

## ROYAL NORTHERN COLLEGE OF MUSIC RECORDS RETENTION SCHEDULE

### **Introduction**

Records are generated as part of the business activity of the RNCM. They may be in any format and held in hard or soft (electronic) copy, including:

- Electronic, e.g. records in databases, Excel documents, Word documents, webpages, emails;
- manuscript/printed, e.g. letters, minutes, plans, blueprints;
- audio-visual, e.g. photographs, films, videos, DVDs.

### **What is a retention schedule?**

A retention schedule promotes consistency by ensuring that the same type of record is kept for the same amount of time no matter where the record is held. The schedule promotes control over the RNCM's records, enables staff to dispose, confidently, of records which are no longer needed, and ensures the retention of the minimum volume of records consistent with economy and efficiency.

The retention of unnecessary records consumes staff time, space and equipment. It also incurs liabilities in terms of the need to service information requests made under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The Data Protection Act requires records containing personal data to be kept for no longer than necessary; the RNCM can be sued for retaining unnecessary information if this causes damage to someone. It may be a personal criminal offence to destroy information requested under either of these Acts; the retention schedule will help with accountability under this legislation by enabling the College to demonstrate that any destructions have been undertaken in line with proper procedures and requirements.

The Code of Practice issued by the Information Commissioner under section 46 of the Freedom of Information Act 2000 specifically requires organisations subject to this legislation to have retention schedules for all their records. Although compliance with the Code is not mandatory, it is seen as indicative of whether or not an organisation has complied with the legislation.

### **How are retention periods decided?**

Minimum retention periods may be stated in Acts of Parliament and Statutory Instruments, or recommended in codes of practice and business regulations. Where there are specific requirements from a funding or other body these will be incorporated into the schedule. JISC has produced a comprehensive Records Retention Schedule for HE institutions on which this schedule is based <http://bcs.jiscinfonet.ac.uk/he/default.asp> In the schedule below this is referenced as JISC, followed by the relevant section.

### **How is this schedule implemented?**

In any dispute it is important that the RNCM is able to demonstrate that normal practice was followed. This schedule represents normal practice. Departments or individual staff members holding files relating to students or staff must transfer these to Registry or Human Resources for incorporation into the central file.

Where records are marked for Review or Archive, these records should be transferred to the Records Store, in consultation with the Librarian and / or Archivist. The Archivist will undertake the process of reviewing records which may contain important, historical information (in consultation with the originating department, if appropriate).

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Records which have a retention period in excess of 3 years may be transferred to the Records Store, using a records transfer sheet; other records should normally be retained by the Department but managed according to the schedule.

### Abbreviations

CAY	Current Academic Year (August to July)
CFY	Current Financial Year
EPC	Employment Practices Code
SIs	Statutory Instruments

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	Description	Retention Period	Citation/ Authority	Action
	<b>TEACHING/ACADEMIC</b>		JISC (T&L)	
1	Learning and teaching strategy, policies and procedures	Superseded + 10 yrs		Archive?
2	<b>Quality:</b> internal QA processes	Whilst current		Destroy
3	<b>Quality:</b> external quality reviews	CAY+5 yrs		Archive
4	Programme approval	Life of programme + 10 yrs		Archive
5	Statistics (student numbers and analyses)	CAY + 5 yrs		Destroy
6	Feedback on courses/programmes (individual feedback destroyed on completion of analysis)	CAY + 5 yrs		Destroy
7	<b>Assessment:</b> student submissions/completions	CAY + 1 yr	JISC, s1	Destroy
8	<b>Assessment:</b> records documenting formative submissions/completions	CAY		Review
9	<b>Assessment:</b> final versions	Life of programme		Review
10	<b>Assessment:</b> exam scripts	Termination of student relationship + 1 yr		Destroy
11	<b>Assessment:</b> marks including appeals	CAY + 6 years	Limitation Act 1980	Destroy
12	<b>Assessment:</b> PG dissertations	Permanent		Archive
13	<b>Assessment:</b> pass lists/awards lists	Issue of list + 2 yrs		Archive
	<b>STUDENT ADMINISTRATION</b>		JISC (acad admin)	
14	Student administration policy and procedure	Superseded + 10 yrs		Review
15	Student recruitment campaigns	CAY + 5 yrs		Destroy
16	Admissions criteria	Superseded + 10 yrs		Review
17	Clearing process administration	CAY + 1 yr		Destroy
18	Student application/registration summaries and analyses	CAY + 5 yrs		Destroy
19	Records relating to unsuccessful applications	CAY + 1 yr	JISC for SIs	Destroy
20	Student induction programme design/review	Superseded + 5 yrs		Destroy
21	<p><b>Individual Student files: Active record:</b> application; registration information; formal feedback on progress; mark sheets, disciplinary matters; module/programme changes; withdrawal/termination, general academic guidance and support; student learning support (inc. PLPs, DSA and assessments and referrals), personal data; attendance data; academic appeals; formal complaints.</p> <ul style="list-style-type: none"> <li><b>Archive record:</b> Name (Including information relating to previous names), date of birth, student number or other unique identifier,</li> </ul>	<p>CAY + 6 yrs for most data</p> <p>End of course + 50 yrs</p>		<p>Destroy</p> <p>Archive</p>

