

Function – Research (v1 – June 2019)

Responsible Person – Associate Vice Principal (Research)

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Records in relation to research projects	10 years	Destroy	
Records in relation to internal and external reviews of research	10 years	Archive	
Records documenting active, potential and withdrawn agents	6 years	Destroy	
Records of partnerships and other collaborative arrangements to undertake research	Life of partnership + 5 years	Destroy	
Records of announcements of research results other than in publications or through the media	1 year	Destroy	
Records of disseminating research results	1 year	Destroy	
Final version of publications / presentations	3 years	Archive	
Records of research exploitation e.g. identifying new intellectual property	8 years (after last action)	Archive	
Records of developing research programmes	10 years	Archive	
Records of routine monitoring of external developments & trends to inform the development of research programmes	1 year	Destroy	
Records of data on & analyses of student numbers & other programme statistics	3 years	Archive	

Reports of routine internal or formal independent reviews of research programmes & the responses to the results	5 years	Archive	
Records of the conduct of formal assessments of work undertaken by research students incl advice and guidance given	6 years (after completion of programme)	Destroy	1973 c.52
Records of awards & classifications including reviews in response to notifications of mitigating circumstances or academic appeals	6 years	Destroy	1973 c.52
Records of the appointment of supervisors for research students	5 years (after end of appointment)	Destroy	