



PRINCIPAL'S GROUP

PVC RESEARCH'S OFFICE

RETENTION SCHEDULE

FEBRUARY 2011

ACTIVITY AREAS

1	Academic Appeals	10	Human Resources
2	Assessment	11	Institutional reports
3	Business Continuity	12	Internal Strategic Investment/Initiatives
4	Complaints	13	Legal Documents
5	Estates	14	Planning Documentation
6	External Bursery/Awards/Initiatives	15	Planning/Quality
7	External Committees	16	Research
8	Finance	17	School Documentation
9	Health&Safety/Risk/Insurance	18	University Committees

Activity Area	Name of record	To Records store	Suggested retention period	Method of disposal	Authorised by:
		(Inactive Period i.e. each session)		(Archive\Shred)	
Academic Appeals	Academic Appeal Form & associated appeal paperwork	N/A	Confidential Waste	Last action on case	PA to PVC (Research)
Assessment	Draft Addition to University Assessment Regulations	N/A	Shred	Until superseded	PA to PVC (Research)
Business Continuity	Principal's Group Business Continuity Plan	N/A	Confidential Waste	Superseded + 1 year	PA to PVC (Research)
Business Continuity	Managing Business Continuity/Minimising Impact Meetings - Agendas, Minutes and Papers (Members copies)	N/A	Confidential Waste	Current year + 1 year	PA to PVC (Research)
Business Continuity	Business Continuity Plans	N/A	Confidential Waste	Superseded + 1 year	PA to PVC (Research)
Complaints	Letter of complaint from Student (If formal complaint procedure initiated)	N/A	Original forwarded to Academic Administration	Master - Last action on case + 5 years (formal complaint procedure initiated)	PA to PVC (Research)
Complaints	Letter to student in response to Complaint (If formal complaint procedure initiated)	N/A	Review for shredding after last action on case + 5 years	Master - Last action on case + 5 years (formal complaint procedure initiated)	PA to PVC (Research)
Complaints	Correspondence with School/Department regarding student complaint (If formal complaint procedure initiated)	N/A	Review for shredding after last action on case + 5 years	Master - Last action on case + 5 years (formal complaint procedure initiated)	PA to PVC (Research)
Complaints	Letter of complaint from Student (if formal complaint procedure not initiated)	annually at end of session	Review for shredding after last action on complaint + 3 years	Master - Last action on complaint + 3 years (Formal procedure NOT initiated)	PA to PVC (Research)

<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)	
Complaints	Copy of letter to student in response to Complaint (if formal complaint procedure not initiated)	annually at end of session	Review for shredding after last action on complaint + 3 years	Master - Last action on complaint + 3 years (Formal procedure NOT initiated)	PA to PVC (Research)
Complaints	Correspondence with School\Department regarding student complaint (if formal complaint procedure not initiated)	annually at end of session	Review for shredding after last action on complaint + 3 years	Master - Last action on complaint + 3 years (Formal procedure NOT initiated)	PA to PVC (Research)
Complaints	Enquiries, complaints, feedback from public	N/A	Shred	Last action on Feedback + 1 year	PA to PVC (Research)
Complaints	Letter of complaint from member of staff (If formal complaint procedure initiated)	N/A	Original forwarded to Academic Administration	Master - Last action on case + 5 years (formal complaint procedure initiated)	PA to PVC (Research)
Complaints	Copy of letter to member of staff in response to Complaint (If formal complaint procedure initiated)	N/A	Review for shredding after last action on case + 5 years	Master - Last action on case + 5 years (formal complaint procedure initiated)	PA to PVC (Research)
Complaints	Correspondence with School\Department regarding member of staff complaint (If formal complaint procedure initiated)	N/A	Review for shredding after last action on case + 5 years	Master - Last action on case + 5 years (formal complaint procedure initiated)	PA to PVC (Research)
Complaints	Letter of complaint from member of staff (if formal complaint procedure not initiated)	annually at end of session	Review for shredding after last action on complaint + 3 years	Master - Last action on complaint + 3 years (Formal procedure NOT initiated)	PA to PVC (Research)
Complaints	Copy of letter to member of staff in response to Complaint (if formal	annually at end of session	Review for shredding after last action on complaint + 3 years	Master - Last action on complaint + 3 years (Formal	PA to PVC (Research)

