



PRINCIPAL'S GROUP – PA TO PVC LEARNING AND TEACHING

RETENTION SCHEDULE

APRIL 2011

ACTIVITY AREAS

- 1 Academic Schools/Departments
- 2 External Committees
- 3 Finance
- 4 SFC/Scottish Executive
- 5 University Committees

<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)	
Academic Schools / Departments	General routine correspondence	Dependent on subject matter of the record.	Retention period will be dependent on subject matter of the record.	Dependent on subject matter of the record.	PA to PVC Learning and Teaching
External Committees	Universities Scotland Learning & teaching Committee - Agenda, Minutes and papers (member copy)	N\A	Immediately after meeting	Shred	PA to PVC Learning and Teaching
External Committees	Higher Education Academy Board - Agenda, Minutes and papers (member copy)	N\A	Current year + 1 year	Delete	PA to PVC Learning and Teaching
Finance	Catering Invoices	N\A	Copy retained by Principal's Group for current year + 1 year	Master copies sent to Finance Office - Copies shred	PA to PVC Learning and Teaching
Finance	Credit Card receipts and reconciliations	N\A	Copy retained by Principal's Group for current year + 1 year	Master sent to Finance Office - Electronic copy deleted	PA to PVC Learning and Teaching
Finance	Expenses Claim Form (completed) and receipts	N\A	Copy retained by Principal's Group for current year + 1 year	Master sent to Finance Office - Electronic copy deleted	PA to PVC Learning and Teaching

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		(Inactive Period i.e. each session)		(Archive\Shred)	
Finance	Invoices	N\A	Copy retained by Principal's Group for current year + 1 year	Master sent to Finance Office - Electronic copy deleted	PA to PVC Learning and Teaching
SFC\Scottish Executive	General routine correspondence	N\A	Current year + 2 years (Note: may be more depending on subject matter of correspondence)	Delete	PA to PVC Learning and Teaching
University Committees	Student Officer and University Liaison (SOUL) Committee - Agenda, Minutes and Papers (Clerk's Copy)	Current session + 2 years	Current session + 5 years	Review for Archive	PA to PVC Learning and Teaching
University Committees	Executive Board - Agenda, Minutes and papers (member copy)	N\A	Immediately after meeting	Shred	PA to PVC Learning and Teaching
University Committees	Senate - Agenda, Minutes and papers (member copy)	N\A	Immediately after meeting	Shred	PA to PVC Learning and Teaching
University Committees	Court - Agenda, Minutes and papers (member copy)	N\A	Immediately after meeting	Shred	PA to PVC Learning and Teaching
University Committees	Equality & Diversity - Agenda, Minutes and papers (member copy)	N\A	Immediately after meeting	Shred	PA to PVC Learning and Teaching

<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>
		<u>(Inactive Period i.e. each session)</u>		<u>(Archive\Shred)</u>	
University Committees	Honorary Degrees - Agenda, Minutes and papers (member copy)	N\A	Immediately after meeting	Shred	PA to PVC Learning and Teaching