OfS retention schedule

Contents

The Office for Students is the independent regulator for higher education in England. We aim to ensure that every student, whatever their background, has a fulfilling experience of higher education that enriches their lives and careers.

Our four regulatory objectives

All students, from all backgrounds, and with the ability and desire to undertake higher education:

- are supported to access, succeed in, and progress from, higher education

- receive a high quality academic experience, and their interests are protected while they study or in the event of provider, campus or course closure

- are able to progress into employment or further study, and their qualifications hold their value over time

- receive value for money.

Purpose of the retention and disposal schedule

This retention and disposal schedule serves as a management tool for identifying and determining the retention and disposal of functional records created by the OfS.

This schedule has been created in accordance with the good practice recommendations in the Code of Practice on Records Management issued by the Lord Chancellor under section 46 of the Freedom of Information Act 2000 and ensures compliance with the Public Records Act.

The aims of the schedule are to:

- Identify records which are worth preserving permanently and which will be transferred to The National Archives (TNA) for permanent storage

- Prevent the premature destruction of records which need to be retained for a specific period to satisfy legal, financial, and other requirements of public administration

- Authorise the destruction of those records not required for permanent retention, and those records that are required to be destroyed to comply with data protection obligations.

Scope of the retention and disposal schedule

This schedule covers the OfS records from creation to destruction, transfer, or permanent retention, in all formats. This schedule identifies activities that information supports. This allows for more efficient implementation of retention periods, across all directorates and teams within the OfS and allows flexibility in updating the schedule to reflect new activities.

Revision

The retention schedule will be reviewed every five years. Minor revisions to the schedule will be approved by the Information Governance Team; major revisions will need to be approved by relevant Information Asset Owners.

Version	Date	Owned by	Approved by
Version 1.0	December 2020	Governance	Directors

Legislation

The relevant legislation, regulations and codes include, but are not limited to:

- Data Protection Act 2018
- Companies Act and VAT Act
- General Data Protection Regulations 2016
- Finance Act 2010
- Revised Records Management Code of Practice 2009
- Freedom of Information Act 2000
- Maternity and Parental Leave Act 1999
- The Data Protection Act 1998
- Health and Safety Regulations of 1992
- Limitation Act 1980
- Equal Pay Act 1970
- Taxes Management Act 1970
- Public Records Act 1958
- Occupiers Liability Act 1957
- Section 61 Code of Practice on Records Management

Publications produced by the organisation

Copies of all publications produced by the OfS and statutory authorities are to be deposited with the British Library.

Investigations and inquiries

If an investigation or inquiry is in progress, likely, or imminent, all information relevant to the investigation or inquiry will be identified and preserved until the action and any subsequent actions are completed.

Organisation's information

Formats

The schedule applies to all information held regardless of the format in which they are held.

Datasets and information systems

Datasets and systems specified in Annex A contain information which is regularly overwritten. This ensures that this information is kept updated.

Responsibility for disposal

Information will be reviewed for disposal or transfer to The National Archives. A record of destruction will be retained, and where destruction is performed by an external contractor, certificates of destruction provided by the contractor to the agency's authorised officer will be retained.

Recommended methods of destruction

When records are destroyed it must be done completely so that no information is retrievable.

Paper records are to be destroyed by shredding. Electronic records should be destroyed either by physical destruction of the storage medium (for example: smashing, or pulverising) or by such methods as digital file shredding. Destruction methods must ensure that information is unrecoverable. The use of the 'delete' function in software packages is not sufficient to destroy electronic records stored on media such as floppy disks, hard disks, and rewritable optical disks, as the information may still be recovered.

Retention periods

The following retention periods are used in this schedule.

