

DATA RETENTION SCHEDULE - UCP

Function	Activity	Record Group	Retention Period	Citations and Notes
Student Administration and Progress	Student Administration Policy Development	Records documenting the development and establishment of the institution's student administration policies: key records.	Superseded + 10 years	Institutional business requirements.
Student Administration and Progress	Student Administration Policy and Procedures Development	Records documenting the development and establishment of the institution's student administration policies and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.
Student Administration and Progress	Student Administration and Support	Records containing personal data on individual students.	End of 'registered student' relationship with institution + 6 years.	Limitation Act 1980 c.58 s. 5 <i>Please note that this RRS applies to records from 01/08/2019 onwards</i>
Student Administration and Progress	Student Administration and Support	The core record of a student as a learner	This is the minimal record kept to provide references for former students and may be retained for the lifetime of the student (80 years). A core (minimal) transcript is retained indefinitely after this time and transferred to the archive. This contains the name and dates of study, modules studied, and the qualifications conferred.	Sector norms/Institutional business requirements/Institutional charter/Institutional memory and archival requirements. <i>For details on what may constitute the core student record see:</i> <i>The European Credit Transfer and Accumulation System (ECTS) User Guide 2015</i> <i>What Is a Student Record? A Case Study by King's College London, Appendix IV</i> <i>For more details on the HEAR, see the HEAR website and 'Beyond the Honours Degree – the Burgess Group Final Report' (October 2007)</i> <i>Guidelines for HE Progress Files, QAA (2001)</i> <i>Guide to the Diploma Supplement, UK HE Europe Unit (2006)</i>
Student Administration and Progress	Student Administration and Support	Records documenting the initial assessment of students including: 1. Student Qualifications on Entry 2. Key Skills Assessments 3. Care Student Assessments	Termination of student relationship + 6 years	Limitation Act 1980 c.58 1973 Prescription and Limitation (Scotland) Act 1973
Student Administration and Progress	Student Progress Administration	Individualised Student Record (ISRS). Individualised Learner Records.	Termination of student relationship + 6 years	Institutional business requirements.
Student Administration and Progress	Student Progress Administration	Records containing standard analyses of data from individual students' records.	Current academic year + 5 years	Institutional business requirements.
Student Administration and Progress	Student Progress Administration	Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request + 1 year	Institutional business requirements.
Student Administration and Progress	Student Progress Administration	Records documenting the handling of individual students'/employers' requests for statements of results/transcripts and requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions.	Last action on request + 1 year	Institutional business requirements.
Student Administration and Progress	Student Progress Administration	Records documenting the design and conduct of Graduate Outcomes Surveys and (anonymised) summaries and analyses of the results of First Destination Surveys.	Current academic year + 5 years	Institutional business requirements.
Student Administration and Progress	Student Progress Administration	Graduate Outcomes Surveys: individual responses	Completion of analysis of responses	<i>These should not be kept longer than necessary, and this should be stated in the privacy notice when the data was collected. After this period, responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.</i>
Student Administration and Progress	Student Progress Administration	Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress, the transfer of individual students to new programmes or to new courses within programmes, the withdrawal of individual students from the institution, and the termination of individual students' programmes	Termination of relationship with student + 6 years	Limitation Act 1980 c. 58 s 5
Student Administration and Progress	Student Disciplinary and Appeals Case Handling	Records documenting the conduct and results of disciplinary proceedings against individual students and academic appeals.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 5
Student Administration and Progress	Student Complaint Handling	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	Institutional business requirements.
Student Administration and Progress	Student Complaint Handling	Records documenting the handling of formal complaints made by individual students against the institution.	Last action on case + 6 years	Limitation Act 1980, c.58
Student Administration and Progress	Student Services Strategy, Policy and Procedures Development	Records documenting the development and establishment of the institution's student services strategy and policies: key records.	Superseded + 3 years	Institutional business requirements. <i>The institution may wish to transfer these records to the archive once they are no longer in active use.</i>
Student Administration and Progress	Student Services Strategy, Policy and Procedures	Records documenting the development and establishment of the institution's student services strategy, policies and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.

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Student Support and Welfare Management	Student Support and Welfare Management	Student Support Services: case notes, meeting with learner forms	End of 'registered student' relationship with institution + 6 years.	Limitation Act, 1980. British Association for Counselling and Psychotherapy (BACP) recommendations. <i>The BACP Ethical Framework 2018 does not mandate the keeping of records but advises "keeping accurate and appropriate records", you should balance this against the requirements of data protection legislation which state that personal information should be kept no longer than necessary.</i> <i>Counselling files contain Sensitive Information and are confidential.</i>
Student Support and Welfare Management	Student Support and Welfare Management	Records relating to the provision of Sports and Recreational facilities.	Current Year +3	Institutional business requirements.
