

## RETENTION SCHEDULE, May 2024

This schedule covers all records, regardless of physical form, or location, which are created, received and / or maintained by Imperial College London.

All such records are Imperial's Records and remain University property. These records are subject to this Retention Schedule.

Records identified as having permanent historical value should be transferred to the Archives and Corporate Records Unit (ACRU).

ACRU can also store non-current records until such time as they should be destroyed.

After records have been retained for the stated period, except where otherwise indicated, they should be destroyed.

Any queries regarding records or retention periods, or seeking changes / additions to this schedule please email us: [acru@imperial.ac.uk](mailto:acru@imperial.ac.uk)

### Using the retention schedule:

Column (a) indicates the different record types under separate section headings.

Sometimes you will need to refer to a different section to find the retention period for a type of record (eg all departments create finance records).

Column (b) indicates the section primarily responsible for the type of record. Where appropriate, more than one department is listed.

Column (c) indicates when a record should be sent to the Archives and Corporate Records Unit for permanent retention as an archive.

Column (d) indicates the recommended retention period for the record type.

When the retention is a starting point + number (e.g. current year + 7), the number is the retention in years.

Column (e) indicates any statutory, legal or other guidance that determines the retention period stated in column (d)

Column (f) indicates additional relevant notes.

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Record Type	Creating Department / Faculty / Section	Retention period	Send to ACURU upon creation?	Compliance and Regulatory information	Additional Notes
<b>Corporate Governance</b>					
Royal Charter	Central Secretariat	<b>Permanent</b>	Yes - original		Available on the website
Statutes	Central Secretariat	<b>Permanent</b>	Yes - copy		Available on the website
Regulations	Central Secretariat, Finance Division, HR Division, Registry	<b>Permanent</b>	Yes - copy		Available on the website
Court and Council Agendas, Minutes and Papers	Central Secretariat	<b>Permanent</b>	Yes - copy		Approved Minutes or Briefing Notes are published on the website
Council Committees, Agendas, Minutes and Papers	Central Secretariat	<b>Permanent</b>	Yes - copy		Approved Minutes or Briefing Notes are published on the website
University Management Board	Central Secretariat	<b>Permanent</b>	Yes - copy		Approved Minutes or Briefing Notes are published on the website
Records of legal advice	Legal Department	<b>Current + 6 years</b>			
Litigation files	Legal Department	<b>Permanent</b>			Contact the Legal Department with queries
Subject Access Requests	Legal Department	<b>Last Action + 3 years</b>			
Records relating to the management of relationships with HEFCE and other Government organisations	President's Office	<b>Permanent - transfer to ACURU periodically</b>			
Records relating to the management of relationships with other institutions	President's Office	<b>Permanent</b>			
University Notices / Alerts	Communications	<b>Permanent</b>	Yes - copy		Available on the website
Staff Briefings	President's Office / Communications	<b>Permanent</b>	Yes - copy		E-mailed to all staff and available on the website
HEFCE / UUK etc. circulars	President's Office	<b>Current + 3 years</b>			
External committee papers	President's Office	<b>Current + 5 years</b>			
Contract documents	Central Secretariat / Other Departments	<b>Central Secretariat: Permanent Other Departments: Termination date + 6</b>	Yes - original		
Deeds (excluding Title Deeds)	Central Secretariat / Other Departments	<b>Termination date + 12</b>	Yes - original		
Fellowships / Awards papers	University Secretary	<b>Permanent</b>	Yes - copy		
PREVENT casework	Legal Department	<b>Last Action + 6 years</b>			
<b>Planning</b>					
Strategic Plan, including Mission Statement	Planning	<b>Permanent</b>	Yes - 3 copies		Available on the website
Reports on performance to funding councils, government departments and other authorised entities	Planning	<b>Permanent</b>	Yes - copy		

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Planning Process documents (including completed 'submission template' and 'risk register templates')	Planning / Faculties	<b>Planning: Permanent Faculties: Current academic year + 3</b>	Yes - copy		
REF/TEF Final Results	Planning / Departments	<b>Current + 10</b>			Available on the website
REF/TEF submissions and preparation	Planning / Departments	<b>Current + 10</b>	Yes - copy		
<b>Schools Outreach</b>					
Expressions of interest	Schools Outreach	<b>5 years</b>			Held on database
Volunteers (successful applications)	Schools Outreach / All Departments	<b>Retain for 7 years</b>			Refers to external applications only
Volunteers (unsuccessful applications)	Schools Outreach / All Departments	<b>Retain for 1 year</b>			Refers to external applications only
<b>Registry / Academic Departments</b>					
Learning and Teaching Strategy	Provost's Office	<b>Until superseded</b>	Yes - copy		Available on the website
Senate, Agendas, Minutes and Papers	Registry	<b>Registry: Copy held permanently by Registry. Academic Departments: Current academic year + 1</b>	Yes - copy		
Senate Committees, Agendas, Minutes and Papers	Registry	<b>Copy held permanently by Registry</b>	Yes - copy		
Monitoring, inspection & assessment of examinations & other procedures which lead to awards	Registry	<b>Copy held permanently by Registry</b>			
Teaching Quality Assessments – Final Reports	Registry - Quality Assurance and Data Team	<b>Registry: Copy held permanently by Registry. Academic Departments: Current academic year + 1</b>	Yes - copy		
Teaching Quality Assessments – Other Records	Registry - Quality Assurance and Data Team	<b>Registry: Copy held permanently by Registry. Academic Departments: Current academic year + 6</b>			
Subject Review – Self Assessment	Registry	<b>Registry: Copy held permanently by Registry. Academic Departments: Current academic year + 6</b>			
Subject Review – Final report and other significant records	Registry	<b>Registry: 7 years then transfer to ACRU Academic Departments: Current academic year + 6</b>			