Duration	Action
DL1	Destroy 1 year from date last modified
DL3	Destroy 3 years from date last modified
DL7	Destroy 7 years from date last modified
DL40	Destroy 40 years from date last modified
D2	Destroy 2 years from date created
R2	Review 2 years from date created
D5	Destroy 5 years from date created
DL5	Destroy 5 years from date last modified
D7	Destroy 7 years from date created
D10	Destroy 10 years from date created
D15	Destroy 15 years from date created or review for permanent preservation

Duration	Action
D20	Destroy 20 years from date created
D80	Destroy 80 years from date of birth (used in personnel and pension files)
T15	Transfer to The National Archives 15 years from date created
TNA	Transfer to The National Archives
RP	Retain permanently

The retention schedule was last updated in July 2021.

Retention and disposal schedules

The schedules in the tables below are listed alphabetically by OfS directorate or team.

Access, Inclusion and Skills

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
AIS 1	Access and participation plans	D20	Destroy 20 years from date created	Business needs
AIS 2	Access and participation plans: monitoring	D10	Destroy 10 years from date created	Business needs
AIS 3	Data analysis	D10	Destroy 10 years from date created	Business needs
AIS 4	Evidence and impact	D10	Destroy 10 years from date created	Business needs
AIS 5	Regulation and policy	D10	Destroy 10 years from date created	Business needs
AIS 6	Internal guidance	D7	Destroy 7 years from date created	Business needs
AIS 7	Strategy and plans	D10	Destroy 10 years from date created	Business needs

Board

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
B 1	Meeting papers, terms of reference	T15	Transfer to TNA 15 years from date created	Business needs
B 2	Meeting arrangements	D7	Destroy 7 years from date created	Business needs
B 3	Appointment and appraisal	D10	Destroy 10 years from date created	Business needs
B 4	Correspondence	D10	Destroy 10 years from date created	Business needs
B 5	Member details	D7	Destroy 7 years from date created	Business needs

Chair and Chief Executive's Office

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
CEO 1	Meeting papers	D10	Destroy 10 years from date created	Business needs
CEO 2	Correspondence	D10	Destroy 10 years from date created	Business needs
CEO 3	Appointment and appraisal	D10	Destroy 10 years from date created	Business needs
CEO 4	Agendas and papers	D10	Destroy 10 years from date created	Business needs
CEO 5	Speeches	D10	Destroy 10 years from date created	Business needs
CEO 6	Transition	D10	Destroy 10 years from date created	Business needs

Committees

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
CT 1	Meeting papers	D15	Destroy 15 years from date created	Business needs
CT 2	Meeting arrangements	D7	Destroy 7 years from date created	Business needs
CT 3	Appointment and appraisal	D10	Destroy 10 years from date created	Business needs
CT 4	Correspondence	D10	Destroy 10 years from date last modified	Business needs
CT 5	Member details	D7	Destroy 7 years from date created	Business needs

Communications

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
C 1	Design	D7	Destroy 7 years from date created	Business needs
C 2	Events management	D7	Destroy 7 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
C 3	Publications and e-comms	D7	Destroy 7 years from date created	Business needs
C 4	Stakeholder relations management	D7	Destroy 7 years from date created	Business needs
C 5	Speeches	D10	Destroy 10 years from date created	Business needs
C 6	Social media	D7	Destroy 7 years from date created	Business needs
C 7	Staff images	Destroy	Destroy when colleague leaves	Regulatory: Data Protection Act 2018

Compliance and Student Protection

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
1. Operational documents				
CASP 1	Draft advice and guidance for stakeholders	D7	Destroy 7 years from date created	Business needs
CASP 2	General documents related to scoping work areas and process mapping.	D7	Destroy 7 years from date created	Business needs
CASP 3	CRM and portal development documents and planning	D2	Destroy 7 years from date created	Business needs
CASP 4	Strategy and planning documents	D10	Destroy 7 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
2. Designated Quality Body (DQB) information				
CASP 5	Reporting and milestone documents	D10	Destroy 10 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
CASP 6	Operational specifications	D10	Destroy 10 years from date created	Business needs
CASP 7	Review methods development	D10	Destroy 10 years from date created	Business needs
CASP 8	DQB performance monitoring	D10	Destroy 10 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
3. Contracts				
CASP 9	Contracts	D7	Destroy 7 years from date created	Business needs
CASP 10	Contract operational documents	D7	Destroy 7 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
4. Provider information				
CASP 11	Degree Awarding Powers (DAPs) applications, assessments and draft orders	RP	Retain permanently	Business needs
CASP 12	University title, applications, assessments, and draft orders	RP	Retain permanently	Business needs
CASP 13	Registration applications and related information for registered providers	RP	Retain permanently	Business needs
CASP 14	Registration applications and related information for deregistered or refused providers	RP	Retain permanently	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
CASP 15	Monitoring and intervention	RP	Retain permanently	Business needs
CASP 16	Notifications	RP	Retain permanently	Business needs

