

FINANCE OFFICE - GENERAL

RETENTION SCHEDULE

NOVEMBER 2010

FINANCE OFFICE - GENERAL

ACTIVITY AREAS

- 1 Accounts
- 2 Committee (Internal)
- 3 Committee (External)
- 4 Finance Office's own (generic) activities -
finance
- 5 Governance
- 6 HR
- 7 Insurance
- 8 Planning
- 9 Risk

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store (Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> (Archive\Shred)	<u>Authorised by:</u>
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Accounts	Copies of previous Annual Accounts	N/A	Current year + 5 years	Shred	Depute Director of Finance
Accounts	Signed Annual Accounts	N/A	Life of Institution	Archive	Depute Director of Finance
Accounts	Tender Banking Services	N/A	Copies while required for reference	Master forwarded to Procurement Copies Confidential waste	Depute Director of Finance
Accounts	Annual Accounts Working Papers	Current year + 1 year	Current financial year + 6 years	Confidential waste	Depute Director of Finance
Accounts	Mail Register - Record of incoming cheques (August 95 – July 2008)	N/A	Current Year + 6 years	Shred	Depute Director of Finance
Accounts	GCU Financial Procedures Acceptance Forms (signed)	N/A	Until superseded + 1 year	Shred	Depute Director of Finance
Committee (Internal)	SIG Members copies of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred	Depute Director of Finance
Committee (Internal)	Audit Committee Members copies of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred	Depute Director of Finance

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Committee (Internal)	ERG Members copies of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred	Depute Director of Finance
Committee (Internal)	Executive Board Members copies of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred	Depute Director of Finance
Committee (Internal)	FIG Members copies of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred	Depute Director of Finance
Committee (Internal)	PARG Members copies of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred	Depute Director of Finance
Committee (Internal)	Finance Committee Members copies of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred	Depute Director of Finance
Committee (Internal)	GCU Team Briefing	N/A	Current year + 1 year	Shred	Depute Director of Finance
Committee (Internal)	MIS Members copies of Agenda, Minutes and Paper	N/A	Current year + 1 year	Shred	Depute Director of Finance
Committee	Campus Development Steering Group Members copies of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred	Depute Director of Finance

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Committee (Internal)	Opkit Members copies of Agenda, Minutes and Paper	NVA	Current year + 1 year	Shred	Depute Director of Finance
Committee (Internal)	Court Members copies of Agenda, Minutes and Papers	NVA	Current year + 1 year	Shred	Depute Director of Finance
Committee (Internal)	Audit Committee (Stat) - members copies of Agenda, Minutes and papers	NVA	Current year + 1 year	Shredded\deleted	Depute Director of Finance
Committee (Internal)	Finance & General Purposes Committee (Non-Stat) - Members copies Agenda. Minutes and Papers	NVA	Current year + 1 year	Shredded\deleted	Depute Director of Finance
Committee (Internal)	Remuneration Committee (Stat) - Members copies Agenda, Minutes and papers	NVA	Current year + 1 year	Shredded\deleted	Depute Director of Finance
Committee (Internal)	PIG New Finance System Project	NVA	Termination of Project + 5 years	?	Depute Director of Finance
Committee (External)	Finance Officers Group Members copies of Agenda, Minutes and Paper	NVA	Current year + 1 year	Shred	Depute Director of Finance

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Finance Office's own (generic) activities - Finance	Purchase Orders (Blue copy)	N/A	Current year + 6 months	Shred	Depute Director of Finance
Finance Office's own (generic) activities - Finance	Catering Invoices	N/A	Current year + 6 months	Shredded	Depute Director of Finance
Finance Office's own (generic) activities - Finance	Credit Card receipts and reconciliations	N/A	Current year + 6 months	Shredded	Depute Director of Finance
Finance Office's own (generic) activities - Finance	Delivery Notes	N/A	Current Financial year + 6 years	Shredded	Depute Director of Finance
Finance Office's own (generic) activities - Finance	Expenditure Transfer Form (Completed)	N/A	Current year + 6 months	Shredded	Depute Director of Finance
Finance Office's own (generic) activities - Finance	Expenses Claim Form (completed) and receipts	N/A	Until processed to Accounts Payable	Forwarded to Accounts Payable (no copy retained in section)	Depute Director of Finance

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Finance Office's own (generic) activities - Finance	Invoices	N/A	Until processed to Accounts Payable	Forward to Accounts Payable with Pink copy of order (no copy retained)	Depute Director of Finance
Finance Office's own (generic) activities - Finance	Purchase Order	N/A	Current year + 6 months	Shredded	Depute Director of Finance
Finance Office's own (generic) activities - Finance	AV Form (Completed)	N/A	Current year + 6 months	Shredded	Depute Director of Finance
Governance	Fraud Investigations	Closure of case	Closure of case + 6 years	Confidential waste	Depute Director of Finance
Governance	SHEFC Audit\Investigation	Closure of case	Closure of case + 6 years	Confidential waste	Depute Director of Finance
HR	Sickness Records	N/A	As HR DP Statement	Master copies forwarded to HR. Copy shred	Depute Director of Finance
HR	Return to work meeting record	N/A	As HR DP Statement	Master copy forwarded to HR. Copy retained by member of staff shred	Depute Director of Finance

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HR	Staff Time - Signing In Sheets	At end of current year	Date of record + 2 years	Shred	Depute Director of Finance
HR	Flexi Records (Excel)	N/A	Date of record + 2 years	Delete	Depute Director of Finance
HR	Flexi Records (Oracle)	N/A	Date of record + 2 years	Delete	0
HR	Holiday Cards	N/A	Cards - current annual holiday leave period	Cards forwarded to HR at end of annual holiday leave period	Depute Director of Finance
HR	Staff development - (copy of signed PAR forms held by individual members of FO staff only)	N/A	As stipulated in the University OD Guidelines	Shred	Depute Director of Finance
HR	Reference requests & responses	N/A	Provision of reference + 1 year	Confidential waste or where appropriate forward to HR	Depute Director of Finance
Insurance	Travel Insurance Claims	N/A	Master documentation forwarded to Court Office	Master documentation forwarded to Court Office	Depute Director of Finance
Insurance	Saltire Centre – insurance documentation	N/A	Master documentation forwarded to Court Office	Master documentation forwarded to Court Office	Depute Director of Finance

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Insurance	Insurance Claims - Settlements	N/A	Master documentation forwarded to Court Office	Master documentation forwarded to Court Office	Depute Director of Finance
Planning	Tribal Meetings - meeting papers (Member copy)	N/A	Current year + 1 year	Shred	Depute Director of Finance
Planning	Mgt A/c Away Day - Planning working papers	N/A	Publication of Plan + 1 year	Shred	Depute Director of Finance
Planning	Zero Based Budget Exercise (Preparation of annual operating budget)	N/A	Current year + 1 year	Shred	Depute Director of Finance
Risk	Risk Register 2007 to 2009 (Master copies of all Uni Depts)	Superseded	Superseded + 1 year	Review for Archive	Depute Director of Finance
Risk	Risk Management Workshop - Papers and training material	N/A	Superseded + 1 year	Routine waste	Depute Director of Finance