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Subject Review – Final Report	Registry	<b>Registry: Copy held permanently by Registry Academic Departments: Current academic year + 6</b>	Yes - copy		
Design of new curricula – Reports and other key documents	Registry	<b>Registry: Copy held permanently by Registry Academic Departments: Current year + 10</b>	Yes - copy		
Monitoring, evaluations and development of existing curricula – Reports and key documents	Registry	<b>Registry: Copy held permanently by Registry Academic Departments: Current academic year + 10</b>			
Programme Review Reports	Registry	<b>Registry: Copy held permanently by Registry Academic Departments: Current academic year + 6</b>	Yes - copy		
Identification of accreditation requirements for courses and obtaining accreditation and reaccreditation	Academic Department / Registry	<b>Retain for the life of the programme</b>		JISC recommendation	
Student programme applications	Registry - Admissions	<b>Registry: Permanent (successful applications) Academic Departments: Unsuccessful applications + 6 months</b>		Actions under discrimination legislation must usually be brought within 6 months	Interview statistics can be retained
Disclosure and Barring Service information	Registry - Admissions	<b>Registry: + 6 months</b>			Unless a case is referred to a Fitness to Practice Panel, all DBS documentation should be destroyed after 6 months
Examination Regulations	Registry	<b>Registry: Copy held permanently by Registry Academic Departments: Retain current version until superseded</b>	Yes - copy		Available on the website
Selection of External Examiners – invitations to potential examiners	Registry - Quality Assurance and Data Team	<b>Registry: Current + 2 Academic Departments: Current + 2</b>			Available on the website
External Examiner Membership records	Registry - Quality Assurance and Data Team	<b>Registry: Permanent Academic Departments: Current academic year + 2</b>			
Examiners' notes	Academic Departments	<b>Academic Departments: Current academic year + 3</b>			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Completed External Examiners' reports	Registry - Quality Assurance and Data Team	Collation of reports + 3			
Examination Papers	Registry / Academic Departments	Permanent			
Complaints and Appeals files	Registry / Central Secretariat	Retain for 6 years following completion of case - core documents then added to student file			
Pass lists	Registry	Registry to retain a copy permanently	Yes - copy		
Graduation lists	Registry	Registry to retain a copy permanently	Yes - copy		
Lists of unclassified students	Registry	Registry to retain a copy permanently	Yes - copy		
Prize lists	Registry	Registry to retain a copy permanently	Yes - copy		
Commemoration Day Programme	Graduation Team	Permanent	Yes - copy		
Student files held electronically in the Student Records database	Registry - Student Records	Permanent retention on database			
Student files (hard copy)	Registry - Student Records / Academic Departments	Registry master file: Permanent - transferred to ACRU storage annually Departmental file: Retain for 3 years following completion of the programme then destroy			Files are no longer being created in paper copy
Student discipline case files	Registry	Permanent - incorporate into registry student file			
Outgoing student references	Registry / Departments	Date of reference + 1			
<b>Course Administration</b>					
Development of new and existing courses – Course outlines	Academic Departments	Current academic year + 6	Yes - copy		
Course guides	Academic Departments	Current academic year + 6	Yes - copy		
Programme specifications	Academic Departments	Current academic year + 6	Yes - copy		
Staff course review reports	Academic Departments	Current academic year + 6			
Student feedback forms	Academic Departments	Destroy after collation + 6 months			
Collated course feedback data (reports, statistics etc.)	Academic Departments	Current academic year + 6	Yes - copy		
Mitigating Circumstances records	Registry / Academic Departments	Current academic year + 6			Also forms part of the student's permanent record

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Examination attendance lists	Academic Departments	<b>Conclusion of examination process + 1 year</b>			JISC advises minimum 1 year retention
Examination scripts which contribute to the final degree assessment [other than Medicine scripts]	Academic Departments	<b>Successful candidates: Confirmation of degree result + 5 years</b>  <b>Unsuccessful candidates: Conclusion of resit opportunities + 5 years</b>		Office for Students requirements, Academic Regulations	
Examination scripts for Taught Masters Degrees [other than Medicine scripts]	Academic Departments	<b>Successful candidates: Confirmation of degree result + 5 years</b>  <b>Unsuccessful candidates: Conclusion of resit opportunities + 5 years</b>		Office for Students requirements, Academic Regulations	
Assessed essays, reports, dissertations [other than Medicine scripts]	Academic Departments	<b>Successful candidates: Confirmation of degree result + 5 years</b>  <b>Unsuccessful candidates: Conclusion of resit opportunities + 5 years</b>		Office for Students requirements, Academic Regulations	
Medicine examination scripts and assignments which contribute to the final degree assessment	Faculty Education Office	<b>Successful candidates: Confirmation of degree result + 5 years</b>  <b>Unsuccessful candidates: Conclusion of resit opportunities + 5 years</b>		Office for Students requirements, Academic Regulations	
PhD theses	Registry / Library	<b>Permanent (electronic copy)</b>			Held in the Spiral Digital Repository
Course timetables	Academic Departments	<b>Current academic year + 2</b>			
Class lists	Academic Departments	<b>Current academic year + 2</b>			
Tutorial lists	Academic Departments	<b>Current academic year + 2</b>			
Student attendance registers	Academic Departments	<b>Duration of course + 1</b>			
Course assignment registers	Academic Departments	<b>Current academic year + 2</b>			
Student Handbooks	Academic Departments	<b>Current academic year + 2</b>	Yes - copy		
Staff / student liaison meetings	Academic Departments	<b>Current academic year + 1</b>			
Learning Analytics data	Ed Tech team / Academic Departments	<b>Retain for 1 year following completion of analysis</b>			Aggregated figures can be retained for longer
<b>Research</b>					

