



**JESUS COLLEGE
CAMBRIDGE**

Retention Schedule

Record	Retention Period	Reason	
Access card records	Current staff/students	Data Protection Act 1998	
Accident Book	Closure + 3 years	Limitation Act 1980	1
Administration files, including and electronic and e-mail folders (routine)	Current calendar year + 2 years	Administrative requirements	
Admissions interview papers	Current interview period	University Policy	
Admissions unsuccessful applicants	Current admissions year	University Policy	
Annual Report	1 copy to archives	Historical	
Asbestos, health surveillance records	40 years	Limitation Act 1980	2
Audits of Works of Art	Permanent	Historical	
Audits of Equipment	Current + 6 years	Limitation Act 1980	
Audit papers	Current financial year + 6 years	Limitation Act 1980	
Audits of Silver	Permanent	Historical	
Bed and Breakfast customer passport details	Current calendar year + 1 year	Immigration (Hotel Records) order 1972	
Building contracts and related papers: restoration and conservation	File kept for the life of the buildings	Historical	

¹ Health and at Work Act 1974, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995,

² Control of Asbestos at Work Regulations 1987

Buildings O&M Manual	File kept for the life of the building. Updated as required	Active document	
Buildings contracts and project files major projects	File kept for the life of the buildings	Historical	
Buildings routine maintenance	6 years	Limitation Act 1980	
Buildings Plans (as built)	Permanent	Historical	
Buildings Plans (draft)	12 years after end of project	Limitation Act 1980	
Camsis	Permanent	Historical	
Car park permits	Current	Data Protection Act 1998	
CCTV footage	Current month + 1 month[?]	Data Protection Act 1998	
Chapel term cards and service sheets	1 copy to archives	Historical	
Chapel service sheets for special events	1 copy to archives	Historical	
Chapel service registers	Permanent	Historical	
Chapel baptism, confirmation and marriage registers	Permanent	Historical	
Chemicals, storage records	Current	Operational	3
Chemicals, controlling and monitoring exposure	5 years	Limitation Act 1980	4
Chemicals, health surveillance	40 years	Limitation Act 1980	5
Choristers' files	Duration of membership of Choir	Safeguarding policy/Limitation Act 1980	

³ COSHH Regulations 2002

⁴ COSHH Regulations 2002

⁵ COSHH Regulations 2002

Choristers' basic details	Permanent	Safeguarding policy/Limitation Act 1980	
Choir members' files	Duration of membership of Choir	Safeguarding policy/Limitation Act 1980	
Choir members' basic details	Permanent	Safeguarding policy/Limitation Act 1980	
Choir Friends Scheme	Permanent	See Raisers' Edge entry	
Clocking system	2 years	Data Protection Act 1998	
College Livings	Permanent	Historical	
College policies (each final version)	Permanent	Historical	
Committee minutes	Permanent	Historical	
Committee papers	Permanent	Historical	
COSHH datasheets	Current + 6 years	Limitation Act 1980	6
Council minutes	Permanent	Historical	
Council papers			
Conservation records	Permanent	Historical	
Dean of College's notices	Place in student file	Limitation Act 1980, operational	
Drawings	See plans		
Electrical testing records (PAT testing)	Current year	Electricity at Work Regulations 1989	7
E-mail general Inbox/Sent items messages	3 months maximum (items that need to be retained for a longer period should be moved into structured files)	Operational	
Employee staff files	Duration of employment + 6 years	Limitation Act 1980	
Event Pro database	Current	Operational	

⁶ COSHH Regulations 2002

⁷ Electricity at Work Regulations 1989

Event Planning	Current + 2 years	Operational	
Event Photographs	Selected after 2 years for Archives	Operational	
Fault report database	6 years (anonymised)	Operational	
Fellows correspondence (held by the Fellows' secretary)	Current academic year + 6 years	Limitation Act 1980	
Fellows' bills	Current financial year + 6 years	Limitation Act 1980	
Fellows' personal files	Permanent	Historical	
Financial Tutor files	Current financial year + 6 years	Limitation Act 1980	
Fire alarm testing	1 year	Regulatory Reform (Fire Safety) Order 2005	⁸
Fire risk assessments	Current	Regulatory Reform (Fire Safety) Order 2005	⁹
FOI enquiries	2 years		
Fuel records, audits and training etc. (DSEAR compliance)	Current + 6 years	Dangerous Substances and Explosive Atmospheres Regulations 2002	
Function sheets	Current	Operational	
Gas safety checks	2 years	Gas Safety (Installation and Use Regulations) 1998	
Gym Records	Current users + 3 years	Limitation Act 1980	
Health and safety audits	Current + 6 years	Health and Safety at Work Act 1979	
Health and Safety policies	Permanent	Health and Safety at Work Act 1979	
Health and Safety risk assessments	Current + 6 years	Health and Safety at Work Act 1979	

