

Function – Library (v4 – March 2026)**Responsible Person – Head of Library**

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 within 1 year of being cleared of outstanding loans or fines).	Destroy	
External borrower membership forms	1 year after the account expires (or within 1 year of being cleared of outstanding loans or fines).	Destroy	
Records of fines and fees held in the Library Management System	1 year after the account expires (Up to 3 years for outstanding fines or fees)	Destroy	
Student disability information relating to alternative format requests and other adjustments	1 year after the account expires	Destroy	
SCONUL membership forms	3 years	Destroy	Standard SCONUL data retention period
Records of arrangements with suppliers (e.g. invoices, order forms, negotiation details)	6 years after resource is no longer in use	Archive	Access to archive records may be needed to prove rights to ongoing access to resources in the event of a subscription ceasing or transfer of ownership between suppliers.
Supplier contact details	Active supplier + 12 months	Destroy	

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Budget tracking data and financial reports & subscription and financial transaction records	6 years	Destroy	Aggregated data may be retained and used for internal business purposes
Complaints, comments and feedback recorded centrally	6 years from final action	Destroy	
Records relating to external partnerships	1 year from the end of the partnership	Destroy	Records to be checked prior to destruction in case they should be retained in University archive collection.
Records relating to large donations e.g. of book collections	Whilst the donation is retained	Destroy	
Records relating to donations to special collections & archives	Whilst the donation is retained	Destroy	Records of the existence of the donations and the reasons for non-retention may be retained in the archives
Records relating to transfer agreement special collections & archives	Whilst the donation is retained	Destroy	
Records relating to loan of special collections & archives materials	3 years from the end of the loan	Destroy	
Copyright compliance audit and recommendation records	5 years	Destroy	
Records relating to database misuse that are centrally recorded	5 years	Destroy	
Records relating to the disposal of resources	1 year	Archive	

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Records of the design and conduct of surveys	3 years after the end of the associated project or data collection exercise	Destroy	
Survey individual responses and results	3 years after the end of the associated project or data collection exercise	Destroy	
Print copies of student dissertations selected as exemplars for use in the library	3 years	Destroy	
Print copies of PhD theses (print and digital)	Retain Permanently	N/A	