

BIU - All Records

Information held by Planning (PLN),

Activity	Record group	Retention period	Authority	Notes
Management Information (Primary)	Hard Copy Survey Responses	Until Inputted	NA	Once inputted these are then shredded
Management Information (Primary)	Hard Copy Contact Detail Forms	Until Inputted	NA	Once inputted these are then shredded
Management Information (Primary)	Contact Details (Electronic)	Until the Survey write up is complete	NA	Retained to allow time series analysis
Management Information (Primary)	Survey Response (Electronic)	Indefinitely	NA	Retained to allow time series analysis
Management Information (Primary)	Reports (Electronic)	Indefinitely	NA	
Management Information (Secondary)	RAE/RAS documentation (Research Student Data)	Indefinitely	NA	Retained to allow time series analysis, and to support reconciliation and audit.
Management Information (Secondary)	Reports and Briefing Notes (Electronic)	Indefinitely	NA	
Management Information (Secondary)	Data Extracts in summary form underpinning reports and notes	Indefinitely	NA	Required to answer follow up questions on reports and notes
Management Information (Secondary)	Data Extracts in non-summary form underpinning reports and notes	Indefinitely	NA	For follow up questions on reports and notes, provide time series, and validation for statutory returns.