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	date(s) of studentship, dates of an interruption of study, course(s) undertaken, including details of all modules and units, principal study and name of principal study tutor(s), all course marks, date of graduation or exit award, details of awards, prizes and any other significant achievements. Change of name or date of death may be added retrospectively.			
22	Student surveys summaries/analyses (including DLHE) and internal surveys (includes records of contacts with individuals)	CAY + 5 yrs	HEFCE advice	Destroy
23	Staff student liaison committee/student experience forum	CAY + 3 yrs		Destroy
24	Student handbooks	CAY + 3 yrs		Archive
25	Submission of coursework records	CAY + 1 yr		Destroy
26	<b>Assessment:</b> admin procedures including Board of Examiners	Superseded + 10 yrs		Archive
27	<b>Assessment:</b> selection and appointment of external examiners	Termination of appointment + 1 yr		Destroy
28	<b>Assessment:</b> examination admin (timetabling, examiners notes and reports etc)	CAY + 1 yr		Destroy
29	<b>Assessment:</b> exam papers	CAY		Archive
30	<b>Assessment:</b> exam scripts	Termination of student relationship + 1 yr		Destroy
31	<b>Assessment:</b> pass lists/awards lists	Issue of list + 2 yrs		Archive
	Student finance (including processing student fees, student loans, and bursaries)	CFY + 6yrs	Taxes Management Act 1970, Limitation Act 1980	Destroy
	<b>RESEARCH</b>		JISC (Research)	
32	Research and ethics strategy, policy and procedures	Superseded + 10 yrs		Archive
33	Internal research QA processes	While current		Review
34	Conduct and results of formal internal and external reviews of research quality (including responses)	CAY + 5 yrs		Archive
35	Research formulation and proposal documents (unsuccessful applications not retained)	Completion of project		Review
36	Research partnerships/collaborative arrangements	Life of partnership + 6 yrs	Limitation Act 1980	Review
37	Research project management – <i>externally</i> funded (application, interim and final reports)	Completion of project + 6 yrs (subject to audit requirements)	Limitation Act 1980	Archive
38	Research project management – <i>internally</i> funded (application, interim and final reports)	Completion of project + 3 yrs (subject to audit requirements)		Archive
39	Research data	Legal and regulatory guidance and wishes of sponsor		Review
40	Research ethics - applications	Completion of project + 1 yrs (6 yrs if high risk project)		Destroy

