

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 <https://www.jisc.ac.uk/full-guide/records-retention-management> 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 Head of Library Services 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).

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

| | Description | Retention Period | Citation/ Authority | Action |
|----|--|---|---------------------|--------------------|
| | TEACHING/ACADEMIC | | JISC (T&L) | |
| 1 | Learning and teaching strategy, policies and procedures | Superseded + 10 yrs | | Archive? |
| 2 | Quality: internal QA processes | Whilst current | | Destroy |
| 3 | Quality: internal and 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 | Assessment: student submissions/completions (excludes recital recordings) | Termination of student relationship + 5 yrs | Office for Students | Destroy |
| 8 | Assessment: records documenting formative submissions/completions | CAY | | Review |
| 9 | Assessment: final versions | Life of programme | | Review |
| 10 | Assessment: exam scripts (excludes recital recordings) | Termination of student relationship + 5 yrs | Office for students | Destroy |
| 11 | Assessment: marks including appeals | CAY + 6 years | Limitation Act 1980 | Destroy |
| 12 | Assessment: PG dissertations | Permanent | | Archive |
| 13 | Assessment: pass lists/awards lists | Issue of list + 2 yrs | | Archive |
| | STUDENT ADMINISTRATION | | 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 | Individual Student files: Active record: 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. <input type="checkbox"/> Archive record: Name (Including information relating to previous names), date of birth, student number or other unique identifier, | CAY + 6 yrs for most data End of course + 50 yrs | | Destroy Archive |

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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 Graduate Outcomes) 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 | Assessment: admin procedures including Board of Examiners | Superseded + 10 yrs | | Archive |
| 27 | Assessment: selection and appointment of external examiners | Termination of appointment + 1 yr | | Destroy |
| 28 | Assessment: examination admin (timetabling, examiners notes and reports etc) | CAY + 1 yr | | Destroy |
| 29 | Assessment: exam papers | CAY | | Archive |
| 30 | Assessment: exam scripts | Termination of student relationship + 1 yr | | Destroy |
| 31 | Assessment: pass lists/awards lists | Issue of list +10 yrs | | Archive |
| | Student finance (including processing student fees, student loans, and bursaries) | CFY + 6yrs | Taxes Management Act 1970, Limitation Act 1980 | Destroy |
| | RESEARCH | | 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 | Research programmes: development of programme | Life of programme + 10 yrs | | Archive |
| 42 | Research programmes: statistics (student numbers and analyses) | CAY +5 yrs +3 yrs | | Archive |
| 43 | Research programmes: internal reviews | CAY + 5 yrs | | Destroy |
| 44 | Research programmes: external reviews and responses | CAY + 5 yrs | | Archive |
| 45 | Research programmes: student assessment documentation (Viva) | Completion of programme + 6 yrs | Limitation Act 1980 | Review |
| 46 | Research programmes: theses (PhD) | Permanent | | Archive |
| 47 | Research programmes: appointment of supervisors for research students | Termination of appointment + 1 yr | | Destroy |
| 48 | Research programmes: 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 |
| | CORPORATE MANAGEMENT | | JISC (Corp Mgt) | |
| 50 | Strategic Plan: final plan | Superseded + 10 yrs | | Archive |
| 51 | Strategic Plan: annual reports, KPIs and monitoring data | CAY + 10 yrs | | Archive |
| 52 | Governance: Development and establishment of governance structure, rules and legal framework | Lifetime of institution | | Archive |
| 53 | Governance: statutory committees including governing body -terms of reference, agenda, papers, reports and minutes | Lifetime of institution | | Archive |
| 54 | Governance: statutory committees including governing body – records documenting the conduct of business | Current yr +5 yrs | | Destroy |
| 55 | Governance: non-statutory committees -terms of reference, agenda, reports, papers and minutes | Lifetime of committee + 6 yrs | Limitation Act 1980 | Archive |
| 56 | Governance: appointments/elections to the governing body/statutory committees | Termination of appointment + 6 yrs | Limitation Act 1980 | Destroy |
| 57 | Governance: effectiveness reviews of statutory committees | Completion of 2 subsequent reviews | | Destroy |
| 58 | Governance: 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 |
| | LEGAL AFFAIRS/CONTRACTS | | 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 |
| EQUALITY AND DIVERSITY | | | | |
| 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 |
| FINANCE | | | | |
| 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 | Insurance: policies and renewals Insurance: claims and reports Insurance: 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 |
| PROCUREMENT | | | | |
| 89 | Pre-qualification process for suppliers/tenderers: all applicants (includes invitations, evaluation criteria, etc) | Award of supply contract + 1 yr | | Destroy |
| 90 | Evaluation process for suppliers/tenderers : unsuccessful applicants (includes invitations, evaluation criteria, notifications, etc) | Award of supply contract + 1 yr | | Destroy |
| 91 | Evaluation and contract management process for suppliers/tenderers : successful 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 |
| AUDIT (INTERNAL) | | | | |
| 93 | Strategy and policy | Superseded + 10 yrs | | Archive |
| 94 | Audits and resultant actions | CAY + 5 yrs | | Archive |
| PAYROLL | | | | |
| 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 |
| | HR | | | |
| 101 | Strategy, policies and procedures | Superseded + 10 yrs | | Archive |
| 102 | Core staff record: 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 Archive record: 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. | Academic year of termination of employment + 6 yrs Termination of employment + 40 yrs | Limitation Act 1980: EPC 2005 | Destroy Archive |
| 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 + 6 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 |
| | IT | | | |
| 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 |
| | RISK MANAGEMENT | | | |
| 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 |
| | HEALTH AND SAFETY | | | |
| 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 | The Control of Substances Hazardous to Health Regulations | 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 |
| | ESTATES/OPERATIONS | | | |