Student Support and Welfare Management	Student Support and Welfare Management	Records relating to careers advice.	Duration of enrolment +3 years	The Equality Act 2010.
Student Recruitment	Student Recruitment Schemes and Campaigns	Records documenting the design, operation and summary results of student recruitment schemes and campaigns.	Current academic year + 5 years OR Termination of scheme/campaign + 5 years	Institutional business requirements.
Student Recruitment	Student Recruitment	Records documenting the design, organisation and summary results of student recruitment events.	Completion of event + 5 years	Institutional business requirements. <i>If any personal data is involved, this should not be kept longer than needed to administer the event. Data can be anonymised afterwards in order to provide summaries.</i>
Student Recruitment	Student Recruitment	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year	Institutional business requirements.
Student Recruitment	Student Recruitment	Records documenting the handling of enquiries from prospective students (subsequently registered as student).	Current academic year + 5 years Where students did not subsequently enrol at the institutional, the records can be retained current academic year + 1 year.	Competitive Market Authority
Student Recruitment	Student Recruitment	Summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years	Institutional business requirements.
Student Admission, Registration and Induction	Student Admission	Records documenting the development and establishment of the institution's admission criteria and policies.	Superseded + 10 years	Institutional business requirements.
Student Admission, Registration and Induction	Student Admission	Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years	Limitation Act 1980 c. 58 s 5
Student Admission, Registration and Induction	Student Admission	Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year.	The Equality Act 2010 <i>Minimum: Actions under discrimination legislation must usually be brought within 6 months.</i> Reporting requirements for Office for Students.
Student Admission, Registration and Induction	Student Admission	Records documenting the administration of the clearing process.	Current academic year + 1 year	Institutional business requirements.
Student Admission, Registration and Induction	Student Admission	Records containing data on overall student numbers.	Current academic year + 1 year	Institutional business requirements.
Student Admission, Registration and Induction	Immigration Advice and Compliance	Records documenting immigration casework/compliance for students, including the retention of immigration permission from students.	6 years from last interaction relating to casework or 6 years after permanent withdrawal relating to immigration permission.	OISC Code of Standards: 2016
Student Admission, Registration and Induction	Student Registration	Records documenting the registration of individual students on programmes.	Termination of student relationship + 6 years	Limitation Act 1980 c. 58 s 5
Student Admission, Registration and Induction	Student Registration	Records containing summaries and analyses of data on registration of students on programmes	Current academic year + 5 years	Institutional business requirements.
Student Admission, Registration and Induction	Student Induction	Records documenting the design, conduct and review of induction programmes for new students.	Completion of induction programme + 5 years	Institutional business requirements.
Student Admission, Registration and Induction	Student Induction	Records documenting the administration of induction programmes and events for new students.	Current academic year + 1 year	Institutional business requirements.
Teaching	Teaching Strategy and Policy Development	Records documenting the development and establishment of the institution's teaching strategy and policies: key records.	Superseded + 10 years	Institutional business requirements.

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Teaching	Teaching Strategy, Policy, and Procedures Development	Records documenting the development and establishment of the institution's teaching strategy, policies, and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.
Teaching	Teaching Procedure Development	Master copies of procedures relating to teaching.	Superseded + 5 years	Institutional business requirements.
Teaching	Teaching Quality & Standards Management	Records documenting the development of the institution's internal quality assurance processes.	While current	Institutional business requirements.
Teaching	Teaching Quality & Standards Management	Records documenting the conduct and results of formal internal and external reviews of teaching quality and standards, and responses to the results.	Current academic year + 5 years	Institutional business requirements.
Teaching	Taught Programme Development	Records documenting the design and development of (modules of) taught programmes.	Life of programme + 10 years	Institutional business requirements.
Teaching	Taught Programme Development	Records documenting the process of obtaining approval and/or accreditation for (modules of) taught programmes from professional, statutory or other accreditation bodies.	Life of programme	Institutional business requirements.
Teaching	Taught Programme Review	Data on, and analyses of, student numbers and other taught programme statistics.	Current academic year + 5 years	Institutional business requirements.
Teaching	Taught Programme Review	Routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	Institutional business requirements.
