

Records retention schedule: Research & Development

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Development

Record series	Summary retention policy
Research project files	Minimum of 7 years after closure and up to 25 years. US Federal Department requirement minimum of 12 years Principal Investigator
Research project files for European projects	Minimum of 7 years after closure and up to 25 years. Principal Investigator

Funding and administration

Record series	Summary retention policy
Individuals/companies correspondence	On-going Principal Investigator
Financial information	7 years RIS
Systems-configurations and invoices	Lifetime of systems RIS
Systems-project management and reporting material	Duration of development programme RIS

Record series	Summary retention policy
ESF, ERDF, KTP, Medici, EMDA, GOEM and EU funding	<p>10 years for ESF, ERDF, innovation and Medici fellowships.</p> <p>Up to 25 years for KTP</p> <p>Prior to the destruction of any documentation relating to projects supported by the 1994-96, 1997-99 and 2000-06 ERDF Programmes, confirmation must be sought from the Government Office East Midlands Documentation relating to the 2007-13 ERDF Programme must be retained until at least 31 December 2023. Prior to the destruction of any documentation relating to this programme, confirmation must be sought from the European Programme Secretariat at the East Midlands Development Agency.</p> <p>RIS</p>

Intellectual Property Rights (IPR) management

Record series	Summary retention policy
Contracts and agreements (intellectual property management))	<p>Termination of contract/agreement + 20 years</p> <p>RIS</p>
Intellectual Property Rights (IPR) correspondence	<p>End of the current financial year + 6 years</p> <p>RIS</p>
Patents applications and renewals	<p>Life of patent + 6 years</p> <p>RIS</p>
Patents correspondence	<p>End of the current financial year + 6 years</p> <p>RIS</p>

Knowledge transfer and enterprise

Record series	Summary retention policy
Consultancy documentation (Research and Innovation Services)	Completion of consultancy project + 6 years RIS
Knowledge transfer partnership (KTP) programme files	Completion of programme + 6 years RIS