

HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Government Relations

This category covers the University's strategic relations with government bodies at corporate level including: government departments; government agencies; non-departmental public bodies (NDPBs). These bodies may be in the UK or elsewhere. It does **not** cover routine contact relating to a specific function or activity which is covered elsewhere in the Retention Schedules.

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
GOVERNMENTRELATIONS/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 government relations strategy. Working papers documenting development and establishment of the institution's government 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	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention.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 Government Relations (2)

GOVERNMENT 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 government relations policies. Working papers documenting development and establishment of the institution's government relations policies.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	
GOVERNMENT 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 government relations. Development of the institution's procedures relating to government 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 Government Relations (3)

GOVERNMENT RELATIONS/COMMUNICATIONS - liaising with government bodies - requesting information from government bodies - handling requests for information from government bodies.	General correspondence with government bodies. Requests for information from government bodies, the consideration of the requests, preparation of responses and the responses provided.	D: Current year + 5 years D: Last action on request + 5 years	
GOVERNMENT RELATIONS/CONSULTATIONS conducting internal consultation processes in order to prepare formal corporate responses.	Consideration and preparation of the institution's formal responses to consultations conducted by government bodies (including records of internal consultation processes). The institution's formal responses to consultations conducted by government bodies.	D: Last action on consultation + 1 year D: Last action on consultation + 5 years	
GOVERNMENT RELATIONS/INQUIRIES - liaising with government bodies carrying out inquiries and investigations - providing evidence to assist inquiries and investigations (e.g. by making formal submissions, by providing records or by making staff available).	The institution's participation in formal government or public inquiries.	D: Last action on inquiry + 10 years	<i>Note that governmental agency requests for information about individual students should be referred to Recruitment & Admissions and/or Schools Student Administrators.</i>
GOVERNMENT RELATIONS/REPORTING conducting internal data collection exercises (where these are not part of routine data collection - see Management Information Collection, Analysis & Reporting).	Preparation and submission of reports to government bodies.	D: Submission of report + 3 years	