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41	<b>Research programmes:</b> development of programme	Life of programme + 10 yrs		Archive
42	<b>Research programmes:</b> statistics (student numbers and analyses)	CAY + 5 yrs		Archive
43	<b>Research programmes:</b> internal reviews	CAY + 5 yrs		Destroy
44	<b>Research programmes:</b> external reviews and responses	CAY + 5 yrs		Archive
45	<b>Research programmes:</b> student assessment documentation (Viva)	Completion of programme + 6 yrs	Limitation Act 1980	Review
46	<b>Research programmes:</b> theses (PhD)	Permanent		Archive
47	<b>Research programmes:</b> appointment of supervisors for research students	Termination of appointment + 1 yr		Destroy
48	<b>Research programmes:</b> advice and guidance to students	Completion of programme + 6 yrs	Limitation Act 1980	Destroy
49	Records relating to the identification of new intellectual property or opportunities for commercial exploitation of results	Last action on issue + 5 yrs	JISC (KTE)	Archive
	<b>CORPORATE MANAGEMENT</b>		JISC (Corp Mgt)	
50	<b>Strategic Plan:</b> final plan	Superseded + 10 yrs		Archive
51	<b>Strategic Plan:</b> annual reports, KPIs and monitoring data	CAY + 10 yrs		Archive
52	<b>Governance:</b> Development and establishment of governance structure, rules and legal framework	Lifetime of institution		Archive
53	<b>Governance:</b> statutory committees including governing body - terms of reference, agenda, papers, reports and minutes	Lifetime of institution		Archive
54	<b>Governance:</b> statutory committees including governing body – records documenting the conduct of business	Current yr +5 yrs		Destroy
55	<b>Governance:</b> non-statutory committees - terms of reference, agenda, reports, papers and minutes	Lifetime of committee + 6 yrs	Limitation Act 1980	Archive
56	<b>Governance:</b> appointments/elections to the governing body/statutory committees	Termination of appointment + 6 yrs	Limitation Act 1980	Destroy
57	<b>Governance:</b> effectiveness reviews of statutory committees	Completion of 2 subsequent reviews		Destroy
58	<b>Governance:</b> register of interests of members of Board of Governors	Termination of appointment + 6 yrs	Limitation Act 1980	Destroy
59	Public interest disclosure/whistleblowing investigation	Closure of case + 6 yrs	Limitation Act 1980	Destroy
60	Management of relationships with HEFCE, other government bodies, lobby groups and overseas institutions	CAY + 5 yrs	Best practice	Review
61	Formal contracts between the institution and other HE/FE institutions	Termination of contractual relationship + 6 yrs	Limitation Act 1980	Archive
	<b>LEGAL AFFAIRS/CONTRACTS</b>		JISC (Corp Mgt)	
62	Policies and procedures relating to management of legal affairs	Superseded + 10 yrs		Archive
63	Agreements and contracts under seal (by deed) and related documents	Termination of contract +12 yrs	Limitation Act 1980	Archive
64	Other agreements and contracts and related documents	Termination of contract + 6 yrs	Limitation Act 1980	Destroy

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65	Legal support and representation for the institution related to claims by or against the institution which do not proceed to litigation or agreement	Settlement or withdrawal of claim + 6 yrs	Limitation Act 1980	Destroy
66	Litigation leading to legal precedent	Life of institution		Archive
67	Litigation not setting legal precedent	Settlement + 6 yrs	Limitation Act 1980	Destroy
68	Legal advice on other matters requested by and provided to the institution	Superseded + 5 yrs		Review
<b>EQUALITY AND DIVERSITY</b>				
69	Strategy and policy documents	Superseded + 10 yrs		Archive
70	Statistical summaries	CAY + 5 yrs		Archive
71	Formal complaints	Last action on case + 6 yrs	Limitation Act 1980	Destroy
<b>FINANCE</b>				
72	Strategy, policy and procedure documents	Superseded + 10 yrs		Archive
73	Financial audits	Last action + 6 yrs	Limitation Act 1980	Archive
74	Issue and processing of orders and invoices	CFY + 6 yrs	Limitation Act 1980; HMRC 700/21 para 5.2; Taxes Management Act 1970; VAT Act 1994	Destroy
75	Expenses	CFY + 6 yrs	Taxes Management Act 1970; Limitation Act 1980	Destroy
76	Petty cash	CFY + 6 yrs	Limitation Act 1980; VAT Act 1994, HMRC 700/21 para 5.2; Taxes Management Act 1970	Destroy
77	Preparation of annual and statutory accounts	CFY + 6 yrs	Limitation Act 1980	Annual – archive; statutory - destroy
78	Annual statutory body funding administration	CFY + 10 yrs		Destroy
79	Research grants from research councils and corporate sponsors	Termination of grant + 6 yrs	Limitation Act 1980	Destroy
80	Scholarship funds	CFY + 6 yrs	Limitation Act 1980	Destroy
81	Tax returns including VAT	CFY + 6 yrs	Taxes Management Act 1970; 1994 c. 23 s 58 and schedule 11, para 6(3) SI 1995/2518 s 31 HMRC 700/21 para 5.2	Destroy
82	Bank account administration	Closure of account + 6 yrs	Limitation Act 1980	Destroy
83	Standing order, direct debits	Life of instruction + 6 yrs	Limitation Act 1980	Destroy
84	Routine bank account deposits/withdrawals/transfers (inc paying-in slips, transfer instructions, bank statements)	CFY + 6 yrs	Taxes Management Act 1970; Limitation Act 1980	Destroy

