

HERIOT WATT UNIVERSITY

HERITAGE AND INFORMATION GOVERNANCE

Records Retention Schedule for Community Relations

This category covers the institution's relationships with organisations and individuals in its local community (e.g. local authorities, community groups, local business groups, local charities, campaign groups).

This retention schedule is based on the recommendations made by the Joint Information Systems Committee. The letter indicates the final disposition of each type of record, and applies to original records. Where copies of originals are kept locally, these can be destroyed when these are no longer required.:

A = 1 copy to be transferred to the University Archive. See Retention Schedule Guidelines for further details.

D = Destroyed.

The number following the letter code indicates the period (in years) after which records may be destroyed, and is the minimum retention period required by best practice or legislation. It assumes a new file is opened at the start of each academic, calendar or financial year, and is **always** calculated from the date of the last record in the file.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Authority
COMMUNITY RELATIONS/STRATEGY - identifying requirements for new/revised strategy - undertaking research - developing strategy proposals - consulting on strategy proposals - reviewing and revising strategy proposals in the light of comments received - drafting strategy documents - consulting on strategy documents - reviewing draft strategy documents in the light of comments received - producing final strategy documents - submitting final strategy documents for formal endorsement - formally endorsing strategy documents - disseminating strategy documents - reviewing strategy.	Key records documenting the development and establishment of the institution's community relations strategy. Working papers documenting development and establishment of the institution's community relations strategy.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of strategy + 1 year	

Records Retention Schedule for Community Relations (2)

COMMUNITY RELATIONS /POLICY • identifying requirements for new/revised policy • undertaking research • developing policy proposals • consulting on policy proposals • reviewing and revising policy proposals in the light of comments received • drafting policy documents • consulting on policy documents • reviewing draft policy documents in the light of comments received • producing final policy documents • submitting final policy documents for formal approval • formally approving policy documents • disseminating policy documents • reviewing policy	Key records documenting the development and establishment of the institution's community relations policies. Working papers documenting development and establishment of the institution's community relations policies.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	
COMMUNITY RELATIONS /PROCEDURES • identifying needs for new/revised procedure • undertaking research • analysing work processes • drafting procedure documents • consulting on procedure documents • reviewing draft procedure documents in the light of comments received • trialling procedure • refining procedure as a result of trials • submitting final procedure documents for formal approval • formally approving procedure documents • disseminating procedure documents • reviewing procedure.	Master copies of procedures relating to community relations. Development of the institution's procedures relating to community relations.	A: Superseded + 3 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	

Records Retention Schedule for Community Relations (3)

COMMUNITY RELATIONS /COMMUNICATIONS Activities involved in managing the institution's communications with its local community, including: • handling enquiries, suggestions and complaints from members of the local community • conducting community surveys and consultations.	Enquiries from members of the local community and responses provided. Unsolicited feedback from members of the local community, the internal handling of this feedback and the responses provided. Design and conduct of community surveys. Results of community surveys: individual responses. Results of community surveys: summaries and analyses of responses. Complaints from members of the local community, internal handling of these complaints and responses provided.	D: Last action of enquiry + 1 year D: Last action on feedback + 1 year D: Completion of survey + 3 years D: Completion of analysis of survey responses D: Completion of survey + 3 years D: Last action on complaint + 1 year	
COMMUNITY RELATIONS /EVENTS Activities involved in organising events specifically for the local community, including: • determining dates and times • arranging venues, catering, security, transport etc. • planning programmes • issuing invitations • designing publicity materials (e.g. brochures, posters) and arranging production • designing event materials (e.g. delegate packs, menus) and arranging production • organising publicity (e.g. official photography, media coverage) • issuing tickets • registering attendees • reviewing events • writing reports on events.	Events includes: ceremonies; celebrations and commemorations; tours; exhibitions; artistic performances; sporting events; lectures; church services; conferences. Planning and impact/results of local community events. Organisation and administration of local community events.	<i>Copies of the following to University Archive for permanent retention: Programmes, publicity, invitations, speeches, photographs, reports and press coverage.</i> D: Completion of event + 3 years D: Completion of event + 1 year	

DE: RM: DraftsforPublication: CommunityRelations

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Records Retention Schedule for Community Relations (4)

COMMUNITY RELATIONS /REPRESENTATION Activities involved in representing the institution in local community organisations, including: • establishing and maintaining membership of organisations • representing the institution in local community organisations.	The institution's membership of local community organisations. The institution's participation in the activities of local community organisations (including committees).	D: Termination of membership + 1 year D: Termination of involvement + 1 year	
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