Corporate governance

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
CG 1	Internal audit	D10	Destroy 10 years from date created	Business needs
CG 2	Appeals and complaints	D10	Destroy 10 years from date created	Business needs
CG 3	Internal governance	D10	Destroy 10 years from date created	Business needs
CG 4	Annual report and accounts	D10	Destroy 10 years from date created	Business needs
CG 5	Corporate risks	D10	Destroy 10 years from date created	Business needs
CG 6	Corporate governance statements	D10	Destroy 10 years from date created	Business needs
CG 7	Financial reporting and accounts working papers	DL7	Destroy 7 years from date last modified	Business needs

Data analysis

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
DA1	Annual financial Returns	D10	Destroy 10 years from date created	Business needs
DA2	Annual Prevent Return	D10	Destroy 10 years from date created	Business needs
DA3	DLHE	D10	Destroy 10 years from date created	Business needs
DA4	DQB performance monitoring	D10	Destroy 10 years from date created	Business needs
DA5	HE-BCI	D10	Destroy 10 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
DA6	HEIFES	D10	Destroy 10 years from date created	Business needs
DA7	HESA AP Student	D10	Destroy 10 years from date created	Business needs
DA8	HESA Estate	D10	Destroy 10 years from date created	Business needs
DA9	HESA Finance	D10	Destroy 10 years from date created	Business needs
DA10	HESA Provider Profile	D10	Destroy 10 years from date created	Business needs
DA11	HESA Staff	D10	Destroy 10 years from date created	Business needs
DA12	HESA Student	D10	Destroy 10 years from date created	Business needs
DA13	HESES	D10	Destroy 10 years from date created	Business needs
DA14	ILR	D10	Destroy 10 years from date created	Business needs
DA15	LARS	D10	Destroy 10 years from date created	Business needs
DA16	Prevent	D10	Destroy 10 years from date created	Business needs
DA17	Registration	D10	Destroy 10 years from date created	Business needs
DA18	Student numbers	D10	Destroy 10 years from date created	Business needs
DA19	Teach out	D10	Destroy 10 years from date created	Business needs
DA20	TRAC	D10	Destroy 10 years from date created	Business needs
DA21	TRAC and TRAC(T)	D10	Destroy 10 years from date created	Business needs
DA22	TRAC(T)	D10	Destroy 10 years from date created	Business needs
DA23	Transparency	D10	Destroy 10 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
DA24	Student numbers	D10	Destroy 10 years from date created	Business needs

Facilities Management

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
FM 1	Premises records: all documents that form part of the premises	DL40	Destroy 40 years from date last modified	Control of Asbestos at Work (Amendment) Regulations 1992 SI 1992 No 3068
FM 2	Asbestos inspections, incidents, and health and safety records	DL40	Destroy 40 years from date last modified	Control of Asbestos at Work (Amendment) Regulations 1992 SI 1992 No 3068
FM 3	Visitor records	D2	Destroy 2 years from date created	Legislative – Data Protection Act 2018
FM 4	External maintenance and repairs	D10	Destroy 10 years from date created	Business needs
FM 5	Security and surveillance	Overwritten	Overwritten when tape is full	Legislative – Data Protection Act 2018
FM 6	Database of employee licence plates	Destroy	Destroy when staff member leaves the OfS	Legislative – Data Protection Act 2018
FM 7	Operation and maintenance manual	D10	Destroy 10 years from date created	Business needs
FM 8	Health and safety inspections, property management and asset records	DL7	Destroy 7 years from date last modified	Regulatory/Statutory COSHH REG. 6(4) The Management of Health and Safety at Work regulations 1999 REG. 3(6) The provision and use of work equipment regulations
FM 9	Risk assessments and reviews carried out in compliance with legislation	D10	Destroy 10 years from date created	Regulatory/Statutory COSHH REG. 6(4) The Management of Health and Safety at Work regulations 1999 REG. 3(6) The provision and use of work equipment regulations