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85	Capital assets value/disposals	CFY + 6 yrs (value of assets) CFY (disposal) + 6 yrs	Taxes Management Act 1970; Limitation Act 1980	Review
86	Management of financial investment portfolio	Divestment + 6 yrs	Limitation Act 1980	Review
87	Purchase/sale of investments	CFY + 6 yrs	Taxes Management Act 1970	Review
88	<b>Insurance:</b> policies and renewals <b>Insurance:</b> claims and reports <b>Insurance:</b> Employers' Liability Insurance certificates	Termination of Policy + 6 yrs  Settlement of claim + 6 yrs  Commencement/renewal of policy + 40 yrs	Limitation Act 1980;   SI 1998/ 2573 Regulation 4(4)	Destroy
<b>PROCUREMENT</b>				
89	Pre- qualification process for suppliers/tenderers: <b>all</b> applicants (includes invitations, evaluation criteria, etc)	Award of supply contract + 1 yr		Destroy
90	Evaluation process for suppliers/tenderers : <b>unsuccessful</b> applicants (includes invitations, evaluation criteria, notifications, etc)	Award of supply contract + 1 yr		Destroy
91	Evaluation and contract management process for suppliers/tenderers : <b>successful</b> applicants (includes invitations, evaluation criteria, PQQ, notifications, subsequent variations, performance reports etc)	Termination of contract + 6 yrs	Limitation Act 1980	Archive
92	Contract award documents	Termination of contract + 10 yrs	Limitation Act 1980	Archive
<b>AUDIT (INTERNAL)</b>				
93	Strategy and policy	Superseded + 10 yrs		Archive
94	Audits and resultant actions	CAY + 5 yrs		Archive
<b>PAYROLL</b>				
95	Payroll administration and non-statutory deductions authorisation	CFY + 6 yrs	Limitation Act 1980	Destroy
96	Payroll payments and calculations to employees	CFY + 6 yrs	Min: SI 1999/584 Regulation 38(7) ; SI 2003/2682 Regulation 97(8). Recommended: 1979 c. 9 s 34	Destroy
97	PAYE records (not required to be sent to Inland Revenue)	CFY + 3 yrs	SI 2003/2682 Regulation 97(8)	Destroy
98	Sick pay	CFY + 3 yrs	Statutory Sick Pay (General) Regulations 1982	Destroy

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99	Maternity/Parental/Paternity pay	CFY + 3 yrs	Statutory maternity Pay (General) Regulations 1986	Destroy
100	Pension administration documents	Termination of employment + 75 yrs	Limitation Act 1980	Destroy
	<b>HR</b>			
101	Strategy, policies and procedures	Superseded + 10 yrs		Archive
102	<p><b>Core staff record:</b> Active record: basic personal details (address, next of kin, emergency contacts), application, references, DBS check, pre-employment health screening (where relevant), contract(s) of employment, job descriptions, induction record, formal training records/certificates, sickness absence records, special leave such as unpaid, compassionate or study (but not statutory leave), disciplinary/grievance proceedings, references for external/other internal roles, termination/ acceptance of resignation letter</p> <p><b>Archive record:</b> Name, start date, termination date, positions held, date destroyed, comments. Plus pre-employment screening for any positions where exposure to hazardous materials/waste involved. For selected senior positions, further detailed information may be retained.</p>	<p>Academic year of termination of employment + 6 yrs</p> <p>Termination of employment + 40 yrs</p>	<p>Limitation Act 1980: EPC 2005</p>	<p>Destroy</p> <p>Archive</p>
103	Statutory leave such as parental	Completion of entitlement + 6 yrs		Destroy
104	Contractual holiday entitlement records	CAY + 1 yr		Destroy
105	Disciplinary proceedings against employee or grievances raised by employees	Closure of case + 6 years		Destroy
106	Major injuries/accidents	Termination of employment + 40 years	Limitation Act 1980	Destroy
107	Workforce planning: business plans	CAY + 3 yrs		Destroy
108	Job description/ personal specification	Superseded		Destroy
109	Vacancies adverts	Completion of recruitment + 6 mths	1975 c. 65, 1976 c. 74, 1995 c. 5; SI 006/1031 Regulations 7, 36 and 42; SI, 2003/1660 Regulations 6, 28 and 34; SI 2003/1661 Regulations 6, 28 and 34; Employment Practices Code, Section 1.7.1	Destroy
110	Unsuccessful applications	Completion of process + 6 months	1975 c. 65 1976 c. 74 1995 c. 50; SI 2006/1031 Regulations 7, 36 and 42; SI 2003/1660 Regulations 6, 28 and 34; SI	Destroy



