|  |  |
| --- | --- |
| SOP Title Reference: **Retention and Disposal Policy** | logomedium |
| Author: GLAS |
| **GLAS Policies and Procedures**  Retention and Disposal Policy | |
| St George's, University of London, Cranmer Terrace, London SW17 0RE | |

**Contents**

[1. Introduction 3](#_Toc15561188)

[2. Purpose 3](#_Toc15561189)

[3. Scope 3](#_Toc15561190)

[4. Policy 3](#_Toc15561191)

[5. Compliance 4](#_Toc15561192)

[6. Policy Maintenance 4](#_Toc15561193)

[Document Information 4](#_Toc15561194)

[Document History 4](#_Toc15561195)

# Introduction

Legal, regulatory, and St George’s, University of London (SGUL) requirements set out how long SGUL should retain its records for. To ensure that SGUL is meeting its obligations, regular reviews of records that have met retention are necessary in order to determine if the record can be destroyed, retained for a further period of time, or transferred to the Archive.

# Purpose

This policy refers to all records held by the University regardless of format and was implemented to support legislative and regulatory requirements.

The policy details how the retention reviews should take place and how any actions taken should be documented.

# Scope

This policy must be followed by all SGUL employees and contractors who create and handle records.

# Policy

Records must be retained for as long as they are needed to support the University in meeting business needs as well as meeting legal and regulatory requirements.

The retention codes are key to managing our records. They list a series of records for which retention has been agreed and are based on:

1. Legal or regulatory requirements we must comply with i.e. Limitation Act 1980 or Data Protection legislation.
2. The value of the record as evidence of business decisions and activities.
3. The value of the record to the University and its history.

Records listed on the retention codes include:

1. Records which should be reviewed for destruction after a set period of time
2. Records designated of historic value to the University or that we are legally required to retain in perpetuity.

When a record has reached the end of its lifecycle[[1]](#footnote-1):

1. Destruction reviews will be carried out.
2. Records to be destroyed onsite will be placed into secure shredding bags.
3. Destruction certificate completed.
4. Electronic records will be rendered non-recoverable.
5. If other formats need to be destroyed contact the Records Manager.

# Compliance

The Records Manager is responsible for monitoring University wide compliance with the retention and disposal policy. Where departments cannot meet expectations this should be logged with the Records Manager.

Any departments wishing to assess their compliance with the policy should contact the Records Manager.

# Policy Maintenance

This policy will be reviewed annually by the Records Manager

|  |  |
| --- | --- |
| Document Information | |
| Document Name | Retention and Disposal Policy |
| Author | Kirsten Hylan, Records Manager |
| Issue Date | 16/04/2018 |
| Approved By | Information Strategy Committee (ISC) |
| Last review | 01/08/2019 |
| Next review | August 2021 |
| Related policies | The Retention Schedules  Records Management Policy  Data Protection Policy  Archive Collections Development Policy  Archive Policy  Information Security Policy |

|  |  |  |
| --- | --- | --- |
| Document History | | |
| Version | Date | Summary of change |
| 1 | 16/04/2018 |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Refer to the SGUL Records Management Policy for definition of record and lifecycle. [↑](#footnote-ref-1)