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Strategic Research Committee, Agendas, Minutes and Papers	Research Office	<b>Research Office: Permanent.</b> <b>Academic Departments:</b> <b>Current academic year + 1</b>	Yes - copy		Summaries of meetings are published online (password protected)
Research Grant Proposals / Applications	Academic Departments / Research Services	<b>Successful proposals: Current academic year + 10.</b> <b>Unsuccessful proposals:</b> <b>Current academic year +3</b>			
Records documenting the design and planning of research projects which are undertaken: key	Research Office	<b>Completion of project + 10 or longer if required by funder / sponsor / regulatory body</b>			
Research contracts	Research Services / Research Office	<b>Original signed copy: Permanent</b> <b>Copy: Added to the research account project file</b>			
Time sheets	Academic Departments	<b>Current financial year + 6</b>			
Progress reports to sponsors	Academic Departments	<b>Current year + 2 or longer if required by funder / sponsor</b>			
Progress reports for ethics committees and regulatory bodies	Academic Departments	<b>Incorporate into trial master file and retain for a minimum of 5 years</b>		Medicines for Human Use (Clinical Trials) Regulations	
Final Reports to sponsors	Academic Departments	<b>Current financial year + 10 or longer if required by funder / sponsor</b>	Yes - copy		
Ethics and Regulatory end of study reports	Academic Departments	<b>Incorporate into trial master file and retain for a minimum of 5 years</b>			
Primary research data / conduction of research including participant consent forms	Academic Departments	<b>Completion of the project + 10 (or longer if required by funder / sponsor / regulatory body).</b> <b>MRC: Completion of project + 10 but research records relating to clinical or public health studies should be retained for 20 years</b>			MRC Guidance: +10 for basic research, +20/+25 for clinical studies or population health research / pregnancy research

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Closed research account project files	Research Services	Current financial year + 6 (transfer to ACRU storage periodically)			
<b>Finance</b>					
Finance Committee Agenda, Minutes and Papers	Finance	Finance: Permanent Other Departments: current year + 1	Yes - copy		
Financial Regulations	Finance	Finance: Permanent Other Departments: Retain while current then destroy	Yes - copy		
Financial forecasts	Finance	Current year + 1	Yes - copy		
Budgets	Finance / All Departments	Current year + 1			
Budget reports	Finance	Current year + 1			
Annual reports	Finance / Publications	Current year + 1	Yes - 3 copies		Available on the website
Annual Accounts working papers	Finance	Current tax year + 6			
Original Accounts signed copies	Finance	Permanent			
HESA Finance returns	Finance	Finance Department: Permanent Other departments / services: current + 10			
Staff pension records	HR / Pensions	Permanent			
Processing of non-statutory deductions from salaries, deduction authorisations, tax code notices	Payroll	Current tax year + 6		Tax legislation	
Payroll Payments, salary advises, bank transfer reports (can include overtime, timesheets, bonuses, expenses, payments in kind, season ticket loans, other loans, PAYE documents)	Payroll / HR	Current tax year + 6		Tax legislation	
Notifications to staff of their employment relations tax liabilities	Finance	Current tax year + 6		Tax legislation	
Purchase orders	Purchasing	Purchasing: Current tax year + 6 Other Departments: Current tax year + 1			



Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Purchase invoices (receipt and purchase of)	Finance / All Departments	<b>Finance: Current tax year + 6 Other Departments: Current + 1</b>		Tax legislation	
Delivery notes	All Departments	<b>Current + 1</b>			
Sales invoices	Finance / All Departments	<b>Finance: Current tax year + 6 Departments: Current + 1</b>		Tax legislation	
Credit notes	Finance / All Departments	<b>Finance: Current tax year + 6 Departments: Current + 1</b>		Tax legislation	
Till rolls	Relevant departments / services	<b>Current tax year + 6</b>		Tax legislation	
Remittance advises	Finance	<b>Current tax year + 6</b>		Tax legislation	
BACS reports	Finance	<b>Current tax year + 6</b>		Tax legislation	
Expense claims (staff and non- staff)	Expense team	<b>Expense team: Current tax year + 6 Other departments / services: Current + 1</b>		Tax legislation	
Petty cash claims / records documenting the handling of petty cash	Finance	<b>Current tax year + 6</b>		Tax legislation	
Investment instructions	Finance	<b>Current tax year + 6</b>		Tax legislation	
Credit share certificates	Finance	<b>Current tax year + 6</b>		Tax legislation	
Asset register of items under £10K	Heads of Departments	<b>Retain until disposal of asset + 1 year</b>			
Asset registers / inventory of items over £10K	Heads of Departments	<b>Current tax year + 6</b>			
Fixed asset register of items over £50K	Director of Finance / Heads of Departments	<b>Finance: Permanent - records maintained in the Finance Oracle system Departments: Current tax year + 6</b>			
Assessment of VAT liabilities	Finance - Tax Section	<b>Current tax year + 6</b>		Tax legislation	
VAT return	Finance - Tax Section	<b>Current tax year + 6</b>		Tax legislation	
Corporation tax returns and assessments	Finance - Tax Section	<b>Current tax year + 6</b>		Tax legislation	
Other tax returns	Finance - Tax Section	<b>Current tax year + 6</b>		Tax legislation	
Insurance policies	Finance - Insurance Section	<b>Retain until policy terminated + 6</b>		Limitation Act	
Insurance claims	Finance - Insurance Section	<b>Retain until settlement of claim + 6</b>		Limitation Act	

