

Records retention schedule: Physical Resources

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 4. Physical resources | 5. Information Services | 6. Student administration & support
 7. Learning & teaching | 8. Research & development | 9. External relations

In Estates: Maintenance, grounds and developments | Security Services

Maintenance, grounds and developments

Record series	Summary retention policy
Architectural drawings and plans (electronic-CAD)	Sample of 'historic' drawings and plans to be retained permanently after demolition of building or transfer of ownership University Archives
Architectural drawings and plans (paper)	Sample of 'historic' drawings and plans to be retained permanently after digitization University Archives
Asbestos files	Permanent retention Estates Office
Asset database	Until asset is disposed of Estates Office
Building files	Life of building + 5 years Estates Office
Building information system	Permanent retention Estates Office
Concept database (facilities management system)	Permanent retention Estates Office
Continuum database (building heating and ventilation information)	Permanent retention (heating logs truncated every 48 hours) Estates Office
Contracts under seal	12 years Estates Office

Record series	Summary retention policy
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Electrical test certificates	Retain for lifetime of building Estates Office
Energy bills	10 years Estates Office
Energy database	Permanent retention, truncate records at 2GB Estates Office
Gas test certificates	5 years Estates Office
Job tickets	10 years Estates Office
Helpdesk voice recorder	1 year Estates Office
Ladder inspection record	For lifetime of ladder + 3 years Estates Office
Legionella test certificates	5 years Estates Office
Lifts-insurance inspections	6 years Estates Office
Metering database	10 years, then truncated Estates Office
PAT testing	For lifetime of the appliance Local Safety Officer
Pesticides database	Permanent retention Estates Office
Pressure systems (insurance inspections) boiler plant	Current year only Estates Office
Pressure systems (insurance inspections)	Current year only Estates Office

Record series	Summary retention policy
Project files	7 years, unless EU funded, in which case permission is required before destruction Estates Office
Project Portal database	Permanent retention Estates Office
Safety harness, PPE and Access systems	Permanent retention Estates Office
Space Management documents	Permanent retention Estates Office
Stores requisition forms	1 year Estates Office
Tree survey database	Until tree is removed Estates Office
University Houses building files	Life of building + 5 years Estates Office
Waste transfer certificate	3 years Estates Office

Security Services

Record series	Summary retention policy
Associate Card Application Forms	Whilst card is active Estates Office
CCTV Video	21 days, then overwritten unless there is management intervention Security
Key card application forms	Whilst card is active Estates Office
Lost Property forms	1 year Estates Office

Record series	Summary retention policy
Lost Property forms	1 year Estates Office
Nedap access control database	Permanent retention, logs may be truncated every 10 years. Snapshot every 3 months. Estates Office
Parking permit application form Staff Students	2 years 1 year Estates Office