Teaching	Taught Programme Review	Routine solicited feedback on taught programmes from students: individual feedback	Completion of analysis of feedback	Institutional business requirements
Teaching	Taught Programme Review	(Anonymised) summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students.	Current academic year + 5 years OR Life of course + 1 year	Institutional business requirements.
Teaching	Taught Programme Review	Reports of routine internal reviews of taught programmes and documentation of formal independent reviews of taught programmes, and the responses to the results.	Current academic year + 5 years	Institutional business requirements.
Teaching	Taught Programme Delivery	Records documenting the preparation of teaching and learning materials, the planning and conduct of teaching and learning events.	Current academic year + 1 year	Institutional business requirements.
Teaching	Taught Student Assessment	Records documenting the design and development of assessments.	Life of programme	Institutional business requirements.
Teaching	Taught Student Assessment	Submitted/completed assessments (formative and summative assessments) and marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications.	Current academic year + 6 years	Limitation Act 1980 c. 58 s 5
Teaching	Taught Student Monitoring & Support	Feedback on academic progress, and general academic guidance and support, given to individual taught students.	Completion of student's programme + 6 years	Limitation Act 1980 c. 58 s 5
Learning Support	Learning Support Strategy, Policy and Procedures Development	Records documenting the development and establishment of the institution's learning support strategy, policies and procedures: key records.	Superseded + 10 years	Institutional business requirements.
Learning Support	Learning Support Strategy, Policy and Procedures Development	Records documenting the development and establishment of the institution's learning support strategy, policies, and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.
Learning Support	Learning Support Procedure Development	Master copies of procedures relating to learning support.	Superseded + 5 years	Institutional business requirements.
Learning Support	Learning Support Resource Development	The types of records produced will depend on the type of resource being developed.	Life of resource + 2 years OR Current year + 1 year	Institutional business requirements.
Learning Support	Learning Support Administration	Records relating to Learning Support for Students with specific needs.	Current year + 7 years	The Equality Act 2010
Student Relations	Student Relations Strategy and Policy Development	Records documenting the development and establishment of the institution's student relations strategy and policies: key records.	Superseded + 5 years	Institutional business requirements.
Student Relations	Student Relations Strategy Development	Records documenting the development and establishment of the institution's student relations strategy, policies and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.
Student Relations	Student Relations Procedure Development	Master copies of procedures relating to student relations.	Superseded + 3 years	Institutional business requirements.
Student Relations	Student Communications Management	Records documenting the establishment and operation of staff-student liaison committees.	Life of committee + 3 years	Institutional business requirements.
Student Relations	Student Communications Management	Records documenting the operation of staff-student liaison committees.	Current academic year + 3 years	Institutional business requirements.
Student Relations	Student Communications Management	Records documenting the design and conduct of student surveys.	Completion of survey + 5 years	Institutional business requirements.
Student Relations	Student Communications Management	Results of student surveys: individual responses	Completion of analysis of survey responses	<i>The retention period will depend on what was stated in the privacy notice when the data was collected. After this period, responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.</i>
Student Relations	Student Communications Management	Results of student surveys: summaries and analyses of responses	Completion of survey + 5 years	Institutional business requirements.
Student Relations	Student Communications Management	Records documenting the design of, and overall response to, student suggestion schemes.	Closure of scheme + 5 years	Institutional business requirements.
Student Relations	Student Communications Management	Records documenting the handling of suggestions from individual students.	Last action on suggestion + 1 year	Institutional business requirements.
Academic Programme Administration and Awards	Academic Programme Administration Policy and Procedure Development	Records documenting the development and establishment of the institution's academic programme administration policies, policies and procedures: key records.	Superseded + 5 years	Institutional business requirements.
Academic Programme Administration and Awards	Academic Programme Administration Policy and Procedure Development	Records documenting the development and establishment of the institution's academic programme administration policies and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.
Academic Programme Administration and Awards	Academic Programme Co-ordination	Records documenting the administration of academic programmes.	Current academic year + 3 years	Institutional business requirements.

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Academic Programme Administration and Awards	Academic Award Administration Policy and Procedures Development	Records documenting the development and establishment of the institution's academic award administration policies and procedures (and master copies): key records.	Superseded + 5 years	Institutional business requirements.
Academic Programme Administration and Awards	Academic Award Administration Policy and Procedure Development	Records documenting the development and establishment of the institution's academic award administration policies and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.
Academic Programme Administration and Awards	Academic Award Conferment	Records documenting the notification of awards to students and the issue of awards certificates.	Conferment of award + 1 year	Institutional business requirements.