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			2003/1661 Regulations 6, 28 and 34	
111	Remuneration structure	Current + 10 yrs		Review
112	Pay reviews	Current + 5 yrs		Destroy
113	Hours monitoring	Date of record + 2 yrs	Working Time regulations	Destroy
114	Recognition/de-recognition of trade unions	De-recognition + 6 yrs	Limitation Act 1980	Destroy
115	Formal agreements with trade unions	Termination of agreement + 10 yrs	CIPD retention advice	Archive
116	Workforce surveys: Master copy and summary of results Individual responses	Completion + 5 yrs On completion of analysis		Destroy
117	Routine assessments/review (ie PDRs) of employees' performance	CAY + 2 yrs		Destroy
	<b>IT</b>			
118	Strategy, policies and procedures	Superseded + 10 yrs		Archive
119	IT systems management documents (including PM records)	Decommissioned + 5 yrs		Destroy
120	Software licence management	While current		Destroy
121	IT security arrangements	Decommissioning of system + 5 yrs		Destroy
122	Security breaches	Last action + 1 yr		Destroy
	<b>RISK MANAGEMENT</b>			
123	Strategy, policies and procedures	Superseded + 10 yrs		Archive
124	Records documenting identified risks and risk assessments	Superseded + 1 yr		Destroy
125	Disaster response and recovery plans	Superseded + 1 yr		Destroy
	<b>HEALTH AND SAFETY</b>			
126	Strategy, policies and procedures	Superseded + 10 yrs		Archive
127	Inspections and audits	Completion of inspection/audit + 5 yrs		Destroy
128	H&S Committee: terms of reference, agenda, reports, minutes and documentation	Dissolution of Committee + 50 yrs		Archive
129	Training (held in core staff record)	Academic year of termination of employment + 6 yrs		Destroy
130	Hazard exposure control	Superseded + 10 yrs		Destroy
131	Accident records and reports including occurrences of notifiable diseases on RNCM premises	CAY + 3 yrs (RIDDOR – CAY + 4yrs)	SI 1995/3163 regulation 7(3), SI 1993/2113 regulation 2	Destroy
132	Accident investigations	Close of investigation + 40 yrs	Limitation Act 1980	Destroy
133	Fire risk assessment	Superseded + 5 yrs		Destroy
	<b>ESTATES/OPERATIONS</b>			

