



## Information Retention and Disposal Guidelines

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## Contents

Section	Content	Page
<b>1</b>	<b>Document Overview</b>	<b>4</b>
1.1	Purpose	4
1.2	Scope	4
1.3	Definitions	4
1.4	References	4
<b>2</b>	<b>Policy</b>	<b>5</b>
<b>3</b>	<b>Review</b>	<b>6</b>
<b>4</b>	<b>Information</b>	<b>6</b>
<b>5</b>	<b>Policy Awareness</b>	<b>6</b>

## 1 Document Overview

### 1.1 Purpose

- 1.2 To outline the guidelines for the retention and disposal of information and records held in any format by Glasgow Caledonian University (GCU)

### 1.3 Scope

- 1.3.1 These guidelines will apply to all information processed, accessed, manipulated or stored by the University whether owned or managed and is applicable to all staff and third parties who process University information.

### 1.4 Definitions

- 1.4.1 **University:** Glasgow Caledonian University is a Scottish Registered Charity, No. C021474 with its registered office at Cowcaddens Road, Glasgow G4 0BA, Scotland, UK. This document applies to staff at City Campus and GCU London.
- 1.4.2 **Staff:** Employees, workers, casual and agency staff, and contractors who process information owned by the University
- 1.4.3 **Third Party:** A third party is anyone, not a member of staff or student, who processes University information.
- 1.4.4 **Information:** The result of processing, manipulating, or organising data. Examples including but not limited to, text, images, sounds, codes, computer programmes, software and databases.
- 1.4.5 **Data:** Information in raw form.
- 1.4.6 **Records:** Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.
- 1.4.7 **Archives:** Records that are selected for permanent preservation as part of the University's corporate memory and for research purposes.

### 1.5 References

ISO 15489-1:2016 Information and documentation -- Records management

## 2 Guidelines

- 2.1 GCU will manage its records in line with the Records Retention Schedule. The Records Retention Schedule will be approved by the relevant Head of Department or Dean and will be reviewed on a biennial basis.
- 2.2 The Records Retention Schedule outlines the timescales for retaining records and the disposal action which may be destruction or long term preservation (archiving). The Schedule documents the minimum length of time that records should be retained to comply with legal, regulatory and operational requirements.
- 2.3 Retention periods outlined in the Schedule are applied to records in whatever medium, and wherever they are held (paper, electronic etc.)
- 2.4 Processes will be put in place to review records to identify those which may be destroyed in line with the Records Retention Schedule. This will ensure that information is not retained for longer than required to meet business needs and legal and regulatory requirements.
- 2.5 Records may be designated as being of enduring or long term value and suitable for permanent retention and maintenance in the University Archive. These will usually be identified when creating the Records Retention Schedule.
- 2.6 Procedures will be implemented to prevent the premature destruction of records that need to be retained to satisfy legal, financial and other requirements of public administration.
- 2.7 The record owner will approve disposal and a record will be kept of the authorising officer and date of authorisation.
- 2.8 Information and records held in any format will be destroyed in a secure and permanent manner which renders the recovery or recreation of the informational content not possible.
- 2.9 GCU will act in a manner consistent with commonly accepted industry practices that will ensure that no unauthorized person will have access to the information contained in the record. This includes secure disposal of information held electronically on devices such as ICT equipment and multi-functional devices.
- 2.10 When records are disposed of, on-site or off, it is essential to use methods which do not allow future use or reconstruction. Paper records containing confidential, business sensitive or personal information must be cross-cut shredded no larger than 6mm and disposed of confidentially. Bulk shredding and confidential disposal can be arranged with contractors which operate to appropriate security and environmental standards.
- 2.11 A Destruction Certificate will be received and retained to audit off-site destruction. Departments are required to maintain a disposal log to record the date of disposal of all records.
- 2.12 Data held on network drives should not be kept for longer than necessary and should be deleted in accordance with Records Retention Schedules. The process of back-up within the GCU IT infrastructure, managed by Information Services, will ensure that electronically stored data is destroyed.

- 2.13 Information Services will advise on the arrangements for the secure disposal of devices such as ICT equipment, phones, CD Roms and multi-functional devices. The measures required will include: physical destruction of storage media such as by shredding, crushing, or incineration; or high-level overwriting that renders the data unrecoverable.

### **3 Review**

- 3.1 A review of this policy will be undertaken on an annual basis with content being updated as appropriate. It may be altered at any time if amendments are deemed necessary.

### **4 Information**

- 4.1 If you have any questions regarding these guidelines please contact the University's Information Compliance Team via email: [recordsmanagement@gcu.ac.uk](mailto:recordsmanagement@gcu.ac.uk)

### **5 Awareness of the Guidelines**

- 5.1 All staff will be made aware of these guidelines as part of the induction process. The guidelines will be published on the GCU website and any amendments or revisions will be noted within the document control section.