Finance

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
1. Accounting and control				
AC 1	Budget	DL7	Destroy 7 years from date created	Companies Act, VAT Act, Finance Act
AC 2	Managing information and KPI reporting, in-year forecasting	DL7	Destroy 7 years from date created	Companies Act, VAT Act, Finance Act
AC 3	Monitoring, ledger reconciliation and variance review	DL7	Destroy 7 years from date created	Business needs, VAT Act
AC 4	Financial reporting and accounts working papers including WGA consolidation	DL7	Destroy 7 years from date created	Business needs
AC 5	External audit planning, guidance, and correspondence	DL7	Destroy 7 years from date created	Companies Act, VAT Act, Finance Act
AC 6	Internal audit planning, guidance, and correspondence	DL7	Destroy 7 years from date created	Companies Act, VAT Act, Finance Act
AC 7	VAT returns and VAT calculations	DL7	Destroy 7 years from date created.	Companies Act, VAT Act, Finance Act
AC 8	Third party returns including sponsoring department, ONS and any other government or regulatory body	DL7	Destroy 7 years from date created	Companies Act, VAT Act, Finance Act

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
2. Costing and pricing				
CP 1	Strategy	D7	Destroy 7 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
CP 2	Meetings	D10	Destroy 10 years from date created	Business needs
CP 3	Membership and terms of reference	D7	Destroy 7 years from date created	Business needs
CP 4	Analysis and reports	DL7	Destroy 7 years from date last modified	Business needs
CP 5	Groups and projects	D7	Destroy 7 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
3. Payroll				
PR 1	Salary and pension information	D80	Destroy 80 years from date created or 5 years after member death	Requirement of membership of civil service pension scheme
PR 2	PAYE and NI deductions	D5	Destroy 5 years from date created	HMRC, MyCSP, Cabinet Office
PR 3	Employee and NI number	D80	Destroy 80 years from date created or 5 years after member death	Requirement of membership of civil service pension scheme (individual identifiers)
PR 4	Payroll reports, third party returns and reconciliations	D5	Destroy 5 years from date created	Business needs, HMRC, MyCSP, Cabinet Office

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
4. Procurement				
PP 1	Contracts not under seal	DL7	Destroy 7 years from date last modified	Companies Act, VAT Act, Finance Act
PP 2	Invitation to tender; successful tender documents	DL7	Destroy 7 years from date last modified	Companies Act, VAT Act, Finance Act
PP 3	Unsuccessful tender documents, tender evaluation docs	DL3	Destroy 3 years from date last modified	Companies Act, VAT Act, Finance Act

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
Programmes and administration				
PP 4	Capital and administration transactions, ledger information and payment details	DL10	Destroy 10 years from date last modified	Companies Act, VAT Act, Finance Act

Funding round

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
F1	Data and statistics	D10	Destroy 10 years from date created	Business needs
F2	Grant and data	D10	Destroy 10 years from date created	Business needs
F3	Funding announcements	D10	Destroy 10 years from date created	Business needs
F4	Queries	D10	Destroy 10 years from date created	Business needs
F5	Review groups and review of data verification	D10	Destroy 10 years from date created	Business needs