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134	Strategy, policies and procedures	Superseded + 10 yrs		Archive
135	Acquisition of property (ownership). Deeds and certificates of title to be retained during ownership and passed to new owner	Disposal of property + 12 yrs		Archive
136	Disposal of property	Disposal of property + 12 yrs	Limitation Act 1980	Archive
137	Negotiation of leases and lease agreements	Expiry of Lease + 15 yrs	Limitation Act 1980	Archive
138	Specifications and formal project documentation for building projects	Completion of works + 15 yrs	Limitation Act 1980	Archive
139	H&S file for a structure	Demolition of structure or disposal of property	Construction (Design and Management) Regulations 2015	Archive
140	Planning consents	Disposal of property or expiry of consent		Archive
141	Inspection and maintenance records	Completion + 2 yrs		Archive
142	Major maintenance records; transfer to new owner if sold	Life of property		Archive
143	Asbestos inspections	Last action + 40 yrs	The Control of Asbestos Regulations 2012; SI 2012 No. 632	Archive
144	Asbestos condition monitoring	Last action + 40 yrs	The Control of Asbestos Regulations 2012; SI 2012 No. 632	Archive
145	Hazardous substances removal	Removal of material + 5 yrs		Archive
146	Fire certificates	Whilst current		Destroy
147	Security inspections	Whilst current		Destroy
148	Security property access controls (eg access/key registers)	Creation + 2 yrs		Destroy
149	Routine security surveillance	Creation + 1 mth		Destroy
150	Security breaches	Last action + 1 yr		Destroy
	<b>ENVIRONMENT</b>		JISC (Corp Management)	
151	Environment: Strategy, policies and procedures	Superseded + 10 yrs		Archive
152	Environment audits	Completion of audit + 5yrs		Destroy
153	Attainment and maintenance of accreditation	Termination of accreditation + 1 yr		Destroy
154	Investigation of environmental incidents	Last action + 40 yrs		Destroy
155	Reportable environmental incidents to enforcing authorities	Date of notification + 5 yrs		Destroy
156	Energy use monitoring	CAY + 5 yrs		Destroy
157	Special waste management	Removal of waste + 3 yrs	SI 1996/972 regulation 15(4)	Destroy
158	Hazardous waste disposal	Removal of waste + 3 yrs	SI 2005/894 regulation 49(3)	Destroy
	<b>MARKETING AND COMMUNICATIONS</b>			
159	Strategy, policies and procedures	Superseded + 10 yrs		Archive
160	Formal publications	Issue of publication + 1 yr		Archive final publication

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161	Surveys: Master copy and summary of results Individual responses	Completion of survey + 3 yrs Completion of analysis		Archive Destroy
162	Complaints from members of the public	Last action on complaint + 1 yr		Destroy
163	Corporate identity design and style guidelines	Whilst current		Archive
164	Market research: Master project documentation and summary of results Individual responses	Completion of survey + 5 yrs Completion of analysis		Destroy
165	Congregation of awards (including honorary awards); organisational arrangements and nominations and invitations	Conferment of award + 1 yr	JISC (acad admin) Best practice	Destroy docs, archive booklet
166	Media contacts	Superseded		Destroy
167	Press releases	Date of issue + 3 yrs		Archive
168	Press cuttings	Permanent		Archive
169	Media monitoring including analysis	Issue/creation + 3 yrs		Archive
170	HE sector relations: general communications with other sector organisations and institutions	Current year + 5 yrs		Destroy
171	Retail sales transactions and marketing lists – box office	CFY + 6 yrs for transactions While current for lists	Limitation Act 1980; Data Protection Act 1988	Destroy
	<b>DEVELOPMENT</b>			
172	Strategy, policies and procedures	Superseded + 10 yrs		Archive
173	Corporate event sponsorship	Termination of sponsor relationship + 6 yrs	Limitation Act 1980	Archive
174	Donation management for general donors	Duration of relationship + 6yrs	Limitation Act 1980	Review
175	Donation management for fundraising campaigns including analysis of results	Last action on campaign + 5 yrs		Archive
176	Records of donation to the institution	CAY + 6 yrs	Standard financial practice	Review
177	General donating enquiries	Last action on enquiry + 1 yr		Destroy
178	Alumni personal data	While current	Data Protection Act 1988	Destroy
179	Surveys: Master copy and summary of results Individual responses	Completion of survey + 3 yrs Completion of analysis		Archive Destroy
	<b>P&amp;P</b>			
180	Strategy, policies and procedures	Superseded + 10 yrs		Archive
181	Artistic plan	CAY + 3 yrs		Archive

