



UNIVERSITY OF  
LEICESTER

Records Management Policy

# **UK Swift Science Data Centre (UKSSDC) Retention Schedule**

# Records Management Policy

## Version Control and Approval

Version Number	Comments	Author	Date
V1.00	First version	David Jenkins (Records Manager); Dr. Philip Evans (UKSSDC System Administrator)	July 2020
V2.00	Updated second version (minor change to one justification)	David Jenkins (Records Manager); Dr. Philip Evans (UKSSDC System Administrator)	August 2022

Version Number	Approved by	Date
V1.00	Prof. Julian Osborne (PI of the UKSSDC)	August 2020
V2.00	Dr. Philip Evans	August 2022

## Records Management Policy

Ref No.	Functional Description	Examples	Retention Period	Justification	Further Information
1.01	Maintaining information on website usage	IP addresses Website usage data	Retained for the lifetime of the UKSSDC	Funder requirements	Data is retained to support the generation of statistics.
1.02	Enabling the registration of service users	Email addresses	Retained for the lifetime of the user's registration unless deletion is requested	Operational requirement	On request a user's email address can be removed from the system
1.03	Maintaining a list of requested jobs from users	Job records; statistics	Retained for the lifetime of the UKSSDC	Operational requirement	Retained for statistical reporting
1.04	Supporting the response to events detected by Swift or emergencies	Email addresses; mobile phone numbers	Retained for the lifetime of the team member's affiliation with the project	Operational requirement	Mobile phone numbers are stored in Esendex (Data is retained for no longer than 2 years)  On leaving the project a member's email address is removed
1.05	Supporting UKSSDC collaborations	Email addresses and passwords;	Reviewed annually; data deleted on leaving a collaboration	Operational requirement	