Human Resources

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
HR 1	Apprenticeship	D7	Destroy 7 years from date created	Business needs
HR 2	Equality and diversity	D7	Destroy 7 years from date created	Business needs
HR 3	Learning and development	D7	Destroy 7 years from date created	Business needs
HR 4	Pay and reward	D7	Destroy 7 years from date created	Business needs
HR 5	Pension information	D80	Destroy years from date of birth	Business needs
HR 6	Case work	DL7	Destroy 7 years from date last modified	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
HR 7	Personnel files	D80	Destroy 80 years from date of birth	Regulatory – Pension information
HR 8	Verification record (ticked form to confirm security documents were checked)	D80	Destroy 80 years from date of birth	Business needs
HR 9	Annual performance reports	D7	Destroy 7 years from date created	Paper Records and SharePoint Business needs
HR 10	Annual leave records	D7	Destroy 7 years from date created	Business needs
HR 11	Maternity, paternity, adoption, and sick leave including medical self-certificates	D80	Destroy 80 years from date of creation	Statutory Sick Pay (General) Regulations 1982 Statutory Maternity Pay (General) Regulations 1986 Statutory Paternity and Adoption Pay Regulations 2002
HR 12	Recruitment files	D2	Destroy 2 years from date created	Applicants have one year to make a claim via Tribunal if unsuccessful. Equality Act 2010 Code of Practice, Employment Statutory Code of Practice, Chapter 16
HR 13	Wellness	D7	Destroy 7 years from date created	Business needs

Information management

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
IM 1	Applications to the Lord Chancellor	D10	Destroy 10 years from date created	Business needs
IM 2	Retention schedules	D5	Destroy 5 years from date created. Disposal approval essential	Business needs
IM 3	Legacy Records	D15	Destroy 15 years from date created. Disposal approval essential	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
IM 4	Data loss prevention and unstructured data management	D7	Destroy 7 years from date created	Business needs
IM 5	Guidance and training	D7	Destroy 7 years from date created	Business needs
IM 6	Offsite storage contracts and reports	DL7	Destroy 7 years from date last modified	Business needs
IM 7	Destruction evidence	D10	Destroy 10 years from date created	Business needs
IM 8	Policies	D7	Destroy 7 years from date created	Business needs
IM 9	Transfers to external bodies	D10	Destroy 10 years from date created	Business needs
IM 10	TNA: guidance, records recalled and returned, responses to surveys, transfer lists	D7	Destroy 7 years from date created	Business needs

Information rights

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
IR 1	Data protection	D7	Destroy 7 years from date created	Business needs
IR 2	Data privacy impact assessments	D7	Destroy 7 years from date last modified	Business needs
IR 3	Legitimate Interest Impact Assessments	D7	Destroy 7 years from date last modified	Business needs
IR 4	Record of Processing Activity	D7	Destroy 7 years from date last modified	Business needs
IR 5	Privacy notices	R2	Review 2 years from date created	Business needs
IR 6	Data protection and FOI appeals	DL2	Destroy 2 years after case closed	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
IR 7	Requests for information (SAR, FOI, EIR, Erasure requests)	D5	Destroy 5 years from date created	Business needs
IR 8	Re-use of public sector information	D7	Destroy 7 years from date created	Re-use of Public Sector Information Regulations 2015
IR 9	Publication scheme	D7	Destroy 7 years from date created	Business needs
IR 10	Disclosure log	D7	Destroy 7 years from date created	Business needs

Information technology

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
IT 1	Service strategy	D7	Destroy 7 years from date created	Business needs
IT 2	Service design	D7	Destroy 7 years from date created	Business needs
IT 3	Service transition	D10	Destroy 10 years from date created	Business needs
IT 4	Service operation	D7	Destroy 7 years from date created	Business needs
IT 5	Continual service improvements	D7	Destroy 7 years from date created	Business needs
IT 6	Procedures	D7	Destroy 7 years from date created	Business needs
IT 7	Projects	D7	Destroy 7 years from date created	Business needs
IT 8	Resourcing	D7	Destroy 7 years from date created	Business needs
IT 9	Service desk	D7	Destroy 7 years from date created	Business needs
IT 10	Centralised logging	D3	Destroy 3 years from date created	Business needs
IT 11	System log files	D2	Destroy 2 years from date created	Business needs

