

Function – Risk (v4 November 2024)

Responsible Person – Head of Risk and Resilience

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Documentation in relation to the development of the institutions risk management strategy and procedures	Superseded + 5 year	Destroy	N/A
Strategic Risk Register	Superseded + 6 years	Destroy	N/A
Records documenting the formulation, testing and maintenance of disaster response and recovery plans	Superseded + 1 year	Destroy	N/A
Debrief reports following any real life incidents or notional exercises	5 years after incident date	Destroy	N/A
Records relating to staff and student travel on the Travel Management System	4 years after date of trip	Destroy	N/A
Risks on risk management system	3 years after deletion by School/Department	Destroy	N/A