Academic Programme Administration and Awards	Academic Award Conferment	Records documenting the process of inviting, receiving and considering nominations for honorary awards.	Conferment of award + 1 year	Institutional business requirements.
Academic Programme Administration and Awards	Academic Award Conferment	Records documenting offers of honorary awards and responses received.	Conferment of award + 1 year	Institutional business requirements.
Academic Programme Administration and Awards	Award Ceremony Administration	Records documenting the organisation of award ceremonies.	Completion of ceremony + 1 year	Institutional business requirements.
Academic Programme Administration and Awards	Award Ceremony Administration	Records documenting the production of award certificates.	Completion of ceremony + 1 year	Institutional business requirements.
Academic Programme Administration and Awards	Award Ceremony Administration	Records documenting the mailing of award certificates to students who do not attend ceremonies.	Completion of ceremony + 1 year	Institutional business requirements.
Academic Programme Administration and Awards	Prizes Administration	Records documenting nominations for prizes, the consideration of nominations and notifications to recipients of prizes.	Current academic year + 5 years	Institutional business requirements.
Academic Programme Administration and Awards	Prizes Administration	List of prize winners	While prize is awarded	Institutional business requirements.
Assessment and Examination	Academic Assessment Administration Policy Development	Records documenting the development and establishment of the institution's academic assessment administration policies: key records.	Superseded + 10 years	Institutional business requirements.
Assessment and Examination	Academic Assessment Administration Policy Development	Records documenting the development and establishment of the institution's academic assessment administration policies: working papers.	Issue of policy + 1 year	Institutional business requirements.
Assessment and Examination	Academic Assessment Administration Procedure Development	Records documenting the development of the institution's procedures relating to academic assessment administration.	Issue of procedures + 1 year	Institutional business requirements.
Assessment and Examination	Academic Assessment Administration Procedure Development	Master copies of procedures relating to academic assessment administration.	Superseded + 10 years	Institutional business requirements.
Assessment and Examination	External Examiner Administration	Records documenting the selection and appointment of external examiners.	Termination of appointment + 1 year	Institutional business requirements.
Assessment and Examination	External Examiner Administration	Records documenting liaison with external examiners on administrative matters.	Current academic year + 1 year	Institutional business requirements.
Assessment and Examination	Assessment Administration	Records documenting the selection and appointment of examination invigilators.	Current academic year + 1 year	Institutional business requirements.
Assessment and Examination	Assessment Administration	Records documenting the design and delivery of training for examination invigilators.	Current academic year + 1 year	Institutional business requirements.
Assessment and Examination	Assessment Administration	Records documenting the control of examination papers and examination scripts.	Current academic year + 1 year	Institutional business requirements.
Assessment and Examination	Assessment Administration	Records documenting the timetabling of examinations.	Current academic year + 1 year	Institutional business requirements.
Assessment and Examination	Assessment Administration	Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Current academic year + 1 year	Institutional business requirements.
Assessment and Examination	Assessment Administration	Records documenting individual students' attendance at examinations, and the handling of reports of mitigating circumstances.	Current academic year + 1 year (minimum)	Institutional business requirements.
Assessment and Examination	Assessment Administration	Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	Current academic year + 1 year	Institutional business requirements.
Assessment and Examination	Assessment Administration	Records documenting the collation of examination results and compilation of pass lists and individual notifications of results.	Student date of Birth +120 years	Institutional business requirements.
Assessment and Examination	Assessment Administration	Records documenting the issue of awards lists and individual notifications of awards.	Permanently	Institutional business requirements.
Assessment and Examination	Assessment Administration	Qualification Lists/Pass Lists/Awards lists.	Permanently	Institutional business requirements.
Assessment and Examination	Dissertations	Certain specified examples of past dissertations made available as examples to students of an excellent display of academic rigor.	Preserve in relevant University department once student consent for ongoing storage and access by third parties is received	Institutional business requirements.
Assessment and Examination	Examination Board Administration	Records documenting the arrangements for meetings of a Board.	Current year + 1 year	Institutional business requirements.
Assessment and Examination	Examination Board Administration	Records documenting the conduct of the business of a committee: agenda, minutes and papers.	Current academic year + 6 years	Institutional business requirements.
Assessment and Examination	Examination Board Administration	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	Current academic year + 6 years	Institutional business requirements.
Tuition Fees	Tuition Fees Administration Policy Development	Records documenting the development and establishment of the institution's tuition fees policies: key records.	Superseded + 10 years	Institutional business requirements.
Tuition Fees	Tuition Fees Administration Policy and Procedures Development	Records documenting the development and establishment of the institution's tuition fees policies and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.