Legal

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
L 1	Legal brief, advice, case work, guidance	D15	Destroy 15 years from date created	Business needs
L 2	Legal development training	D7	Destroy 7 years from date created	Business needs
L 3	Internal guidance	D7	Destroy 7 years from date created	Business needs
L 4	Strategy and plans	D10	Destroy 10 years from date created	Business needs

Panels

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
P 1	Meeting papers	D10	Destroy 10 years from date created	Business needs – review for TNA
P 2	Meeting arrangements	D7	Destroy 7 years from date created	Business needs
P 3	Appointment and Appraisal	D10	Destroy 10 years from date created	Business needs
P 4	Correspondence	D10	Destroy 10 years from date created	Business needs
P 5	Member details	D7	Destroy 7 years from date created	Business needs

Strategy and planning

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
P 1	Planning documents	D10	Destroy 10 years from date created	Business needs
P 2	Strategies	D10	Destroy 10 years from date created	Business needs
P 3	Meetings	D10	Destroy 10 years from date created	Business needs
P 4	Reports	D10	Destroy 10 years from date created	Business needs

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
P 5	Project plans	D7	Destroy 7 years from date created	Business needs
P 6	Projects and programme documents	D7	Destroy 7 years from date created	Business needs
P 7	Research	D10	Destroy 10 years from date created	Business needs

Teaching Excellence Framework (TEF)

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
TEF 1	Project management • Project plans • Risk registers • Budgets • Other documents associated with project management • Lessons learnt information Related communications	DL7	Destroy 7 years from date last modified	Destroy 7 years from last action, or destroy 7 years from date created Destroy 7 years from the completion of the project

TEF 2	Provider awards
	• Records relating to provider eligibility checks for TEF, eligibility decisions, including CE memos
	• Letters to providers confirming eligibility
	• Records relating to mergers / divisions, including:
	  • Revised workbooks
	  • Award decisions taken
	  • CE memos
	• Revised Statement of findings (SoFs)
	Related communications
		DL7	Destroy 7 years from date created	Limitation Act 1980
				Information needs to be held for as long as the awards are valid

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references

TEF 3	Appeals
	• Documents relating to provider appeals, including:
	  • Completed appeals templates
	  • Appeals panel papers
	• Appeal panel decisions
	Related communications
		DL1	Destroy 1 year from date of last modification	Business needs

TEF 4	Panel recruitment • Personal details • Applications • Equality and diversity data	DL1	Destroy 1 year from date last modification	Business need Personal information should not be kept for longer than needed. It should be retained for one year after the panel member has stopped serving on the panel. Data Protection Act 2018
TEF 5	Panel appointments (letters) • Appointment letters • Contact details • Conflicts of interest Related communications	DL5	Destroy 5 years from date last modified	Business need Personal information should not be kept for longer than needed. TEF contacts are maintained on OfS systems and updated on a rolling basis. Backups are also taken at regular intervals. Destruction will occur when this dataset is no longer of use. Data Protection Act 2018
TEF 6	Panel appointments (personal information) • Panel member applications (successful candidates). Where consent has been given is held for longer • Documents relating to the appointment of TEF	D2	Destroy 2 years from date created	Information to be retained long enough to inform operation of future TEF years. NB: Need to be very clear in privacy statements about how long we are holding information for and why. It should be retained for two years after the panel appointment term has ended.

