



PRINT DESIGN SERVICES

RECORDS RETENTION SCHEDULE

DECEMBER 2011

ACTIVITY AREAS

- 1 Departmental meetings
- 2 Finance
- 3 Equipment\Materials
- 4 Health and Safety\Risk\Insurance
- 5 Human Resources
- 6 Planning Documentation
- 7 University Committees
- 8 Reproduction
- 9 Design

| <u>Activity Area</u> | <u>Name of record</u> | <u>To Records store</u> | <u>Suggested retention period</u> | <u>Method of disposal</u> | <u>Authorised by:</u> |
|----------------------|-----------------------|--|-----------------------------------|---------------------------|-----------------------|
| | | (Inactive Period i.e. each session) | | (Archive\Shred) | |

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|-----------------------|--|---------------------------------------|---|--|--------------------------|
| Departmental Meetings | Departmental meetings - Minutes\Agendas\Papers | When no longer required for reference | Current year + 3 years Clerk's copy of confirmed Minute, Agenda and papers. ALL other copies current academic year + 1 year maximum | Shred\Delete | Head of Print and Design |
| Finance | AV Form (Completed) | N\A | Current year + 1 year | Top copy sent to Finance Office - carbon copies shredded | Head of Print and Design |
| Finance | Catering Invoices | N\A | Current year + 1 year | Master copies sent to Finance Office - Duplicate copies shredded | Head of Print and Design |
| Finance | Credit Card receipts and reconciliations | N\A | Copy retained for current year + 1 year | Master copies sent to Finance Office - Duplicate copies shredded | Head of Print and Design |

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| Finance | Delivery Notes | End of current year | Master retained by unit for current year + 6 years | Shred | Head of Print and Design |
| Finance | Expenditure Transfer Form (Completed) | N\A | Copy retained by unit for current year + 1 year | Top copy sent to Finance Office - carbon copies shredded | Head of Print and Design |
| Finance | Expenses Claim Form (completed) and receipts | N\A | Copy retained by Unit for current year + 1 year | Master copies sent to Finance Office - Duplicate copies shredded | Head of Print and Design |
| Finance | invoice request forms (completed) | N\A | Electronic copy (only) retained by Unit for current year + 1 year | Master copies sent to Finance Office - Duplicate copies deleted | Head of Print and Design |

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| Finance | Invoices | N\A | Copy retained by unit for current year + 1 year | Master copies sent to Finance Office - Duplicate copies shredded | Head of Print and Design |
| Finance | University budget info - hard copy of spreadsheet with financial information | N\A | Electronic retained by Unit for reference for current session + 3 years | Master copy submitted to FO at Planning round Copies shredded\deleted | Head of Print and Design |
| Finance | Purchase Order | N\A | Copy retained by Unit for current year + 1 year | Master copies sent to Finance Office - Duplicate copies shredded | Head of Print and Design |
| Finance | Delegated Authority Form (Internal Finance Process) | N\A | Retained until completed and forwarded to Finance Office | Master sent to Finance Office | Head of Print and Design |

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| Finance | Information Services University Budget Information | N\A | Electronic retained by Unit for reference for current session + 3 years | Master copy to Finance Office at Planning Round. Copies shredded | Head of Print and Design |
| Equipment\ materials | Supplier Contracts | N\A | Master forwarded to Procurement. Copy end of current year + 1 year | Delete/Shred | Head of Print and Design |
| Equipment\ materials | Equipment Warranty Records | N\A | Life of warranty + 2 years | Delete/Shred | Head of Print and Design |
| Equipment\ materials | Lease Agreements | N\A | Life of lease agreement + 2 years | Delete/Shred | Head of Print and Design |

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| Health&Safety/Risk/Insurance | PDS Business Continuity Plan | N\A | Superseded + 1 year | Shred\Delete | Head of Print and Design |
| Health&Safety/Risk/Insurance | PDS Health & Safety/Risk docs | N\A | Master copy Superseded + 1 year Duplicate copies when superseded | Delete\Shred | Head of Print and Design |
| Health&Safety/Risk/Insurance | Departmental H & Safety Meeting (Agenda/Minutes/Papers) | N\A | Clerk's copy current year + 3 years. All other copies academic year +1 year maximum | Delete\Shred | Head of Print and Design |
| Human Resources | Correspondence with staff\HR concerning staff maternity leave entitlement | N\A | While current + 2 years | Master forwarded to HR\FO Copies - electronic deleted\paper shredded | Head of Print and Design |

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|----------------------|--|---|---|---|--------------------------|
| Human Resources | Holiday Cards | N\A | Cards - current annual holiday leave period | Cards forwarded to HR at end of annual holiday leave period | Head of Print and Design |
| Human Resources | Internal Authorisation for Recruitment Documentation - post approval documentation\profiles\advert | N\A | Current year + 2 years | Masters forwarded to HR Duplicate copies shredded | Head of Print and Design |
| Human Resources | Absence Reporting Oracle HR System | N\A | As defined by HR Retention Schedule/Policy | Delete | Head of Print and Design |
| Human Resources | Staff development - copy of signed PAR forms | When no longer required for routine reference | As stipulated in the University OD Guidelines | Confidential Waste\Delete | Head of Print and Design |

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|------------------------|--|---|---|--------------------------|--------------------------|
| Planning documentation | Planning docs | When no longer required for routine reference | Current year + 4 years | Shred\Delete | Head of Print and Design |
| University Committees | Members copy of committee meetings Agendas\Minutes\Papers | N\A | Current year + 1 year maximum | Shred\Delete | Head of Print and Design |
| Reproduction | Print Room - Electronic files submitted for copying | N\A | Until processing of copying request has been completed. | Delete | Head of Print and Design |
| Reproduction | Hardcopy information submitted for copying | N\A | Until processing of copying request has been completed. | Return with photocopying | Head of Print and Design |

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|--------|-----------------------|-----|---|---|--------------------------|
| Design | Photographs | N\A | When no longer required for marketing\reproduction and within agreed permissions of photo subject. Maximum period 10years | Delete routine photographs. Special images retained as archival | Head of Print and Design |
| Design | Design proofs - paper | N\A | Retain for 1 year | Confidential Waste | Head of Print and Design |
| Design | Digital design Proofs | N\A | Digital proofs held on Quark until 2016 (until more than 5 years old) Digital proofs held on Indesign 5 years | Delete | Head of Print and Design |