; Duplicate: End of agreement + 1 year	School Secretary: record copy; Depts: duplicate copy
7.9	Consent forms for audio-visual recording	Until recording destroyed	Depts: record copy

7.10	Business continuity records	Record copy: Until superseded + 6 years; Duplicate copy: Until superseded	Business Continuity: record copy; Depts: duplicate copy
8.0	Human resources records		
8.1	Staff files, including contracts	Record copy: Termination of employment + 6 years; Duplicates termination of employment + 1 year	Main files - HR; Supplementary files - Depts, but should contain only duplicates of records on main file
8.2	Job applications	Successful - Record copy ;keep on staff file; Duplicate copy: termination of employment + 1 year; Unsuccessful - record and duplicate copies: completion of recruitment process + 3 months	Successful - Main files - HR; Supplementary files - Depts, but should contain duplicates of records on main file; Unsuccessful - HR and Dept
8.3	Job descriptions	Record and duplicate copies: Duration of job + 1 year	Depts: record copy; HR: duplicates
8.4	Major reviews/annual monitoring/performance development reviews	Record and duplicate copies: Reviews: Last review + 6 years; Annual monitoring exercises: Last exercise + 2 years	Planning: record copy; depts: duplicate copy, but may want to keep records for the same length of time so that they have then at the next review/monitoring exercise
8.5	Staff resources e.g. MSLs	Record and duplicate copies: Current year + 3 years	Costs - HR: record copy; depts: duplicate copy. Allocations - Planning: record copy; dept: duplicate copy
8.6	CVs	For staff employed: termination of employment; for prospective staff: current academic year + 2 years	Depts: record copy
8.7	Staff emergency contacts	Current academic year	Depts: record copy. Use MyView?
8.8	Passport nos, dietary preferences, other useful personal info	Current academic year	Dept: record copy
8.9	Academic visitors offer letters and contracts	Termination of visit + 6 years	Dept: record copy
8.10	Academic staff web biographies	For current staff: Refresh every current academic year; for staff who have left: remove from the website as soon as possible	Dept: record copy

8.11	Union related records	Current academic year + 6 years	Dept: record copy
8.12	Staff communications e.g. newsletters, circulars, etc	Current academic year + 1 year	Dept: record copy
8.13	Sickness absence records	Current academic year + 3 years	HR MyView: record copy; Dept: duplicate copy
8.14	Equality data, including Athena Swan	Record copy: Current academic year + 6 years; duplicate copy: Current academic year + 3 years	EDI: record copy; Dept: duplicate copy
9.	External Communications		
9.1	Social media	Removed from website + 1 year Removal to occur when superseded.	Dept: record copy
9.2	YouTube Channels, online video	Removed from website + 1 year Removal to occur when superseded	Dept: record copy
9.3	Newsletter subscriptions	Current academic year, refresh yearly	Dept: record copy
9.4	Seminar invitations	Current academic year, refresh yearly	Dept: record copy
9.5	Journalist details	Current academic year, refresh yearly	Dept: record copy
9.6	Visiting speakers details	Current academic year, refresh yearly	Dept: record copy
9.7	Donor details	Life of donation + 6 years	Dept: record copy
9.8	Event photos and videos	Current academic year plus two years	Dept: record copy
10.	Research		

10.1	Research ethics forms	Life of research project + 6 years	Dept: record copy
10.2	Data management plans	Life of research project + 6 years	Dept: record copy
10.3	Data protection letters	Record copy: Life of research project + 6 years; DPO copy: current academic year + 6 years	Dept: record copy; DPO: duplicate
10.4	Research data, videos, transcripts	Depending on the project and funder requirements: Life of research project + 1 year or + 6 years or 10 years or after made anonymous, permanently in a data archive.	Dept, data archive: record copy
10.5	Research other supporting documentation, including REF related documentation	Record copy: Life of research project + 10 years; REF Related: Last REF + 1 + 5 years; duplicates: life of research project; REF related: Last REF + 5 years	Research Division: record copy; Dept: duplicates
10.6	Research participant information e.g. participant pools	Current academic year, refresh yearly	Dept: record copy

Review schedule

Review interval	Next review due by	Next review start
5 years	01/01/2029	01/12/2028

Version history

Version	Date	Approved by	Notes
1.1	14/06/2019	Information Governance Management Board	
1.2	1/3/2024	IGMB	Minor updates and tidying

Links

Reference	Link

Contacts

Position	Name	Email	Notes
Information and Records Manager	Rachael Maguire	r.e.maguire@lse.ac.uk	

Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	