

Function – Information Services (v2 – August 2020)

Responsible Person – Director of Information Services

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Information Services Strategic Plan	5 years	Destroy	
Information Services - management procedures and guidance.	System superseded +1	Destroy	
Project records on new systems and redevelopment of existing systems.	5 years	Destroy	
Records on operating systems includes all software licence renewals, requests for new accounts, closing accounts, fault reporting, routine backup, archiving and deletion.	3 years	Destroy	Records documenting faults will be held indefinitely in TOPDesk. This will also apply to requests to recover data.
Records on management of systems security includes the opening, maintenance and closure of user accounts; routine monitoring of systems to ensure compliance with legal requirements and institutional practices.	5 years	Destroy	Records documenting VPN connection requests and equipment loan requests will be held indefinitely in TOPDesk. Information from here may be required for “Records documenting attempted or actual security breaches and action taken.” So same retention period required
Records documenting attempted or actual security breaches and action taken.	5 years	Archive	Records documenting breaches will be held indefinitely in TOPDesk.
Requests for, and authorisation of, connections of third party equipment to the institution's networks (on or off site).	3 years	Destroy	
Records documenting the removal/return of mobile ICT systems hardware and software from/to the institution's premises.	+2 year from return	Destroy	
Records documenting the collection and sanitisation of institutional ICT equipment prior to disposal.	+2 year from disposal	Destroy	
Purchase and Management of Equipment and Consumables	5 years	Archive	Records documenting installation of equipment will be held indefinitely in TOPDesk.

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Records documenting the monitoring of the condition and stock inventory of stored equipment/consumables.	Superseded + 3 years	Destroy	
Records documenting the installation of equipment.	Superseded + 3 years	Destroy	Records documenting installation of equipment will be held indefinitely in TOPdesk.
Student applicant records stored on Banner system	3 years	Destroy	