

RESEARCH

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POLICY AND PLANNING

Records	Retention Period	Citations and Notes	Action
Research Strategy, Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's research strategy and policies: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's research strategy, policies, and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to research.	Superseded + 10 years	JISC	Review
Research Programme Development			
Records documenting the development of UWTSD's research programmes.	Life of programme + 10 years	JISC	Review
Routine monitoring of external developments and trends to inform the development of UWTSD's research programmes.	Current academic year + 1 year	JISC	Destroy
Research Business Development			

Records	Retention Period	Citations and Notes	Action
Liaison with research sponsors to monitor their research policies and to promote UWTSD's capabilities.	Current academic year + 5 years	JISC	Destroy
Records documenting the identification and exploration of new research opportunities which lead to research projects.	Completion of project	JISC	Review
Records documenting the identification and exploration of new research opportunities which do not lead to research projects.	Last action + 5 years	JISC	Destroy
Records documenting the formation and management of partnerships and other collaborative arrangements to undertake research.	Life of partnership/arrangement + 6 years	Limitation Act 1980 c.58 s.5	Review
Research Design and Planning			
Records documenting the design and planning of research projects which are not undertaken.	Abandonment of plans + 1 year	JISC	Review
Records documenting the design and planning of research projects which are undertaken: key records.	Completion of project + 10 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
Records documenting the design and planning of European Union (EU) funded research projects which are undertaken: key records.	Date of last funding payment + 10 years	JISC <i>See ERDF website and individual project agreements with funding bodies.</i>	Review
Research Funding Administration			
Preparation and submission of applications for funding, where the application is unsuccessful (i.e. does not result in the offer of a funding award).	Receipt of notification that application was unsuccessful + 1 year	JISC	Destroy
Preparation and submission of applications for funding, where the application is successful (i.e. results in the offer of a funding award).	Completion of project + 6 years (or period stated by funder/s)	Limitation Act 1980 c.58 s.5	Destroy

CONDUCT AND MONITORING

Records	Retention Period	Citations and Notes	Action
Research Quality and Standards Management			
Records documenting the development of UWTSD's internal quality assurance processes.	While current	JISC	Review
Conduct and results of formal internal and external reviews of research quality, and responses to the results.	Current academic year + 5 years	JISC	Review
Research Project Management			
Records documenting the management of internally-funded research projects.	Completion of project + 6 years	Internal (2015)	Destroy
Records documenting the management of externally-funded research projects.	Completion of project + 6 years (or period stated by research sponsor)	Limitation Act 1980 c.58 s.5	Destroy
Research Conduct			
Records documenting the conduct of research funded by the Medical Research Council, except where other requirements are specified (see citations).	Completion of project + 10 years	Medical Research Council, Good Research Practice, section 5.2 MRC Regulatory Support Centre: Retention framework for research	Review

Records	Retention Period	Citations and Notes	Action
		data and records, Medical Research Council (2017)	
Records documenting the conduct of clinical or public health studies funded by the Medical Research Council, except specific categories of records in studies for which consent was obtained.	Completion of project + 20 years	<p>Medical Research Council, Good Research Practice, section 5.2</p> <p>Medical Research Council, Personal Information in Medical Research, section 7.1.2</p> <p>MRC Regulatory Support Centre: Retention framework for research data and records, Medical Research Council (2017)</p>	Review
Records documenting the protocol, the consent procedure, the participants and adverse effects in all studies (for which consent was obtained) funded by the Medical Research Council.	Completion of project + 30 years	<p>Medical Research Council, Personal Information in Medical Research, section 7.1.2</p> <p>MRC Regulatory Support Centre: Retention framework for research data and records, Medical Research Council (2017)</p>	Review
Records documenting the conduct of all other research funded by all other organisations.	<p>Completion of project + 10 years (or period stated by funder/s)</p> <p>For projects funded by the European Union: Date of last funding payment + 10 years</p>	JISC	Review

REPORTING AND REVIEW

Records	Retention Period	Citations and Notes	Action
Research Reporting			
Working papers for the preparation of publications, audio-visual presentations etc. to disseminate research results (NOT interim or final research reports).	Publication/Delivery + 1 year	JISC <i>This category does NOT include interim or final reports of research studies, which are covered by RESEARCH - RESEARCH CONDUCT AND MONITORING.</i>	Destroy
Final versions of publications and presentations made to disseminate research results (NOT interim or final research reports).	Publication/Delivery + 3 years	JISC <i>This category does NOT include interim or final reports of research studies, which are covered by RESEARCH - RESEARCH CONDUCT AND MONITORING.</i>	Review
Research Programme Review			
Data on, and analyses of, student numbers and other programme statistics.	Current academic year + 3 years	JISC	Review
Reports of routine internal and independent reviews of research programmes.	Current academic year + 5 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
Research Programme Assessment			
Records documenting the conduct of formal assessments of work undertaken by research students.	Completion of student's programme + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Records documenting awards and classifications, including reviews in response to notifications of mitigating circumstances or academic appeals.	Current academic year + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Research Supervisor Appointment and Training			
Records documenting the appointment of supervisors for research students.	Termination of appointment + 1 year	JISC	Destroy
Research Student Monitoring and Support			
Academic advice and guidance to individual students on the selection of research subjects and on the progress and standard of their work.	Completion of student's programme + 6 years	Limitation Act 1980 c.58 s.5	Destroy