Tuition Fees	Tuition Fees Administration Procedure Development	Master copies of procedures relating to tuition fees administration.	Superseded + 10 years	Institutional business requirements.
Tuition Fees	Tuition Fee Remission	Records documenting the handling of applications for remission of tuition fees: successful applications.	Determination of application + 6 years	Limitation Act 1980 c. 58 s 5
Tuition Fees	Tuition Fee Remission	Records documenting the handling of applications for remission of tuition fees: unsuccessful applications.	Determination of application + 1 year	Institutional business requirements.

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Tuition Fees	Tuition Fee Collection	Records documenting the collection of tuition fees.	Current academic year + 1 year	Institutional business requirements.
Student Financial Support	Student Financial Support Administration Policy Development	Records documenting the development and establishment of the institution's student financial support policies: key records.	Superseded + 5 years	Institutional business requirements.
Student Financial Support	Student Financial Support Administration Policy Development	Records documenting the development and establishment of the institution's student financial support policies: working papers.	Issue of policy + 1 year	Institutional business requirements.
Student Financial Support	Student Financial Support Administration Procedure Development	Records documenting the development of the institution's procedures relating to student financial support.	Issue of procedures + 1 year	Institutional business requirements.
Student Financial Support	Student Financial Support Administration Procedure Development	Master copies of procedures relating to student financial support.	Superseded + 5 years	Institutional business requirements.
Student Financial Support	Financial Aid Funds Administration	Records documenting the provision of financial aid funds to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Student Financial Support	Crisis/Hardship Funds Administration	Records documenting the provision of crisis/hardship payments to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Student Financial Support	Bursaries Administration	Records documenting the award of bursaries to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Student Financial Support	Scholarships and Fellowships Administration	Records documenting the award of scholarships and fellowships to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Student Financial Support	Student Financial and Employment Support	Records of administration of Student Financial and employment support such as: -New Deal Records -Modern Apprenticeship Records -Access Fund Applications.	Current year + 6 years	Institutional business requirements.
Committees	Statutory/Non-Statutory Committee Administration	Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a committee.	Life of institution	Institutional business requirements. <i>The institution may wish to transfer these records to the archive once they are no longer in active use.</i>
Committees	Statutory/Non-Statutory Committee Administration	Records documenting the conduct of the business of a committee: agenda, minutes and supporting papers.	Life of institution	Institutional business requirements. <i>The institution may wish to transfer these records to the archive once they are no longer in active use.</i>
Finance	Funding Management	Records documenting the administration of scholarship funds.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Publications	Management Information Analysis & Reporting	Management information reports	Current year + 3 years	Institutional business requirements.
Finance	Financial Accounting	Records documenting the handling of petty cash.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 HMRC VAT Notice 700/21 para. 5.2
Finance	Financial Accounting	Records documenting the receipt and processing of tuition fees.	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5
Records Management	Records Survey/Audit	Records documenting the conduct and results of records surveys/audits.	Completion of subsequent survey/audit	<i>This retention period assumes that the purpose and scope of the subsequent audit is comparable. If it is not, a longer retention period may be appropriate.</i>
Policy and Planning	Public Communications Management	Complaints from members of the public, the internal handling of these complaints and the responses provided.	Last action on complaint + 1 year	Institutional business requirements.
Policy and Planning	Public Events Management	Records documenting the planning and impact/results of public events.	Completion of event + 3 years	Institutional business requirements.
Policy and Planning	Public Events Management	Records documenting the organisation and administration of public events.	Completion of event + 1 year	Institutional business requirements.
Media Relations	Media Relations Procedure Development	Master copies of procedures relating to media relations.	Superseded + 3 years	Institutional business requirements.
Media Relations	Media Communications Management	Records documenting the institution's media contacts.	Superseded	Institutional business requirements.
Media Relations	Media Communications Management	Records documenting the planning and organisation of media briefings.	Date of briefing + 1 year	Institutional business requirements.
Media Relations	Media Communications Management	Press releases.	Current year + 5 years	Institutional business requirements.
Media Relations	Media Communications Management	Photography and video participants consent forms	Date + 3 years	Institutional business requirements.
Media Relations	Media Communications Management	Post event communication sign up consent forms	Date + 3 years	Institutional business requirements.
Alumni Relations	Alumni Support	Requests for contact details for alumni, action taken, and the responses provided.	Last action on request + 1 year	Institutional business requirements.
Health and Safety	Health & Safety Hazard Exposure Control	Records documenting the institution's response to accidents, incidents and emergencies	Last action on event + 6 years	