

Queen's Accommodation Records Retention Schedule

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
1	Administration of Queen's Accommodation				
1.1	Published Accommodation fees Price List	End of current financial year + 9 years	Review		Queen's Accommodation
1.2	Accommodation Handbooks, Conditions of Occupancy, paper or electronic	Superseded + 6 years	Review	Limitation (NI) Order 1989; to ensure information is available in the event of a dispute or complaint made by a student; Health and Safety information/requirements	Queen's Accommodation
1.3	Summer non-student Commercial Business	End of summer vacation	1 year anonymise	Business need	Queen's Accommodation
2	Individual Residents				
2.1	Student Accommodation files including Accommodation Application Forms, Agreements, records of fees payments and any Withdrawal/Accommodation Release Requests, Residents List	End of accommodation agreement + 7 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018	Queen's Accommodation
2.2	Medical/disability information and Personal Evacuation Plans, KIT Register and Residential Life Sweep information	End of accommodation agreement	Destroy	Business need	Queen's Accommodation
2.3	Security Reports	End of accommodation agreement in June each year	Destroy	Business need	Queen's Accommodation
2.4	Key fob system (name and room number held in a database of an external supplier)	End of accommodation agreement in June each year	Delete	Business need	Queen's Accommodation
2.5	Records relating to student discipline cases dealt with by Queen's Accommodation	Termination of student relationship + 6 years	Destroy	Academic and Student Affairs deal with Committee of Discipline cases	Queen's Accommodation