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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 |
| | ENVIRONMENT | | 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 |
| | MARKETING AND COMMUNICATIONS | | | |
| 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 | | Archives |
| 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 arrangement 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 + 5 yrs | | Archive |
| 168 | Press cuttings | Permanent | | Archive |
| 169 | Media monitoring including analysis | Issue/creation + 5 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 1998 | Destroy |
| | DEVELOPMENT | | | |
| 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 + 6 yrs | 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 donation enquiries | Last action on enquiry + 1 yr | | Destroy |
| 178 | Alumni personal data | While current | Data Protection Act 1998 | Destroy |
| 179 | Surveys: Master copy and summary of results Individual responses | Completion of survey + 3 yrs Completion of analysis | | Archive Destroy |
| | P&P | | | |
| 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 | | |
| | LIBRARY | | | |
| 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 | Archives: 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 | Collection of Historic Musical Instruments: 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 |
| | INFORMATION COMPLIANCE AND RECORDS MANAGEMENT | | | |
| 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 General Data Protection Regulation (GDPR) | 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 & GDPR | Destroy |
| 209 | Institution's Publication Scheme | Completion of revision + 5 years | Freedom of Information Act 2000 | 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 | Freedom of Information Act 2000 | 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 | Freedom of Information Act 2000 | 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/Records Store | Completion of transfer + 1 year | | Archive (part of Archives admin accession papers) |
| RECORDINGS | | | | |
| 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 |
| 220 | Student recital performances (for the purpose of moderation) | CAY + 1 year | | Destroy |
| STUDENT UNION | | | | |
| 221 | Establishment of the Union | Superseded + 10 yrs | Best practice | Archive |
| 222 | 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 |
| 223 | Code of Practice as required by Section 22(3) of the Education Act 1994 | Life of RNCM | Education Act 1994 | Archive |
| 224 | Election of major offices in the Union | Current year + 2 years | | Archive |
| 225 | Complaints against the Union, and the handling of those complaints | Last action on complaint + 6 years | Limitation Act 1980 | Destroy |