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
	panellists and assessors Related communications			
TEF 7	Panellist personal information • Personal contact details • Conflict of interest • Access and dietary requirements	D2	Destroy 2 years from date created	Business need Personal details must be deleted once no longer needed. Information should be retained for one year after the panel have stopped serving. Data Protection Act 2018
TEF 8	Panel processes • Panel training • Panel guidance • Panel assessment • IT specifications • Allocations and methods Related communications	D5	Destroy 5 years from date created	Destroy 1 year from the conclusion of Appeal Process. Outcome decisions are the responsibility of the TEF Panel. Individual assessor allocations may be needed for the appeals process.
TEF 9	Assessment • Allocations • Assessor working notes Related communications	DL1	Destroy 1 year from date last modified	Destroy as soon as possible after outcomes published
TEF 10	Panel information Information relating to expenses for panel and advisory group	DL7	Destroy 7 years from date last modified	Finance Act
TEF 11	Guidance and information; documents that are in the public domain: • Guidance documents • Events slides • Published reports • Provider awards and published SoFs Related communications	D7	Destroy 7 years from date created	Business need: Information to be retained long enough to inform operation of future TEF years
TEF 12	Governance Advisory group documents, including:	D7	Destroy 7 years from date created	Business need: Information required to inform appeals and the production of future TEF metrics for several

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
	• Selection process • Terms of reference • Meeting papers • Minutes Documents relating to stakeholder communications, including from: • Funding bodies • DfE (and other government departments) • Devolved administrations			years. This might include meeting minutes and decisions taken. To note the retention period would start from the date the meeting minutes were agreed / decision was taken.
TEF 13	Policy development • Consultation documents • Other information relating to the consultation (such a planning documents or survey responses) • Evaluation • Policy development • Consultation communications • Consultation responses Data alignment group (including papers and related communications)	D7	Destroy 7 years from date created	Business need Any personalised information, for example individual consultation responses, should be anonymised. Data Protection Act 2018
TEF 14	Metrics Metrics workbooks	DL7	Destroy 7 years from last date modified	Retain Limitation Act 1980
TEF 15	Provider awards submissions • Provider submissions • Student submissions / declarations • Published SoFs	DL7	Destroy 7 years from date last modified Destroy 1 year from date last modified	Retain Limitation Act 1980
TEF 16	TEF contacts, including TEF lead student contact	D2	Destroy 2 years from date created	Business need

Ref no.	Description of records	Retention period	Disposal action	Reason, comments and references
				Personal details must be deleted once no longer needed. Data Protection Act Data is updated on a rolling basis. However, it should be reviewed, and contact details deleted as necessary two years after the end of a TEF cycle.

Annex A: Datasets

Datasets and information systems

Datasets and information systems	Description
Access to Learning Fund (ALF) data	Anonymised details of awards made to individuals under the ALF scheme
Active Directory	Global directory of users and computers
AIMHIGHER summer school data	Individual data of participants in Aimhigher summer schools, including names, date of birth (DoB), gender, details of summer school, postcode, details of summer schools attended.
AMRIS database	Recruitment service, includes diversity information, including all internal and external candidate information and diversity monitoring information, name, address, DoB, employment history, etc. Restricted access within HR.
Anonymised child benefit data	Anonymised number of children receiving child benefit data by date of birth and postal area. Limited subset of data but contains DoB and some detail of claims. Very restricted access.
CCTV	Closed Circuit TV
CODA	Financial accounting system – details of payments to HEIs, suppliers, individuals, staff, including individual names, pay details, salaries, bank account details – employees and ex-employees. Supplier and institution addresses, BACS transfer info including bank details, board/audit member details – possibly including bank details. Employee benefit data/consultancy fees, etc.
Cognos Enterprise Planning (CEP)	Modelling, budgeting and forecasting tool (uses information extracted from CODA and CHRIS)
C-Series (BACS payment system)	The C-Series service provides the OfS with the ability to make direct BACS payments to staff and suppliers via their sponsored bank. Each payment transaction is logged with details including payee name, account number, sort code, amount paid, etc. Details include those for OfS staff, external suppliers and institutions.
DataMart	Source data for the Register. The Register is overwritten to show updated data. The Register output is stored, keeping a history of entries. STATDATA tables are cleared down each night and re-populated. The CRM tables are stored for an extended period. The Excel assessment files are stored and will remain.
Destination of Leavers from HE (DLHE)	Survey which contains details of the employment and further study of recent graduates from across the UK, the most sensitive data are salary data