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Insurance reports	Finance - Insurance Section	Retain until settlement of claim + 6		Limitation Act	
<b>Audit</b>					
Audit reports	Internal Audit / External Auditors	Completion of audit + 5	Yes - copy	JISC recommendation	
<b>Property Management</b>					
Title deeds	Property Management	Permanent - transferred to ACRU once no longer required by Property Management team			Deeds of title for a property are transferred to new owner if sold
Leases	Property Management	Permanent - transferred to ACRU once no longer required by Property Management team			
Mortgage deeds	Property Management	Permanent - transferred to ACRU once no longer required by Property Management team			
Planning Applications	Property Management	Permanent - transferred to ACRU once no longer required by Property Management team			
<b>Building Projects</b>					
Building Plans / drawings	Estates Operations	Permanent			
Supplier evaluation reports	Estates Operations	Current year + 5			
Register of approved suppliers	Estates Operations / Procurement	Current year + 5		Consumer Protection Act 1987	
Framework Supplier files	Estates Operations	Retain until termination of relationship + 2			
Framework Supplier performance reviews	Estates Operations	Retain until termination of supply contract + 6		Limitation Act 1980 Consumer Protection Act 1987	Overview results available on the website
Requests for proposals / Proposal evaluation documentation	Estates Operations	Successful proposals: Retain until termination of supply contract + 6 Unsuccessful proposals: 12 months		Limitation Act 1980 Consumer Protection Act 1987	
Manuals (digital and hard copy)	Estates Operations	Permanent			Stored on Pythagoras Document Manager / hard copy in store

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Consultant Fee Proposals / Appointment	Estates Operations	Retain until end of project + 12			
Contract Document / Orders	Estates Operations	Retain until end of project + 12			
Tender Invite Document	Estates Operations	Retain until end of project + 12		Limitation Act 1980 Consumer Protection Act 1987	
Tender Return and Report	Estates Operations	Retain until end of project + 12			
Tender Enquiry Documents / Orders	Estates Operations	Retain until end of project + 12			
Tender received (Successful Contractor)	Estates Operations	Retain until end of project + 12			
Unsuccessful tenders	Estates Operations	Current + 1			
Collateral Warranties	Estates Operations	Retain until end of project + 12			
Novation Agreements	Estates Operations	Retain until end of project + 12			
Handover Certificates	Estates Operations	Retain until end of project + 12			
Final Accounts	Estates Operations	Retain until end of project + 12			
Practical Completion Certificates	Estates Operations	Retain until end of project + 12			
Procurement Strategy	Estates Operations	Retain until end of project + 12			
Project Filing	Estates Operations	Current year + 6			
O&M Manuals, As-Built Drawings	Estates Operations	Permanent			
Party Wall Award	Estates Operations	End of project + 12			Incorporated into the Project file
Building Reg. Approval	Estates Operations	Permanent - transfer to ACRU when no longer required			
<b>Facilities Management</b>					
Plant maintenance, tests, statutory inspections and corrective action	Facilities Management	Retain for life of equipment + 6		Limitation Act 1980	
Insurance inspection reports for equipment	Facilities Management	Retain for life of equipment + 6		Limitation Act 1980	
Maintenance schedules	Facilities Management	Current + 2			
Corrective action schedules	Facilities Management	Current + 2			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Inspection certificates	Facilities Management	Current + 6			
Maintenance certificates	Facilities Management	Retain for life of equipment + 6		Limitation Act 1980	
Repair reports	Facilities Management	Retain for life of equipment + 6		Limitation Act 1980	
Car parking tickets and banking records	Facilities Management	Current tax year + 6		Tax Legislation	
Current Asbestos Register (stored electronically)	Asbestos Manager	Permanent		Control of Asbestos at Work Regulations	
Previous Asbestos Registers (stored electronically)	Head of Maintenance	Permanent		Control of Asbestos at Work Regulations	
Documents recording fire safety arrangements	Fire Department	Superseded + 5		Retaining previous versions provides evidence of compliance & effective management of health and safety over time	
Courier logs	Post Team	Current + 1			
Postage logs	Post Team	Current + 1			
<b>Security (Community Safety)</b>					
CCTV	Security	30 calendar days			
Key issue / return logs	Security	Current + 1		DPA 2018	
Visitor logs	Security	Current + 1		DPA 2018	
Access logs	Security	Current + 1		DPA 2018	
Incident logs	Security	Last action on incident + 1		DPA 2018	
<b>Health and Safety</b>					
Risk Register	Risk Management	Permanent		Health and Safety Legislation	The Risk Register is published on the Risk Management web pages
Risk Assessments (process based)	Safety Department / Academic Departments	Safety: Permanent Academic Departments: Superseded + 3			
Compliance training records	All Departments	Permanent			Retained on staff and student files. Includes training on Health and Safety, Information Security, Data Protection
Health and Safety Matters Newsletter	Safety Department / Occupational Health	Permanent	Yes - copy		Available on the website (login required)

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
COSHH (Control of substances hazardous to health regulations )	Departments	<b>Current + 40</b>		Control of Substances Hazardous to Health Regulations 2002 Display Screen Equipment Regulations 1992 Health and Safety at Work Act.	
Maintenance, examination and testing of control measures	Facilities Management / Safety Department / Academic Departments	<b>Current + 5</b>		Control of Substances Hazardous to Health Regulations 2002	
Monitoring exposure at the workplace	Safety Department / Academic Departments	<b>Current + 40</b>		Control of Substances Hazardous to Health Regulations 2002	
Health surveillance	Safety Department / Occupational Health	<b>Current + 40</b>		Control of Substances Hazardous to Health Regulations 2002	
Register of staff working with hazard group 3 and 4 pathogens	Safety Department / Occupational Health	<b>Current + 40</b>		Control of Substances Hazardous to Health Regulations 2002 (schedule 3)	
Records documenting hazardous waste disposal (clinical and chemical)	Safety Department	<b>Removal of waste + 3</b>		SI 2005/894 Regulation 49 (3)	
Pressure systems - Examination in Accordance with the Written Scheme of Examination	Facilities Management / Academic Departments	<b>Date of inspection + 6</b>		Pressure System Safety Regulations (2000)	Zurich for the insurance inspections (CRIMSON database)

