



UNIVERSITY OF
LEICESTER

Records Management Policy

Sport and Active Life Retention Schedule

Records Management Policy

Version Control and Approval

Version Number	Comments	Author	Date
V1.00	First version	David Jenkins/Alice Rayner	March 2023

Version Number	Approved by	Date
V1.00	Matthew Weir (Head of Sport and Active Life)	06 March 2023

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no longer 'current' (for example when a student has completed their studies with the University then their records are no longer active and can be reviewed).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.

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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Ref No.	Functional Description	Examples	Retention Period	Justification	Storage Location/Further Information
1.01	Administering Gym Memberships	Membership records	<p>Destroy 6 years from end of membership</p> <p>Please note that if any gym members are under 18 their records must be retained at least until they reach 21 years old and then the above retention period will apply)</p>	Limitations Act 1980	<p>XN Leisure System Sport and Active Life</p> <p><u>Please note:</u> only the current membership form will be retained in hard copy format</p>
1.02	Administering Sports club membership	List of paid sports club members	Destroy 6 years from end of membership	Business Requirement	XN Leisure System Sport and Active Life
1.03	Running personalised gym programmes	Hard copy gym programmes	Destroy 1 year from start of programme	Business Requirement	Sport and Active Life
1.04	Supporting the health and safety of gym guests (including members)	Safety checks Checks on pre-existing health issues	Destroy 6 years from end of membership	Business Requirement	Sport and Active Life