Function – Library (v2 – May 2021)

Responsible Person – Lead Librarian – Collections & Research

| Type of Records | Retention Period | Disposal Action | Notes (for example statutory reason for specified retention period) |
|---|---|---|---|
| Inter-library loan request forms | 6 years | Destroy | |
| User details on library management system | 1 year after the account expires (or until the account is cleared of outstanding loans and fines if longer) | Destroy | |
| External borrower membership forms | Once account is cleared of outstanding loans and fines or 1 year after account is closed | Destroy | |
| Records of fines and fees held in the Library Management System | 1 year after the account expires *(Unpaid fines and fees - 6 years after the account expires)* | Destroy | |
| Student disability information relating to alternative format requests | 1 year after the account expires | Destoy | |
| SCONUL membership forms | 3 years | Destroy | Standard SCONUL data retention period |

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| Requests for information, support and guidance on Top Desk & e-mail | 3 years | Destroy | |
| Records with suppliers (e.g. invoices, order forms, negotiation details) | 6 years after resource ceases to be in use | Destroy | |
| Licences for e-resources and software | 6 years after the resource ceases to be subscribed to | Destroy | |
| Purchase request forms | Completion of request + 1 month | Destroy | |
| Subscription request forms | 3 years after the resource ceases to be subscribed to | Destroy | |
| Supplier contact details | Active supplier + 6 months | Destroy | |
| Operational plans | 5 years | Destroy | |
| Budget tracking data and financial reports & subscription and financial transaction records | 6 years | Destroy | |
| Complaints, comments and feedback | 6 years from final action | Destroy | |
| Records relating to external partnerships | 1 year from the end of the partnership | Destroy | |
| Records relating to donations e.g. of book collections | Whilst the donation is retained | Destroy | |

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| Copyright compliance audit and recommendation records | 5 years | Destroy | |
| Records relating to database misuse | 5 years | Destroy | |
| Records relating to the disposal of resources | 1 year | Destroy | |
| Records of the design and conduct of surveys | 3 years | Destroy | |
| Survey individual responses and results | 3 years | Destroy | |
| Print copies of student dissertations | 3 years (unless special request) | Destroy | |
| Print copies of PhD theses | Permanent Record | Permanent Record | |
| Service statistics | 5 years | Destroy | |
| Library systems procedures and guidance | Current version + 2 superseded | Destroy | |