

## Faculty and Academic Department Records Retention Schedule

September 2018

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
<b>Administrative:</b>				
Faculty/Department Minute Books. (Originals).	Indefinitely.	Part of University record.	Archive.	Faculty/ Department/ School.
Faculty/Department meetings files. (Originals). (File per meeting consolidated into yearly file at end of the year).	Indefinitely.	Part of University record.	Archive.	Faculty/ Department/ School.
Faculty/Department Executive Meetings files. (Originals). (File per meeting consolidated into one yearly file).	Indefinitely.	Part of University record.	Archive.	Faculty/ Department/ School.
Faculty/Department Standing Committees, Sub-Committees and Task Forces. (Originals). (Student development, postgraduate studies, research policy, staff development, ethics, structures, promotions, etc.).	Indefinitely.	Part of University record.	Archive.	Relevant office e.g. Committee/ Faculty/ Department/ School.
Committees-Faculty/Department representation only (where office does not hold primary responsibility for records.) (Agenda, minutes, etc.).	Hold for current year plus one year.	Data minimisation. The information has no functional value.	Destroy by confidential shredding/ secure deletion.	Office with primary responsibility for the record.

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Handwritten notes taken by recording secretary present at Faculty/Department Standing Committees, Sub-Committees and Task Forces.	Retain until minutes have been agreed and signed by chairman at following meeting of the committee/ faculty/ Academic Council.	No longer needed once minutes have been agreed at subsequent meeting.	Destroy by confidential shredding.	Secretary of the various Faculties or Sub-Committees.
Correspondence and liaison with student societies.	Hold for current year or until it ceases to be of any use.	No longer needed after that.	Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.
External liaison (correspondence with accreditation bodies and others).	Indefinitely.	Part of University Record.	Archive.	Academic Departments.
Records of awards – Faculty, Teaching, Other.	Indefinitely.	Part of University Record.	Archive.	Office administering the relevant award.
<b>Financial</b>				
Financial - Budgets file (originals) (file per year). (Details of Faculty/Department budget documents, notes on meetings with bursar, revenue figures for faculty).	Hold for current year plus 6 years & C&AG audit signed off, whichever is the later.	Legal requirement.	Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.
Staffing File (originals). (file per year)	Hold for current year plus 6 years.	Best practice indicated current year plus 6 years.	Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.
Departmental costings: (Spreadsheet showing departmental expenses).	Hold for current year plus 1 year.	To facilitate budget preparation from year to year.	Destroy by confidential shredding.	Faculty/ Department/ School.
Financial – Invoices: (Copies only: originals should be in Finance Office).	Hold for current year plus 1 year.	To facilitate budget preparation from year to year.	Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.
<b>Student Records</b>				
Correspondence with external examiners.	Hold for current year plus three years.		Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.

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Meetings with external examiners.	Hold for current year plus three years.		Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.
<b>Staff records</b>				
Timetables and correspondence (copies).	Hold for current year plus one year.	No longer needed after that.	Destroy by confidential shredding/ secure deletion.	Department/ School.
Staff Requests for research leave (forms signed by the Dean).	Hold for current year plus one year.	No longer needed after that.	Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.
<b>Publications</b>				
Publications – Department booklet/course handbooks/exam papers.	Hold for one year or until superseded – At least one copy of exam paper kept and also copies available in the Library.	No longer needed after that.	Archive one copy and destroy remainder by confidential shredding.	Faculty/ Department/ School.
<b>General</b>				
General correspondence (mostly done electronically now). (Including correspondence with staff about meetings.)	Hold for one year.	No longer needed after that.	Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.
Routine correspondence with University administrative offices (all done electronically now).	Retain for current year or until it ceases to be of any use.	No longer needed after that.	Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.
Correspondence with University Officers and with administrative offices (all done electronically now).	Retain until actions outlined are completed plus 6 years.	Statute of Limitations: 6 year time limit for any civil actions arising.	Destroy by confidential shredding/ secure deletion.	Faculty/ Department/ School.
<i>This retention schedule relates to hardcopy records and will be reviewed periodically in light of experience and any legal or other relevant indications</i>				