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		(Inactive Period i.e. each session)		(Archive\Shred)	
	complaint procedure not initiated)			procedure NOT initiated)	
Complaints	Correspondence with School\Department regarding member of staff complaint (if formal complaint procedure not initiated)	annually at end of session	Review for shredding after last action on complaint + 3 years	Master - Last action on complaint + 3 years (Formal procedure NOT initiated)	PA to PVC (Research)
Complaints	Harrasment Complaint	N\A	Shred	Last action on complaint + 1 year	PA to PVC (Research)
Complaints	Student Complaints Appeal Panel paperwork (copy)	N\A	Shred	Last action on appeal + 1 year	PA to PVC (Research)
Complaints	Complaints\Grievance Hearing (copy)	N\A	Shred	Last action on complaint\grievance + 1 year	PA to PVC (Research)
Complaints	Grievance Panel Notes/Paperwork (copy)	N\A	Shred	Last action on grievance + 1 year	PA to PVC (Research)
Complaints	Investigation Report and Related Paperwork (Copy)	N\A	Shred	Last action on investigation + 1 year	PA to PVC (Research)
Estates	Architect diagrams of Prinicipal's Group accommodation	N\A	Masters forwarded to Estates Duplicate copies shredded	While required for reference or superseded	PA to PVC (Research)
External Bursery\Awards\Initiatives	SFC Spirit Awards - Copy Bids	N\A	Shred	Completion of bid process or duration of Award period	PA to PVC (Research)
External Bursery\Awards\Initiatives	Carnegie Cameron Postgrad Taught Bursaries - Student Application Forms & Applcants Database (unsuccessful applicants)	When no longer required for reference	confidential waste Delete database	Completion of application process + 3 months unless otherwise stipulated by funding body	PA to PVC (Research)

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External Bursery\Awards\Initiatives	Carnegie Cameron Postgrad Taught Bursaries - Student Application Forms & Applicants Database (successful applicants)	When no longer required for reference	confidential waste Delete database	7 years from session of award unless otherwise stipulated by funding body	PA to PVC (Research)
External Committees	Academic Review Culture & Humanities Panel, Bangor Uni - Agenda (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	BSA Council- Agenda and Minutes (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	City of Science Steering Group Minutes and Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	Commonwealth Games Research Collaboration Minutes and papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	Commonwealth Games Research Collaboration Copy of Draft Memorandum of Agreement	N/A	Shred	Until superseded	PA to PVC (Research)
External Committees	HealthQWest - Agenda, Minutes, Papers (Member's Copies)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	HealthQWest - Collaboration Agreement	N/A	Shred	End of Agreement	PA to PVC (Research)
External Committees	Management Focus Group - Meeting Notes (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	SHEEC/HEA International Benchmarking Working Group: Agendas, Papers and	N/A	Shred	Current year + 1 year (or to end of Working Group)	PA to PVC (Research)

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	Minutes (Members copy)				
External Committees	RKEC (Unv Scotland) - Agenda, Minutes, Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	Scottish & Southern CSL Meeting - Agendas and Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	SIPR Board of Governance - Agenda, Minutes, Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	SIPR Board of Governance - Annual Report	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	ESRC - Sociology International Benchmarking Review Panel - Reports, Minutes, Papers etc (Members copy)	N/A	Shred	Current year + 1 year (or to end of Review Panel)	PA to PVC (Research)
External Committees	Universities Scotland Public Affairs Strategy	N/A	Shred	Until superseded	PA to PVC (Research)
External Committees	Universities UK External Examiners Review Group - Agendas, Minutes and Papers (Member's copies)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	UVAC (Univ Vocational Awards Council) - Agenda, Minutes and Papers (Member's Copies)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	GRPE Management & Strategy Group (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
External Committees	KTP Advisory Board ? Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)

