Function – Legal Services (v4 – November 2024)

Responsible Person – University Solicitor

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
SCOPE			
Litigation with third parties where legal precedents are set (including supporting legal advice)	Retained permanently	Archived	
Litigation with third parties where legal precedents are not set (including supporting legal advice)	Settlement +6 years	Destroy	Prescription and Limitation (Scotland) Act 1973
Claims by or against the University which do not proceed to litigation or are settled by agreement (including supporting legal advice)	Withdrawal or settlement of claim +6 years	Destroy	Prescription and Limitation (Scotland) Act 1973
Contracts and legal agreements with third parties (including supporting documentation and legal advice)	End of contract +6 years	Destroy	Prescription and Limitation (Scotland) Act 1973
Leases and lease agreements	Expiry of lease +6 years	Destroy	
Title Deeds	Permanent or until property disposed of.	Archive	
Transactional records on property purchases and sales	+12 years	Destroy	
General legal advice including matters of the University's status and governance	Until superseded by new advice +6years	Destroy	
Policy statements, procedures and related documents	Until superseded +6 years	Destroy	
Privacy Notices	Until superseded +6 years	Destroy	
FOI requests and responses	Completion of request +3 years	Destroy	

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
SCOPE			
DP requests and responses	2 years after last action (unless complex case see Notes)	Destroy	If complaint, appeal or ICO investigation raised then retain for no more than 6 years after last action then destroy.
DP Breach Reports – no action taken	1 year from case closed	Destroy	
DP Breach Reports – where action was taken	6 years from case closed	Destroy	
DP Impact Assessments	6 years after the last use of the system/data set.	Destroy	
UKVI Student Visa Compliance checks	2 years	Destroy	