

Faculty and Academic Department Records Retention Schedule

March 2019

| General Classes of Records Held: | Default Retention Period: | Rationale: | Final Disposition: | Record Owned/ Managed by: |
|--|--------------------------------------|---|---|--|
| Administrative: | | | | |
| 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. |
| Financial | | | | |
| 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. |

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| Student Records | | | | |
| Examination scripts. | 13 months. | To facilitate appeals. | Destroy by confidential shredding. | Examinations Office. |
| Correspondence with external examiners. | Hold for current year plus three years. | | Destroy by confidential shredding/ secure deletion. | Faculty/ Department/ School. |
| Meetings with external examiners. | Hold for current year plus three years. | | Destroy by confidential shredding/ secure deletion. | Faculty/ Department/ School. |
| External examiners reports. | Indefinitely. | Part of University record. | Archive. | Examination Office. |
| Attendance registers/sheets. | Duration of studies. | Some courses have minimum attendance criteria. | Destroy by confidential shredding/ secure deletion. | Department/ School. |
| Sickness Forms/ medical certs for extenuating circumstances. | 5 years. | May have relevance to student's assessment. | Destroy by confidential shredding/ secure deletion. | Department/ School. |
| Student Placement Records/ Reports. | Duration of Studies plus one year. | May have relevance to student's assessment. | Destroy by confidential shredding/ secure deletion. | University Placement Office/ Department/ School. |
| General correspondence with students. | Retain until matters raised are actioned or queried. | Data minimisation: no longer needed after that. | Destroy by confidential shredding/ secure deletion. | Student Records/ Department or School. |

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| Staff records | | | | |
| 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. |
| Publications | | | | |
| 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. |
| General | | | | |
| 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> | | | | |