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182	Community outreach/engagement strategy, policies and procedures	Superseded + 10 yrs		Archive
183	Contracts for professional engagements of students	CFY + 6 yrs		Destroy
184	Contracts for hire of venues	CFY + 6 yrs		
	<b>LIBRARY</b>			
185	Strategy, policies and procedures	Superseded + 10 yrs		Archive
186	Accessions documentation	Life of collections	JISC section 30.11	Archive
187	Catalogue	Life of collections	Best practice	Archive
188	Inter Library Loan documentation	CAY + 6 yrs	Best practice	Destroy
189	Membership documentation	Termination of relationship with Library + 6 years	Best practice	Destroy
190	Loans records	CAY + 6	Best practice	Destroy
191	Enquiry documentation	CAY + 2	Best practice	Destroy
192	Records documenting applications for permission to copy material outside the scope of the Higher Education Licence Agreement, and the results	Last action on application + 6 years	Limitation Act 1980	Destroy
193	Records documenting the routine monitoring of copying	Current year + 1 year	JISC section 30.8	Destroy
194	<b>Archives:</b> Records documenting the development and establishment of the institution's archives strategy, policies and procedures	Superseded + 10 years		Archive
195	Records relating to the acquisition of collections	Life of collections		Archive
196	Catalogue	Life of collections	Best practice	Archive
197	Records documenting the monitoring and control of the archives storage	Life of collections	Best practice	Review
198	Records documenting conservation work undertaken on archive items	Life of collection		Archive
199	Records documenting the disposal of de-accessioned items	Completion of disposal process + 6 years	Limitation Act	Archive
200	<b>Collection of Historic Musical Instruments:</b> Records documenting the development and establishment of the institution's collections strategy, policies and procedures	Superseded + 10 years		Archive
201	Records relating to the acquisition of collections	Life of the collections	Jisc section 30.10	Archive
202	Catalogue	Life of the collections	Best practice	Archive
203	Records documenting the monitoring and control of the storage area	Life of the collections	Best practice	Archive
204	Records documenting conservation work undertaken on pieces	Life of the collections	Jisc section 30.10	Archive
205	Visitor Book	Completion of volume	Best practice	Archive
	<b>INFORMATION COMPLIANCE AND RECORDS MANAGEMENT</b>			
206	Policies and procedures	Superseded + 10 years		Archive
207	Records documenting the handling of requests for access to personal	Last action on request + 1 year		Destroy

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	information held by the RNCM under the Data Protection Act 1998	Last action on request + 6 years handling of requests resulting in complaints or appeals		
208	Anonymised statistics, analyses and reports of requests for access to personal information held by the institution	Current year + 10 years	Data Protection Act 1998	Destroy
209	Institution's Publication Scheme	Completion of revision + 5 years		Archive
210	Requests for access to information held by the RNCM under the Freedom of Information Act 2000	Completion of request handling process + 3 years	National Archives	Destroy
211	Anonymised management statistics, analyses and reports of FOI requests	Current year + 10 years	National Archives	Destroy
212	Requests for environmental information held by the institution	Completion of request handling process + 3 years		Destroy
213	Anonymised management statistics, analyses and reports of requests for environmental information held by the institution	Current year + 10 years	National Archives	Destroy
214	Records relating to the disposal of redundant records	Date of disposal + 25 years		Destroy
215	Records documenting the transfer of records to the Archive	Completion of transfer + 1 year		Archive (part of Archives admin accession papers)
	<b>RECORDINGS</b>			
216	Student performances (excluding for audition and examination purposes)	Permanent	Best practice	Archive
217	Student auditions – successful	End of student relationship + 6 years	JISC section 3.7; Limitation Act 1980	Review (in accordance with Data Protection Act 1998)
218	Student auditions – unsuccessful	CAY + 1 year		Destroy
219	Talks, lectures, workshops and masterclasses	CAY + 1 year		Review
	<b>STUDENT UNION</b>			
220	Establishment of the Union	Superseded + 1 year	Best practice	Archive
221	RNCM's Code of Practice on the oversight of the operations and finances of its Students' Union as required by Section 22(3) of the Education Act 1994	Issue of revised Code of Practice + 1 year	Education Act 1994	Review
222	Code of Practice as required by Section 22(3) of the Education Act 1994	Life of RNCM	Education Act 1994	Archive
223	Election of major offices in the Union	Current year + 2 years		Archive
224	Complaints against the Union, and the handling of those complaints	Last action on complaint + 6 years	Limitation Act 1980	Destroy