

Function – Campus Services (v1 March 2022)

Responsible Person – Head of Campus Services

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Student accommodation – student records	End of contract + 6 years	Destroy	
Student accommodation - Criminal conviction records	End of contract + 2 years	Destroy	
Student accommodation – disciplinary reports	End of contract + 6 months	Destroy	
Room inspection reports	End of contract + 6 months	Destroy	
Student financial records	End of contract + 6 years	Destroy	
Catering records e.g. delivery, orders, temperature check records, Chemical data sheets / COSHH, risk assessments	1 year	Destroy	
Catering – record of sales	Current year + 6	Destroy	
Room booking records	3 months	Destroy	
Car parking records	Duration of employment	Destroy	Details are held for audit purposes (HMRC) and also used for annual travel plan report