<b>Record Type</b>	<b>Creating Department / Faculty / Section</b>	<b>Retention period</b>	<b>Send to ACRU upon creation?</b>	<b>Compliance and Regulatory information</b>	<b>Additional Notes</b>
Risk Assessments in relation to Dangerous Substances and Explosive Atmospheres	Academic Departments	<b>Current + 6</b>		Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002	
Annual Report by Dangerous Goods Safety Advisor	Safety Department	<b>Current + 5</b>		Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009	
Records of electrical testing	Facilities Management / Academic Departments	<b>Until superseded</b>		Electricity at Work Regulations 1989	
Records of risk assessment and personal training records	Safety Department / Academic Departments	<b>Cessation of work + 10</b>		Genetically Modified Organisms (contained use) Regulations 2014	
Inventory of animal pathogen samples and waste	Safety Department / Academic Departments	<b>Permanent</b>		Specified Animal Pathogen Order (2008)	
Tissue Register	Academic Departments	<b>Permanent</b>		Human Tissue Act (2004)	
Records of holdings and usage	Academics / Departments	<b>Licence-dependent (default is current + 40)</b>		Importation of Animal Pathogens Order (1980)	
Record of all licenced material (use and disposal)	Academics / Departments	<b>Date of disposal + 1</b>		Plant Health Order (2015)	
Record of all licenced material (use and disposal)	Academics / Departments	<b>Permanent</b>		Convention of International Trade in Endangered Species	
Permit to work	Safety Department / Facilities Management / Academic Departments	<b>Current + 3</b>		Limitation Act 1980	

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Reporting and investigations of accidents and dangerous occurrences	Safety Department	Closure of investigation + 40		Limitation Act 1980 + case law	
Accident books / records / reports	All Departments	Date of last entry + 4		Health and Safety at Work Act 1974 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	
Accident Report Form F2508	Safety Department	Date of last entry + 4		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Details input to SALUS
Accident reports	Safety Department	Date of occurrence + 4		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Details input to SALUS
Dangerous occurrence reports	Safety Department	Date of occurrence + 4		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Details input to SALUS
Health and Safety Committee agendas, minutes and papers	Safety Department / Central Secretariat	Permanent	Yes - copy		
Departmental Health and Safety Committee Minutes	Academic Departments	Departments: Permanent retention and send a copy to Safety Department Safety Department: Permanent			
<b>Radiation records</b>					
Permits to keep / use radioactive substances	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Permits to accumulate/dispose of radioactive substances	Safety Department	Permanent	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Enforcement notices	Safety Department	<b>Permanent</b>	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
HASS RSA10 and other reports	Safety Department	<b>Permanent</b>	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Any other record required by EPR including decommissioning	Safety Department	<b>Permanent</b>	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Routine radioactive waste disposal	Safety Department	<b>Permanent</b>	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Legacy radioactive waste disposal	Safety Department	<b>Permanent</b>	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Building histories	Safety Department	<b>Permanent</b>	Retain on the premises until the permit is surrendered	Environmental Permitting Regulations 2016	Records required under EPR should be retained until written permission is given by the EA that records may be disposed of.
Certificates of Notification, Registration and Consent	Safety Department	<b>Current + 6</b>		Ionising Radiation Regulations 2017	
Risk Assessments (specific to person)	Operational Departments	<b>Retain during conduct of practice</b>		Ionising Radiation Regulations 2017	
Notifications of pregnancy / breastfeeding	Safety Department	<b>Retain while relevant and recommend addition to Occupational Health's record</b>		Ionising Radiation Regulations 2017	
Contingency Plans	Operational Departments	<b>Until superseded</b>		Ionising Radiation Regulations 2017	
Local Rules	Operational Departments	<b>Until no longer required or superseded + 1</b>		Ionising Radiation Regulations 2017	
Monitoring records	Operational Departments	<b>Date of creation + 2</b>		Ionising Radiation Regulations 2017	
Monitoring equipment records (tests and maintenance)	Operational Departments	<b>Date of creation + 2</b>		Ionising Radiation Regulations 2017	



Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Summary of dose records (all persons)	Safety Department	Retain until persons to whom they relate reach (or would have reached) 75 years but at least for 50		Ionising Radiation Regulations 2017	
Radiation Passbook (Classified Person)	Safety Department	Retain during employment only		Ionising Radiation Regulations 2017	Transferred to new employer or Approved Dosimetry Service upon termination of employment
Accident dose assessment	Safety Department	Retain until persons to whom they relate reach (or would have reached) 75 years but at least for 50		Ionising Radiation Regulations 2017	
Health record	Safety Department	Retain until persons to whom they relate reach (or would have reached) 75 years but at least for 50		Ionising Radiation Regulations 2017	
Review of health record	Safety Department	Retain until persons to whom they relate reach (or would have reached) 75 years but at least for 50		Ionising Radiation Regulations 2017	
Over exposure investigations	Safety Department	Retain until persons to whom they relate reach (or would have reached) 75 years but at least for 50		Ionising Radiation Regulations 2017	
Sealed source leakage tests	Safety Department	Retain for 2 years after the article is disposed of or until a further record is made.		Ionising Radiation Regulations 2017	
Routine accounting for radioactive substances	Operational Departments	Retain for 2 years from the date of the record and in addition for 2 years from the date of disposal of the substance		Ionising Radiation Regulations 2017	
Notification of accidents involving ionising radiations	Safety Department	Notification of accident + 50		Ionising Radiation Regulations 2017	
EURATOM monthly and annual accounts (Physical Inventory Listing [PIL], Material Balance Report [MBR], Inventory Change Report [ICR])	Safety Department	Retain while reportable items are being used or stored + 5 (minimum)		EURATOM Regulation No. 302/2005	
Consignment documents (transport)	Operational Department	Current + 10		Consignment of Dangerous Goods 2009	
<b>Commercial Services</b>					

