

HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Corporate Management

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	Legislative Authority
CORPORATE MANAGEMENT/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 corporate planning and performance management policies. Working papers documenting the development and establishment of the institution's corporate planning and performance management policies.	A: Superseded + 10 years Copy to University Archive after approval for permanent retention. D: Issue of policy + 1 year	

Records Retention Schedule for Corporate Management (2)

CORPORATE MANAGEMENT/PROCEDURES developing the institution's procedures for corporate planning and performance management.	Master copies of procedures relating to corporate planning and performance management. Development of the institution's procedures relating to corporate planning and performance management.	A: Current year + 3 years Copy to University Archive after approval for permanent retention. D: Issue of procedures + 1 year	
CORPORATE MANAGEMENT/OPERATIONS/PLANS - developing plans - reviewing plans.	Key records documenting the development of the institution's annual operating plans. Working papers documenting the development of the institution's annual operating plans.	A: Current year + 5 years D: Current year + 1 year	
CORPORATE MANAGEMENT/OPERATIONS/PERFORMANCE - developing key performance indicators (KPIs) - benchmarking against other comparable institutions - monitoring performance against strategic plans and KPIs.	Development of the institution's key performance indicators. Benchmarking exercises with other comparable institutions. Performance monitoring and analysis.	A: Superseded D: Current + 1 year D: Current year + 1 year	
CORPORATE MANAGEMENT/PERFORMANCE - developing key performance indicators (KPIs) - benchmarking against other comparable institutions - monitoring performance against strategic plans and KPIs.	Reports on institution's performance against its strategic plan, eg Annual Report. Data on, and analyses of, the institution's performance against its strategic plan.	A: Current academic year + 10 years D: Current academic year + 5 years	
CORPORATE MANAGEMENT/STRATEGIC PLANS Strategic plans set the academic aims and objectives of the institution and identify the financial, physical and staff strategies necessary to achieve these aims and objectives. - developing plans - reviewing plans.	Key records documenting the development of the institution's strategic plan. Working papers documenting the development of the institution's strategic plan.	A: Superseded + 10 years Copy to University Archive after approval for permanent retention. D: Publication of strategic plan + 1 year	