**HERITAGE AND INFORMATION GOVERNANCE**  
**Records Retention Schedule for Quality 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.

<table>
<thead>
<tr>
<th><strong>Folder Structure</strong></th>
<th><strong>Examples of Types of Record</strong></th>
<th><strong>Retention Period</strong></th>
<th><strong>Legislative Authority</strong></th>
</tr>
</thead>
</table>
| **Quality/Strategy** | Key records documenting the development and establishment of the institution's quality management strategy. | A: Superseded + 5 years  
Copy to the University Archive after approval for permanent retention. |  
D: Issue of strategy + 1 year |
| - 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. | Working papers documenting development and establishment of the institution's quality management strategy. |  
| **Examples of Types of Record** | Key records documenting the development and establishment of the institution's quality management strategy. | A: Superseded + 5 years  
Copy to the University Archive after approval for permanent retention. |  
D: Issue of strategy + 1 year |
| **Retention Period** | **Legislative Authority** |
Records Retention Schedule for Quality Management

| QUALITY/POLICY | Key records documenting the development and establishment of the institution's quality management policies. | A: Superseded + 5 years  
Copy to the University Archive after approval for permanent retention. | 
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>QUALITY/POLICY</td>
<td>Working papers documenting development and establishment of the institution's quality management policies.</td>
<td>D: Issue of policy + 1 year</td>
</tr>
</tbody>
</table>
| QUALITY/PROCEDURES | Master copies of procedures relating to the quality management. | A: Superseded + 3 years  
Copy to the University Archive after approval for permanent retention. | 
| QUALITY/PROCEDURES | Development of the institution's procedures relating to quality management. | D: Issue of procedures + 1 year | 
| QUALITY/AUDIT | Conduct and results of quality audits, and action taken to address issues raised. | D: Completion of audit + 3 years | 

**DE: RM: DraftsforPublication: Quality Management**  
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Date created: 8 November 2010
### Records Retention Schedule for Quality Management (3)

<table>
<thead>
<tr>
<th>QUALITY/ACCREDITATION</th>
<th>Attainment and maintenance of the institution's accreditation under established independent quality management schemes.</th>
<th>D: Termination of accreditation + 1 year</th>
</tr>
</thead>
<tbody>
<tr>
<td>- applying for accreditation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- liaising with accreditation bodies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- facilitating inspections/audits by accrediting bodies.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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