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External Committees	Universities Scotland Research & Commercialisation Committee Agendas, Minutes & Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
Finance	AV Form (Completed)	N/A	Top copy sent to Finance Office - carbon copies shredded	Copy retained current year + 1 year	PA to PVC (Research)
Finance	Catering Invoices	N/A	Master copies sent to Finance Office - Duplicate copies shredded	Copy retained current year + 1 year	PA to PVC (Research)
Finance	Credit Card receipts and reconciliations	N/A	Master copies sent to Finance Office - Duplicate copies shredded	Copy retained current year + 1 year	PA to PVC (Research)
Finance	Delivery Notes	End of current year	Master copies sent to Finance Office - Duplicate copies shredded	Master retained by Principal's Group for current year + 6 years	PA to PVC (Research)
Finance	Expenditure Transfer Form (Completed)	N/A	Top copy sent to Finance Office - carbon copies shredded	Copy retained current year + 1 year	PA to PVC (Research)
Finance	Expenses Claim Form (completed) and receipts	N/A	Master copies sent to Finance Office - Duplicate copies shredded	Copy retained current year + 1 year	PA to PVC (Research)
Finance	invoice request forms (completed)	N/A	Master copies sent to Finance Office - Duplicate copies deleted	Copy retained current year + 1 year	PA to PVC (Research)
Finance	Invoices	N/A	Master copies sent to Finance Office - Duplicate copies shredded	Copy retained current year + 1 year	PA to PVC (Research)
Finance	PG University budget info - hard copy of spreadsheet with financial information	N/A	Master copy submitted to FO at Planning round Copies shredded\deleted	Electronic retained for reference for current session + 3 years	PA to PVC (Research)

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Finance	Purchase Order	N/A	Master copies sent to Finance Office - Duplicate copies shredded	Copy retained for current year + 1 years	PA to PVC (Research)
Finance	Delegated Authority Form (Internal Finance Process)	N/A	Master sent to Finance Office - Electronic copy deleted	Retained until superseded	PA to PVC (Research)
Finance	University budget info - Annual Budget book (copy)	N/A	Shredded	Retained for reference until superseded	PA to PVC (Research)
Finance	University Budget - Forecast Year End Outlook;	N/A	Shred	Current Financial Year	PA to PVC (Research)
Finance	University Budget Payroll Forecasts	N/A	Shred	Current Financial Year	PA to PVC (Research)
Finance	Scheme of Delegation Form	N/A	Shred	Retained for reference until superseded	PA to PVC (Research)
Finance	Scheme of Delegation Form - Executive Levels	N/A	Shred	Retained for reference until superseded	PA to PVC (Research)
Finance	SFC Funding Letter 09-10 Budget (copy)	N/A	Shred	Funding year + 1 year	PA to PVC (Research)
Health&Safety/Risk/Insurance	PG Continuity Plan	N/A	Shredded	Duplicate copies when superseded	PA to PVC (Research)
Health&Safety/Risk/Insurance	PG Health & Safety/Risk docs	N/A	Shredded	Duplicate copies when superseded	PA to PVC (Research)
Health&Safety/Risk/Insurance	University Health & Safety document	N/A	Shredded	Duplicate copies when superseded	PA to PVC (Research)
Health&Safety/Risk/Insurance	Corporate Risk Registers	N/A	Shredded	Duplicate copies when superseded	PA to PVC (Research)