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Room booking reports	Conferences	Current year + 1			
Hiring out of conference facilities	Conferences	Retain until termination of agreement + 1			
Private hire agreements	Conferences	Retain until termination of agreement + 1			
Design and delivery of catering services	Catering	Current year + 1			
Menu plans	Catering	Current year + 1			
Event plans	Catering	Current year + 1			
Accommodation booking forms	Accommodation Office	Retain until termination of agreement + 1			Held electronically
Accommodation lists	Accommodation Office	Retain until termination of agreement + 1			Landlords details are kept on a database and will remain for the life of the property advert
Student accommodation files	Accommodation Office	Retain until termination of agreement + 7			
Residence records	Residences	Retain until termination of agreement + 1			
Sports Centres membership records	Move Imperial	Termination of membership + 2			Held electronically
<b>Human Resources</b>					
HR, Regulations, Policies and Codes of Practice	HR	Permanent	Yes - copy		Available on the website
Definition of staffing requirements and evaluation of employment options	HR / All Departments	HR: Permanent Departments: current + 3			
Pay Relativity Data	HR	Compilation + 1			Aggregated figures can be retained
Pay Relativity Reports	HR	Permanent			
Restructuring documents	HR / All Departments	HR: Transfer to ACRU when no longer required Departments: current + 3			
Appraisal forms (ARCs)	Departments	Departmental file: Duration of employment + 1		DPA 2018 Equality Act 2010	Where ARC's are transferred to the central HR file, these will be retained permanently
Staff disciplinary / grievance / Employment Tribunals / research misconduct documentation	HR	HR: Closure of case + 7; Panel Members / Investigators: At closure of case		Limitation Act 1980 DPA 2018	Where notes are retained on the central HR file, these can be removed when spent and / or destroyed when processing the file as a leaver
Negotiations and agreements with recognised trades unions	HR	Permanent - transfer to ACRU when no longer required by HR			
Job evaluation criteria and grading schemes	HR	Permanent	Yes - copy		

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Job descriptions	HR / All Departments	Permanent (added to staff file)			
Individual staff files NB for sponsored workers, files must include documents required under UKVI Appendix D guidance	HR	<b>HR: Permanent - transfer to ACRU storage on termination of employment / retirement (as leaver files)</b> <b>Departments: Termination of employment + 1</b>		Limitation Act 1980 DPA 2018; UKVI Appendix D Guidance	Documentation on a central staff file will include employment contracts, contract changes, and working time opt-out agreements
Tier 2 shortlist, interview notes, and applications	HR	<b>When processing the leaver, separately send the Tier 2 documentation for +1 retention</b>		UKVI Appendix D	
Building society / mortgage references	HR	<b>Incorporate into HR staff file for the duration of employment</b>			
Recruitment documentation and pre-employment checks including Authorisation to recruit Adverts Short listing record form Application form CVs Interview Record Form Interview Notes Assessment exercises / tests References received Qualifications information	Departments / HR	<b>Unsuccessful candidates:</b> <b>Settled workers: Current + 6 months after notification of outcome of recruitment exercise;</b> <b>Sponsored workers: Retain recruitment documentation for successful and shortlisted candidates on HR staff file for the duration of that person's employment to be removed at their end of employment and send separately to ACRU for + 1 retention</b>		UKVI Appendix D guidance	See also DBS (HR) and Immigration record types  Settled workers are UK and EEA nationals and those with Indefinite Leave To Remain  Sponsored workers are those sponsored under Tiers 2, 4, or 5  Application forms can be stored electronically in Talentlink for 12 months. Where there is a need to retain these longer, they can be transferred to a secure online file.  Successful candidates: Recruitment documentation will remain permanently on the central leaver file
HESA Staff and Provider Profile Returns	HR	<b>Permanent</b>			
Disclosure and Barring Service Certificates (HR)	HR	<b>Settled workers: + 6 months</b> <b>Sponsored workers: duration of employment + 1</b>		DBS Code of Practice	Settled workers: UK and EEA nationals, those with Indefinite Leave To Remain  Sponsored workers: Those sponsored under Tiers 2, 4, or 5
Right to work evidence	HR / Departments / Payroll	<b>Duration of employment + 2</b>		UKVI guidance on Right to Work checks	

