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Northumbria University – Legal Affairs Records Retention Schedule

8. Legal Affairs

8.1 Contracts, Agreements and Licences

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Register of Contracts.	N/A	Perm	N/A	JISC Guidance
Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: agreements and contracts under seal (by deed).	Termination of contract	12 Years	Destroy	Limitation Act 1980
Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: other contracts and agreements.	Termination of contract	6 Years	Destroy	Limitation Act 1980
Contracts with collaborative partners	Termination of contract/Exit of Last Student	6 Years		Limitation Act 1980
Register of collaborative partners	N/A	Perm	N/A	JISC Guidance
Records of the University's application to become a licensed sponsor for migrants	End of Licence	N/A	Perm	JISC Guidance

8.2 Legal Claims

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
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Northumbria University – Legal Affairs Records Retention Schedule

Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement.	Settlement of claim OR Withdrawal of claim	6 Years	Destroy	Limitation Act 1980
Records documenting litigation between the institution and third parties where legal precedents are set.	Settlement of case	N/A	Archive	JISC Guidance
Records documenting litigation between the institution and third parties which does not set legal precedents.	Settlement of Case	6 Years	Destroy	Limitation Act 1980

8.3 Legal Interpretation and Advice

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting legal advice requested by, and provided to, the institution concerning - interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations	Provision of Advice	N/A	Archive	JISC Guidance
Records documenting legal advice requested by, and provided to, the institution concerning - proposals for new legislation affecting the institution's legal framework, governance, responsibilities or operations	Provision of Advice	N/A	Archive	JISC Guidance

Northumbria University – Legal Affairs Records Retention Schedule

Records documenting legal advice requested by, and provided to, the institution concerning - the institution's relationships with government bodies and HE regulators	Provision of Advice	N/A	Archive	JISC Guidance
Records documenting legal advice requested by, and provided to, the institution concerning - industrial relations issues	Provision of Advice	N/A	Archive	JISC Guidance
Records documenting legal advice requested by, and provided to, the institution concerning - health, safety and environmental issues	Provision of Advice	N/A	Archive	JISC Guidance
Records documenting legal advice on other matters requested by, and provided to, the institution.	Provision of Advice	6 Years	Destroy	JISC Guidance

8.4 Property Acquisition

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the acquisition of ownership of properties.	Disposal of Property	N/A	Destroy	JISC Guidance
Deeds and certificates of title for properties owned by the institution.	Disposal of Property	N/A	Destroy	JISC Guidance
Records documenting negotiations for properties where the property was not acquired.	Closure of Negotiations	6 Years	Destroy	Limitation Act 1980

Northumbria University – Legal Affairs Records Retention Schedule

Records documenting the acquisition of use of properties by lease or rental.	Disposal of Property	6 Years	Destroy	Limitation Act 1980
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8.5 Property Disposal

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the disposal of properties.	Disposal of Property	N/A	Destroy	JISC Guidance

8.6 Freedom of Information

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting development and maintenance of the University's publication scheme	Revision of scheme completed	5 years	Destroy	JISC Guidance
Requests and responses provided that do not result in appeals or complaints.	End of calendar year	3 years	Destroy	JISC Guidance
Requests and responses provided: resulting in complaints / appeals	Last action on request	6 years	Destroy	JISC Guidance
Decision notices issued by Information Commissioner's Office and decisions by Information Tribunal	Issue of Notice	10 years	Destroy	JISC Guidance

8.7 Data Protection Compliance

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
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Northumbria University – Legal Affairs Records Retention Schedule

Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	Notification	2 years	Destroy	JISC Guidance
Subject Access Requests that do <i>not result in an appeal or a complaint.</i>	Last action on request	1 year	Destroy	JISC Guidance
Subject Access Requests that <i>result in an appeal or a complaint.</i>	Last action on request	6 years	Destroy	JISC Guidance
Requests from police, security agencies or other approved agencies where <i>information is provided.</i>	End of calendar year	3 years	Destroy	JISC Guidance
Requests from police, security agencies or other approved agencies where <i>no information is provided.</i>	End of calendar year	1 year	Destroy	JISC Guidance
Investigations into complaints in relation to Data Protection				
Records of suspected data protection breaches or investigations into investigations. .	End of calendar year	6 years	Destroy	JISC Guidance
Correspondence with Information Commissioner's Office regarding potential breach notifications	Last action required by ICO on breach	3 years	Destroy	JISC Guidance