Datasets and information systems	Description
Dynamics	Customer relationship management (CRM) system
ELMS	Electronic Learner Management System that stores personal information such us name, job title, manager and training undertaken
Email (Exchange)	OfS corporate email service
Estate management statistics	Data provided by HEIs on various aspects of estates management – includes residential status, income, expenditure, energy consumption, waste handling details, car parking spaces, security and porterage costs
Eventbrite database	A list of stakeholder organisations and individual named contacts within them for events
Extranet	A tool to allow institutions to upload, download and review data that we hold and have asked them to submit to us. The Extranet itself contains records that enable it to work, i.e. user accounts, list of files uploaded and the processes which enables it to run.
FE ITT bursary awards	Anonymised data on students in receipt of FE ITT bursaries: DoB linked to HESA record, whether in receipt of bursary
Further Education Statistical Records	Anonymised data of students registered with HEIs and FECs – historical records to 1994
HEBCI	Data provided by higher education providers about their third-stream activities. The survey has been conducted annually since 2001. A summary document is published on OfS website.
HESES/HEIFES	Aggregate returns that in some cases can have very low levels of aggregation
HESA destinations	Anonymised destinations of students successfully leaving HEIs – includes type of job, how obtained, further study, salary, etc.
HESA financial statistics	The annual HESA Finance record is the main source of historical financial information on the total activities of all UK higher education providers.
HESA Staff record	Anonymised data of staff employed at UK HEIs and employment details, includes demographic details – name, sex and salary
HESA Student names	Individualised data on students registered with higher education providers HEIs) – separate database containing links to anonymised data. This is a complete dataset, of a large volume, and with tightly controlled access.
HESA Student data (without names)	Anonymised data on students registered with HEIs
Hub (intranet)	CMS for internal communication

Datasets and information systems	Description
National Pupil Database (with names)	Individualised data on English school children, including student demographics, details of qualifications achieved. Subset of dataset. Restricted access due to volume.
National Student Survey (raw data)	Anonymised data of student responses to the National Student Survey
Net2	A system for printing security badges
Registration data from Pearson for HNC/D	Individualised data on the loans and financial status of students
Research Funding Model	Research activity survey
Scottish Further Education Statistics (FES)	Individualised data on students registered with FECs in Scotland.
Skills Funding Agency ILR Student data	Individualised data of students registered with further education providers (FEIs), including personal student data – name, date of birth (DoB), course, qualifications on entry, achievements, etc. A separate database exists containing links to anonymised data.
SharePoint	OfS document management and collaboration system
SmartSurvey	Survey tool
Staff inherited liabilities	Individualised data on former institutional staff and payment amounts arising from 1970s and 1980s legislation, including NI number, name, amount paid, bank account details of local authority.
Stakeholder database (Donor Strategy)	A list of important stakeholder organisations and individual named contacts within them: name, position, organisation, work address, telephone, email
SureCloud	Data protection and information security management suite
T Funding Model	HESES/HEIFES, Analysis of additional support needs, funding
The OfS Register	The Register lists all the English higher education providers officially registered by the OfS.
TRAC	Costing data relating to activity/subject areas: by department in institutions, amount of money spent on activities
Twitter account	Social media tool
UCAS applications data	Individualised data on applications to study higher education full-time, including names, demographics, date of birth (DoB), sex, postcode, previous school, details of offers made, exam results.

Datasets and information systems	Description
Universities Statistical Records	Anonymised data of students registered with HEIs – historical records to 1994
Welsh Individualised School Record (IRS) Lifelong Learning Wales Record (LLLWR)	Individualised data on students registered with FECs in Wales.
Website	CMS for external communication
Workday	HR, Finance, and payroll details of all employees – includes employee name, address, salary, bank details, contact details