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Right To Work evidence for Casual Workers (plus Casual Letter of Understanding, and Pay 8A and B forms)	Departments / Payroll	Duration of employment + 2		UKVI Guidance on Right To Work checks	
Casual worker records	HR / Payroll	End of Employment + 6			For applications using TalentLink, applications are retained for + 1 year if unsuccessful and personal data is removed and the remaining information is retained for research and statistical purposes. Information stored in the TalentDatabase is retained in the same way
Files relating to academic appointments - Chairs and Readers	HR - Academic Appointments	Current academic year + 3			
Family leave and support records (includes Adoption, Surrogacy, Shared Parental Leave, Maternity, and Paternity)	Payroll, HR, Departments	Current tax year + 6		Statutory Maternity Pay (General) Regulations 1986	Records will remain permanently on main HR file. Records on Departmental files will be end of employment + 1
Records documenting the employee's absence due to sickness	HR	Permanent			Retained on main staff file
Medical / self certificates unrelated to industrial injuries	HR	Permanent			Retained on main staff file
Records documenting the administration of payments made under the Statutory Sick Pay scheme	Payroll	Current tax year + 6		Statutory Sick Pay (General) Regulations 1982 SI 1982/894 Regulation 13	In line with Imperial's overall financial records
Redundancy details, calculation of payments, refunds, notification to the Secretary of State	HR / Payroll	HR: Permanent (retain on staff file) Payroll: Current tax year + 6		Limitation Act 1980	
Current bank details	Payroll	Retain until final payment made			
Occupational Health advisory reports on fitness to work	HR	Permanent			Retained on main staff file
Leavers information including resignation, retirement documentation, and exit questionnaire	HR	Permanent			Retained on main staff file
Exit Questionnaire Reports	HR	Permanent			
Outgoing employment references	HR / Departments	Date of reference + 1			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACURU upon creation?	Compliance and Regulatory information	Additional Notes
<b>Equality, Diversity and Inclusion Centre (EDIC) [previously ODI]</b>					
Design and commission of new training booklets	EDIC	<b>Current + 5</b>			
Summary reports	EDIC	<b>Current + 5</b>	Yes - copy		
Staff training records	EDIC	<b>Permanent</b>			Incorporated into HR file
Collated course feedback data (reports, statistics etc.)	EDIC	<b>Current academic year + 6</b>			
Trainer contracts	EDIC	<b>Current financial year + 6</b>			
Programme monitoring, including evaluations, programmes in development, reports, statistical information and key documents	EDIC	<b>Current + 10</b>			Can include that relating to Athena Swan and similar applications
Course records (non-ICIS) - name, department, email addresses of attendees	EDIC	<b>End of employment</b>			
Health and Safety Training records (non-ICIS)	EDIC	<b>End of employment + 6</b>			
Health / dietary information for course attendees	EDIC	<b>Until course has taken place</b>			
<b>Occupational Health</b>					
Health surveillance reports	Occupational Health	<b>End of Employment + 50</b>		Control of Substances Hazardous to Health Regulations 2002 Display Screen Equipment Regulations 1992	
Medical records and details of biological tests under the Control of Lead at Work Regulations 2002	Occupational Health	<b>End of Employment + 50</b>		Control of Lead at Work Regulations 2002	
Occupational Health clearance forms	HR / Occupational Health	<b>End of Employment + 50</b>			
Medical records as specified by the COSHH Regulations (including Health Surveillance Forms)	Occupational Health	<b>End of Employment + 50</b>		Control of Substances Hazardous to Health Regulations 2002	

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Medical records under the Control of Asbestos at Work Regulations	Occupational Health	End of Employment + 50		Control of Asbestos at Work Regulations 1987	
Medical records under the Ionising Radiations Regulations	Occupational Health	End of Employment + 50		Ionising Radiation Regulations 2017	
Health records where termination of employment is connected to health	HR / Occupational Health	End of Employment + 50			
<b>Student Counselling and Mental Health Advice Service Records (SCMHAS)</b>					
Client files	SCMHAS	Current academic year + 6		Limitation Act 1980; British Association for Counselling and Psychotherapy recommendation	
Emails	SCMHAS	Current academic year + 1			
<b>Disability Advisory Service</b>					
Client files	Disability Advisory Service	Current academic year + 6		Limitation Act 1980	
<b>Communications and Public Affairs</b>					
Press releases	Media Relations	Permanent (transfer to ACRU periodically)			
Press clippings relating to Imperial College London	Communications	Permanent (transfer any hard copy cuttings to ACRU periodically)			
Reporter and other internal communications	Publications	Permanent	Yes - 3 copies		Available electronically
Induction materials	Communications / HR	Permanent	Yes - 3 copies		
Prospectuses (Undergraduate and Postgraduate)	Publications	Permanent	Yes - 3 copies		Available electronically
Other publications	Publications	Permanent	Yes - 3 copies		Available electronically
Branding guidelines	Graphic Identity	Until superseded	Yes - copy		Guidance is on the Communications webpages
Homepage	Digital Media / ICT	Permanent	Yes - copy		Archived by ICT / ACRU
Records documenting the organisation and administration of official visits.	Events	Completion of visit + 1 year (transfer any significant records, ephemera or photographs to ACRU)		JISC recommendation	

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Records documenting the organisation and administration of graduation ceremonies	Graduation Team	Completion of ceremony + 1 year			
Commemoration Day Programme / DVD	Graduation Team		Yes - copy		
Records documenting the organisation of Inaugural / Special Lectures	Events	Completion of event + 1 (transfer poster to ACRU)			
Records documenting the organisation of special events (e.g. opening of new buildings / facilities)	Events	Completion of visit + 1 year (transfer any significant records, ephemera or photographs to ACRU)			
Events schedule	Events	Retained as part of website archiving			Available electronically
Photographs and video material (generic, public events)	Communications	Permanent			Consider on a case by case basis if individual consent is required to publish
Photographs and video material (individuals)	Communications	Permanent			Consider on a case by case basis if individual consent is required to publish
<b>Advancement</b>					
Reports of major fundraising campaigns	Advancement	Current + 1 then transfer to ACRU			
Reports of Alumni events and associated ephemera	Alumni Team	Permanent (transfer to ACRU periodically)			
Administration of alumni events	Alumni Team	Completion of event + 1			
Records containing personal data on individual alumni.	Advancement	While current (or likely to be current)		JISC recommendation	
Alumni surveys	Alumni Team	Individual responses: Completion of analysis of survey responses Summaries: Completion of survey + 3		JISC recommendation	
Records documenting requests for contact details for alumni, action taken and the responses	Alumni Team	Last action on request + 1 year			
Donors / sponsors surveys (telethon records)	Advancement	Current year + 3		DPA 2018	Details also kept on Raisers Edge database
Donation Forms	Advancement	Current year + 5		JISC recommendation	A shorter / longer period may be appropriate for small / substantial donations.
Major donor agreements / contracts	Advancement	Permanent (transferred to ACRU periodically)			Details also kept on Raisers Edge database
Gift aid completed forms	Advancement	Current year + 7			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
<b>Careers Service</b>					
Destination Surveys, including HESA Graduate Outcomes	Careers Service	<b>Individual responses: Completion of analysis of responses. Anonymised summaries and analysis: Current academic year + 5</b>	Yes - copy of summaries	JISC recommendation	Reports published on Careers webpages
Policies	Careers Service	<b>Permanent</b>	Yes - copy		
Careers-related publications (e.g. leaflets / booklets) produced by Imperial	Careers Service	<b>Superseded + 1</b>	Yes - copy		
Notes following student appointments and consultations	Careers Service	<b>Duration of study + 1</b>		Clients notified of procedure on booking appointment	
<b>Information and Communication Technologies (ICT)</b>					
Information System Policies and Codes of Practice	ICT	<b>Permanent</b>			
Specification of functional and technical requirements for IT hardware, software and networks	ICT	<b>Permanent</b>			
Records of testing and operation of hardware, software and networks	ICT	<b>Permanent</b>			
Backup schedules	ICT	<b>Retain while current + 1</b>			
Archiving schedules	ICT	<b>Permanent</b>			
Logs of access to journals	ICT	<b>Current year + 5</b>			Mathematics Department
Design, development and implementation of IT systems	ICT	<b>Retain while current - major documentation (including manuals) to be transferred to ACRU after system decommissioning</b>			
Endpoint event logs	ICT	<b>91 calendar days</b>			
Investigation logs	ICT	<b>Conclusion of investigation + 3 years</b>			
<b>Libraries</b>					
Library user data	Library Services	<b>End of study / employment + 3</b>			
Membership and day visitor registrations	Library Services	<b>Current + 1</b>			
Enquiries	Library Services	<b>Current + 5</b>			



Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Entry gate data	Library Services	Current + 1 term			
Room bookings	Library Services	Current + 1			
Workshop evaluations and booking	Library Services	Until superseded			
<b>Centre for Languages, Culture and Communications (CLCC)</b>					
CLCC Examination Scripts	CLCC	Current academic year + 5			
CLCC Course Feedback data	CLCC	Current academic year + 10			
Science Communication Unit MSc Student Files	CLCC	Current academic year + 7			
Science Communication Unit Admissions data (application forms, tracking sheet, etc)	CLCC	Successful applications: incorporate into student file Unsuccessful applications: end of process + 6 months Tracking spreadsheet: + 2 years			
Science Communication Unit Collated course feedback data (reports, stats, data analysis etc) incl SOLE	CLCC	Academic year + 10			
Science Communication Unit Assessments	CLCC	Digital copies of all assessed work including dissertations, final projects etc kept indefinitely.			
Evening Classes Student files (mark lists, attendance registers etc)	CLCC	Current year + 1			
Evening Classes tests scripts	CLCC	Current year			
Imperial Horizons, Year in Europe, Language for Science Combined Degree (Undergraduate Teaching) Student files (mark lists, additional needs etc)	CLCC	7 years (current academic year + 6) following completion of their Horizons / Year in Europe / LFS module			
Imperial Horizons, Year in Europe, Language for Science Combined Degree (Undergraduate Teaching) Student attendance registers	CLCC	Current year + 6			

Record Type	Creating Department / Faculty / Section	Retention period	Send to ACRU upon creation?	Compliance and Regulatory information	Additional Notes
Imperial Horizons, Year in Europe, Language for Science Combined Degree (Undergraduate Teaching) Collated course feedback data (reports, stats, data analysis etc) incl SOLE	CLCC	10 years			
Imperial Horizons, Year in Europe, Language for Science Combined Degree (Undergraduate Teaching) Examination scripts	CLCC	Current year + 6			
<b>Graduate School</b>					
Committees, Working Parties and Task and Finish Group	Graduate School	Copy held permanently by Graduate School			
Applications for Associate Fellowship of the Higher Education Academy (HEA)	Graduate School	Current academic year + 3			
Student attendance at professional skills courses	Graduate School	Copy held permanently by Graduate School			
<b>Students' Union</b>					
Formation, management and operation of student unions, associations, clubs and societies	Imperial College Union	Current year + 1 then transfer to ACRU			
ICU Constitution and Regulations	Imperial College Union	Current + 1 year	Yes - copy		
Records relating to the organisation of student events including sports and other events	Imperial College Union	Current year + 1 then transfer significant records to ACRU			
Union financial records	Imperial College Union	Current + 6			
Student newspaper (Felix) and other publications / supplements (e.g. I-Science)	Imperial College Union	Permanent (complete set to be retained in ICU office)	Yes - 3 copies of each publication		Felix is online with its own website
<b>Archives and Corporate Records Unit (ACRU)</b>					
Record retention authorisations	ACRU	Permanent			
Records retention schedules	ACRU	Permanent			
Copyright agreements	Central Secretariat	Retain for duration of agreement then destroy			
Reproduction agreements	Central Secretariat	Retain for duration of agreement then destroy			

<b>Record Type</b>	<b>Creating Department / Faculty / Section</b>	<b>Retention period</b>	<b>Send to ACRU upon creation?</b>	<b>Compliance and Regulatory information</b>	<b>Additional Notes</b>
Accessions Register	ACRU	<b>Permanent</b>			
Deposit / donor agreements, including assignment of copyright	ACRU	<b>Permanent</b>			
Records storage location register	ACRU	<b>Permanent</b>			
Enquiry records	ACRU	<b>Permanent</b>			
Loan records	ACRU	<b>Permanent</b>			
Permissions to publish	ACRU	<b>Permanent</b>			
Copyright Declaration Forms	ACRU	<b>Permanent</b>			
Conservation Survey and Register	ACRU	<b>Permanent</b>			

## **Committees and Corporate Records**

The Agendas, Minutes or Briefing Notes, and Papers of the following committees should be sent to the Archives and Corporate Records Unit

The most effective way of accomplishing this is for ACRU to be added to each Committee's mailing list: [digital.preservation@imperial.ac.uk](mailto:digital.preservation@imperial.ac.uk)

Please email ACRU with any queries: [acru@imperial.ac.uk](mailto:acru@imperial.ac.uk)

**Court**

**Council**

**Senate**

**University Management Board**

**Operations and Infrastructure Committee**

**People and Culture Committee**