

Function – Research and Business Innovation (v2 – November 2022)

Responsible Person – Head of Research

<b>Type of Records</b>	<b>Retention Period</b>	<b>Disposal Action</b>	<b>Notes (for example statutory reason for specified retention period)</b>
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Records documenting active, potential and withdrawn agents	6 years	Destroy	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	10 years	Destroy	Required for REF impact case studies
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	5 years	Destroy	
Records of data & analysis of student numbers & other programme statistics	Submission + 10 years	Archive	Student numbers required for REF and HESA
Reports of routine internal or formal independent reviews of research	10 years	Archive	Required to be held for REF audit purposes.

programmes & the responses to the results			
<b>DOCTORAL COLLEGE</b>			
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	