



UNIVERSITY OF
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Records Management Policy

Attenborough Arts Centre Retention Schedule

Records Management Policy

Version Control and Approval

Version Number	Comments	Author	Date
V0.01	Initial draft	David Jenkins/Jeremy Webster	March 2021
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Version Number	Approved by	Date
V1.00	Michaela Butter (Director, Attenborough Arts Centre)	April 2021

Implementation Guidance

Principles to follow

- It is good practice to proactively dispose of records on a regular basis (at least once a year if not more frequently). This helps make the process more manageable by keeping the quantity of records in your systems/storage locations to a manageable volume. If no proactive disposal takes place then it can make carrying out a review of records complex and time consuming (typically coinciding with the need to move offices or cleanse data from a system).
- Disposal actions need to be carried out when records are no longer 'current' (for example when a student has completed their studies with the University then their records are no longer active and can be reviewed). Retention periods will start to apply once a 'trigger' has been reached. For student data this will generally be the end of their studies. It is very rare for retention periods to start from the creation of a record.
- Retention rules apply to all information regardless of its format. This means that the same retention periods should apply to paper records as well as electronic records. The only exception to this might be when data has been extracted from a paper record and input into a system (i.e. transcribing information into a database and then regarding the information in this database as 'the record'). In cases where information has been transcribed it is usually beneficial to retain the paper original for a short period of time in case of any data quality concerns over the transcribed data.
- In order to make the proactive disposal of information easier it is good practice to store information in a way that supports the eventual disposal process. Examples might include arranging folders on the X:Drive by academic year so that a retention rule can be applied at the end of year. Similarly it is best practice to avoid large spreadsheets or database that include all of a School/Department's students over multiple cohorts as this can make the eventual disposal complex and time consuming, in these cases it is best practice to have a single spreadsheet/database based on a cohort year.
- The University Archives are the corporate memory of the University. Information transferred to the archive, in paper or digital form, is preserved permanently for staff, students, alumni and non-members of the University community to research within (subject to Information legislation). The Archives and Special Collections pages on the Library website tell you more about what we want to collect and how to transfer records, or you can [email the team](#) with any questions.

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Where to go for more information

- For information on student data held locally please contact the relevant school or departmental Operations Manager in the first instance.
- For any queries about retention periods that are not covered by this retention schedule or records management in general please contact [Records Management](#).

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1. Governance and operational management of the Attenborough Arts Centre

Ref No.	Functional Description	Examples	Retention Period	Justification	Storage Location/Further Information
1.01	Managing volunteers at the Centre	List of Volunteers with contact details	Destroy 6 years from end of volunteering	Limitations Act 1980	X:Drive; Emergency contact details in locked cupboard in Studio 2
1.02	Administering and arranging venue hire	Venue hire contracts	Destroy 6 years from end of financial year	Financial Regulations	X:Drive; Hard copies kept in locked desk cabinet
1.03	Administrating Advisory Board	Data base of contacts	Destroy 6 year(s) from end of service	Limitations Act 1980	Out-Look contacts
1.04	Managing casual FOH staff	Data base of Contacts	Destroy 6 year(s) from end of service	Limitations Act 1980	Outlook contacts; Hard copies (emergency contacts) kept in safe

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2. Delivering Education and Learning

Ref No.	Functional Description	Examples	Retention Period	Justification	Storage Location/Further Information
2.01	Planning learning programme (no personally identifiable data)	Annual plans;	Destroy 4 year(s) from start of plan	Good house keeping	X:Drive
2.02	Administering learning programme (not involving children)	Images and film of project participants; Corresponding consent forms	Destroy 6 years from end of programme	Limitations Act 1980	Locked filing cabinet in Learning Office
2.03	Administering learning programme (involving children)	Images and film of children, families, project participants; Corresponding consent forms	Destroy 21 years from DOB of child	Limitations Act 1980	Locked filing cabinets in Learning Office
2.04	Delivering courses	Registers of attendees	Destroy 6 years from end of course	Limitations Act 1980	Ticketsolve/Mailchimp
2.05	Maintaining contact details for tutors and life models	Database of contacts	Review annually. Destroy 1 year end of relationship	Business Requirement	Emergency contact details in safe otherwise details Outlook

3. Marketing activities

Ref No.	Functional Description	Examples	Retention Period	Justification	Storage Location/Further Information
3.01	Maintaining mailing lists of customers and interested parties	Database on Ticketsolve	Review Annually. Destroy on revocation of consent	Business Requirement	Ticketsolve and Mailchimp
3.02	Maintaining databases for corresponding with, and marketing to, partner organisations	Database of contact details	Review Annually Destroy 1 year from end of relationship	Business Requirement	X:Drive

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4. Arts

Ref No.	Functional Description	Examples	Retention Period	Justification	Storage Location/Further Information
3.03	Administering University Art collection	Artwork database	Permanent. Offer to Archives	Business Requirement	Hardcopy files in Directors office filing cabinet; Electronic files on bespoke password protected laptop
3.04	Organising practical support for exhibition installation and project delivery	Artist contact details	Destroy 4 year(s) from exhibition	Good House keeping	X:Drive; Hardcopy loan forms in locked filing cabinet
3.05	Planning and administering exhibitions and projects	Loan forms and exhibition agreements	Destroy 4 year(s) from exhibition	Limitations Act 1980	X;Drive; Hardcopies in locked filing cabinet
3.06	Administering performance, commissions or residencies	Contracts	Destroy 6 years from end of financial year	Limitations Act 1980	X:Drive
3.07	Administering Arts Programme Membership	Inclusive Youth Arts Programme Membership	Destroy 1 year from end of programme membership	Business Requirement	X;Drive; Hardcopies in locked filing cabinet