

HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Publishing

This category covers all publishing undertaken by the institution, regardless of the medium or format of the publication.

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
PUBLISHING/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 publishing management strategy. Working papers documenting development and establishment of the institution's publishing management 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	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention.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 Publishing (2)

PUBLISHING/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 publishing management policies. Working papers documenting development and establishment of the institution's publishing management policies.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	
PUBLISHING/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 publishing management. Development of the institution's procedures relating to publishing management.	A: Superseded + 3 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	

Records Retention Schedule for Publishing (3)

PUBLISHING/DISTRIBUTION Activities involved in distributing publications internally or externally, including: • drawing up plans for proactive distribution of publications • responding to requests for distribution of publications. For establishing and managing contracts with external organisations for stockholding and distribution of publications, use the relevant categories in Procurement.	Distribution of publications. Copy of each major publication to the University Archive for permanent retention.	D: Current year + 1 year	
PUBLISHING/MARKETING Activities involved in marketing publications, including: • organising review of publications in appropriate journals • producing and distributing marketing materials.	Development of marketing plans for publications.	D: Life of publication	
PUBLISHING/PRODUCTION Activities involved in producing publications, including: • planning and preparing content (commissioning, research, writing, editing) for publication • designing publications • producing publications.	Obtaining IPR clearance for use of images and other IPR for use in publications. Design, commissioning, editing and production of publications.	A: Life of publication D: Issue of publication + 1 year	Publications can be in any medium and format, including print, audio-visual, web pages and online information services.