






KEY TO RAG STATUS COLOURS

University Retention Schedule






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Data Protection (DP)

SYMBOL	DEFINITION
 DP	Records of this type are unlikely to contain personal data
 DP	Records of this type will probably contain personal data, but unlikely to contain special category data
 DP	Records of this type will contain personal data and may contain special category data
 DP	Records of this type will contain special category data
 DP	As yet ungraded






Commercial Confidentiality (CC)

SYMBOL	DEFINITION
	Records of this type are unlikely to contain commercially confidential data
	Records of this type may contain commercially confidential data
	Records of this type will contain commercially confidential data
	Records of this type are likely to contain large amounts of commercially confidential data
	As yet ungraded

Intellectual Property (IP)

SYMBOL	DEFINITION
 IP	Records of this type are unlikely to contain intellectual property
 IP	Records of this type may contain intellectual property
 IP	Records of this type will contain intellectual property
 IP	Records of this type are likely to contain large amounts of intellectual property
 IP	As yet ungraded

Preservation (Pres)

SYMBOL	DEFINITION
	Records of this type will never be retained more than 10 years from creation
	Records of this type may have to be retained for more than 10 years from creation
	Records of this type are likely to have to be retained for 11-29 years from creation
	Records of this type need retention of 30 years or more from creation (includes archiving)
	As yet ungraded