⁸ Regulatory Reform (Fire Safety) Order 2005

⁹ Regulatory Reform (Fire Safety) Order 2005

Health surveillance records	40 years	Limitation Act 1980	
Information Systems: College created documentation	Archives when no longer current	Historical	
Information Systems: external documentation	Current	Operational	
Insurance policies	40 years	Limitation Act 1980	
Insurance claims	6 years after settlement or withdrawal of claim	Limitation Act 1980	
Investment files	6 years	Historical	
Jesuan News	1 copy to archives	Historical	
JNET	Current	Operational	
JNET: information about management and structure	Archives when no longer current	Historical	
Jerome Records	Current	Operational, Data Protection Act 1998	
Job descriptions	1 copy to archives	Historical	
Leaflets	1 copy for archives	Historical	
Legacies (unconditional)	12 years after last action	Limitation Act 1980	
Legacies (conditional)	Permanent	Operational/Historical	
Legionella testing	Current year + 6 years	Health and Safety at Work Act 1979 + HSE Guidelines IACL27	
Library borrowing records	Current users	Operational	
Library incident records	Current year	Operational	
Library stock records	Current + 1 year	Operational	
Master's correspondence files	6 years	Operational	

Menus	1 copy to archives	Historical	
Newsletters (e.g. @Jesus)	1 copy for archives	Historical	
Old Members' paper files	Lifetime of old member + 6 years	Operational	
PAT testing records	Current year	Electricity at Work Regulations 1989	
Pension records	Retirement age + 6 years OR 5 years after last action/death if pension has been paid	Data Protection Act 1998, Scheme rules	
Photographs of buildings/objects	Permanent	Historical	
Pesticide store records	Current	Operational	10
Pesticides, controlling and monitoring exposure	5 years	Limitation Act 1980	11
Pesticides, health surveillance records	40 years	Limitation Act 1980	12
Plans (as built)	Permanent	Historical	
Plans (draft)	12 years after end of project	Limitation Act 1980	
Policies (each final version)	Permanent	Historical/Legal	
Portraits of people	Permanent	Historical	
Posters	1 copy to archives	Historical	
Professional advisers' files	Current calendar year + 6 years	Limitation Act 1980	
Property files (commercial)	Permanent	Historical	
Property files (residential)	Permanent	Historical	

¹⁰ COSHH Regulations 2002

¹¹ COSHH Regulations 2002

¹² COSHH Regulations 2002

Publications, leaflets, brochures and other printed material	Permanent	Historical	
Purchase Invoices (Finance's master)	Current financial year + 6 years	Limitation Act 1980	
Purchase Invoices (Individual department copies)	Current financial year + 1 year	Operational	
Purchase orders (Individual department copies, high value items)	Current financial year + 6 years	Operational	
Raisers' Edge database	Permanent	Historical	
Recruitment files - unsuccessful applicants	1 year after recruitment process	Limitation Act 1980	
Recruitment documentation	6 years	Operational	
Regulations	Permanent	Historical/Legal	
Restoration work	Permanent	Historical	
Retention Schedule (each final version)	Permanent	Historical/Legal	
RIDDOR	3 years	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	
RIDDOR investigations	40 years	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	
Residence Lists/Room records	6 years	Limitation Act 1980	
Salaries	Current tax year + 6 years	Taxes Management Act 1970	
Service records for equipment and vehicles	Life of the piece of equipment/vehicle	Health and Safety at Work Act	
Staff lists (names, dates of service, job titles)	Permanent	Historical	

Statutes	Permanent	Historical	
Statutory Accounts	Permanent	Historical	
Stocktaking	(see audit)		
Student awards and bursaries	Current students + 6 years	Limitation Act 1980	
Student Loans Company	Current students + 6 years	Limitation Act 1980	
Student Bills and financial information	Current financial year + 6 years	Limitation Act 1980	
Student records: Application form References received Formal interview records References provided Supervision records Academic achievement records	Permanent	Historical	
Student Records: Information about disability, allergies and other medical conditions requiring special arrangements	3 years after student leaving date	Limitation Act 1980	
Student Records: All minor disciplinary records, mitigating circumstances documentation, routine correspondence and permissions, routine correspondence relating to exams	3 years after student leaving date	Limitation Act 1980	
Student Records: Medical consultation and treatment records (held on PPS system)	8 years after leaving date	NHS Guidance	
Tax records	Current tax year + 6 years	Taxes Management Act 1970	
Tenancy agreements and tenants' details	End of tenancy + 6 years	Limitation Act 1980	

Title deeds	Permanent	Historical/legal	
Trusts	Permanent	Historical/governance	
Undergraduate student paper files	Permanent	Historical	
Unsolicited applications for employment	1 year	Limitation Act 1980	
Waste disposal certificates (non hazardous)	2 years	The Environmental Protection (Duty of Care) Regulations 1991	
Waste disposal certificates (hazardous)	3 years	The Environmental Protection (Duty of Care) Regulations 1991	
Website	Current	Operational	
Website: information about management and structure	Archives when no longer current	Historical	

Notes:

The two main sources of legislation that affect general records retention are:

1. The Limitation Act 1980 sets out the times after which claims against the College will be extinguished. For most transactions the time limit is 6 years, except for some contracts and property transactions, personal injury claims and defamation.
2. The time limit for personal injury claims is 3 years from the time of the incident, except when the damage (for example from exposure to asbestos) does not become known until later. Thus the time limit for health surveillance records is much longer. For minors, the time limit does not start to run until they are 18.
<http://www.legislation.gov.uk/ukpga/1980/58>
3. The Data Protection Act 1998 (Principle 5) requires the College to retain personal data for as long as is necessary for the purposes that it was collected but no longer. What is “necessary” is defined as the period required to protect the College’s interests, which is usually related to the Limitation Act 1980
4. Where there is a duty to keep a record and no specific and clear retention period in legislation a limit has been set according to the purpose that the

record is kept for. The specific legislation involved is listed in the footnotes to this document