

Function – Campus Services (v2 January 2025)

Responsible Person – Head of Campus Services

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Student accommodation records	End of contract + 6 Years  Cancelled applications should be destroyed at the end of the term.	Destroy	
Student accommodation –log of rule breaches	4 years from date of incident	Destroy	
Room inspection reports	End of contract + 6 months	Destroy	
Records of accommodation payments (payment plan records)	End of contract + 6 years	Destroy	
Catering records e.g. delivery, orders, temperature check records, Chemical data sheets / COSHH, risk assessments	1 year	Destroy	
Catering – record of sales	Current year + 6	Destroy	
Room booking records	3 months	Destroy	