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Human Resources	Correspondence with staff\HR concerning maternity leave entitlement	N\A	Master forwarded to HR\FO Copies - electronic deleted\paper shredded	While current + 2 years	PA to PVC (Research)
Human Resources	Holiday Cards	N\A	Cards forwarded to HR at end of annual holiday leave period	Cards - current annual holiday leave period	PA to PVC (Research)
Human Resources	Internal Authorisation for Recruitment Documentation - post approval documentation\profiles\advert\business case for approval	N\A	Masters forwarded to HR Duplicate copies shredded	Current year + 2 years	PA to PVC (Research)
Human Resources	Staff development - copy of signed PAR forms	When no longer required for routine reference	Confidential Waste	As stipulated in the University OD Guidelines	PA to PVC (Research)
Human Resources	Internal Authorisation for contract extention associated documentation\forms	N\A	Masters forwarded to HR Duplicate copies shredded	Current year + 2 years	PA to PVC (Research)
Human Resources	Reference responses for PgD Applications	N\A	Confidential waste	Provison of reference + 1 year	PA to PVC (Research)
Human Resources	Reference requests and responses given in confidence	N\A	Confidential waste or where appropriate forward to HR	Provision of reference + 1 year	PA to PVC (Research)
Human Resources	Staff development - copy of signed PDAR forms	When no longer required for routine reference	Confidential Waste	As stipulated in the University OD Guidelines	PA to PVC (Research)
Human Resources	Absence documentation	N\A	Original\master copies forwarded to HR Duplicate copies confidential waste	Held while in current use	PA to PVC (Research)
Human Resources	Staff Recruitment Application Forms & HR appointment pack	N\A	Return to HR	After recruitment process has been completed	PA to PVC (Research)

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	(including post profile, scoring sheets etc)				
Human Resources	External recruitment company Reports, assessment sheets and related recruitment paperwork	N/A	Masters forwarded to HR Duplicate copies shredded	Current year + 2 years	PA to PVC (Research)
Human Resources	Email correspondence concerning salary payments	N/A	Original forwarded to HR \Payroll Duplicate copies confidential waste	Master current tax year + 6 years Copy current financial year + 1 year	PA to PVC (Research)
Human Resources	Academic Promotions Round Paperwork	N/A	Shred	Copy - End of Promotions Round	PA to PVC (Research)
Human Resources	Remuneration Panel Paperwork	N/A	Shred	Copy - End of Remuneration Panel process	PA to PVC (Research)
Institutional Reports	HEA Institutional Report 08-09	N/A	Shred	Until superseded or while current	PA to PVC (Research)
Institutional Reports	Report - Economic Impact of GCU - Draft	N/A	Shred	Until superseded	PA to PVC (Research)
Internal Strategic Investment\Initiatives	Research Pump Priming Fund - copy applicant decision matrix	N/A	Shred	Copy - Completion of application process + 3 months	PA to PVC (Research)
Internal Strategic Investment\Initiatives	Research Pump Priming Fund - copy of applications (successful)	N/A	Shred	Copy - Completion of application process + period of funding	PA to PVC (Research)
Internal Strategic Investment\Initiatives	Research Pump Priming Fund - copy of applications (unsuccessful)	N/A	Shred	Copy - Completion of application process + 3 months	PA to PVC (Research)

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Internal Strategic Investment\Initiatives	Funding - Magnus Magnusson Scholarships Applications (copy)	N/A	Shred	Copy - Completion of application process + 3 months	PA to PVC (Research)
Legal	FoI Request - email correspondence with ICS and associated papers	N/A	Shred	Completion of request handling process + 6 months	PA to PVC (Research)
Legal Documents	Copies of Memorandum of Agreements	N/A	Shredded\deleted	Until no longer required for reference	PA to PVC (Research)
Legal Documents	Copies of Memorandum of Associations	N/A	Shredded\deleted	Until no longer required for reference	PA to PVC (Research)
Legal Documents	Copy of Research Collaboration Agreement	N/A	Shredded\deleted	Until no longer required for reference	PA to PVC (Research)
Legal Documents	Copy of Memorandum of Understanding	N/A	Shredded\deleted	Until no longer required for reference	PA to PVC (Research)
Legal Documents	Copy of Draft MoA	N/A	Shredded\deleted	Until superseded	PA to PVC (Research)
Planning documentation	Planning docs	When no longer required for routine reference	Copy - Shredded\deleted. Master - forwarded to Planning Office\Finance Office at Planning round	Copy - Current year + 4 years	PA to PVC (Research)
Planning documentation	Planning Templates - Schools and Support Department Plans	N/A	Shred	Until superseded	PA to PVC (Research)
Planning documentation	Executive Strategic Planning and Budget Meeting - Minutes and Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
Planning documentation	Copy of School Quarterly Reports	N/A	Shred	End of financial year	PA to PVC (Research)

Activity Area	Name of record	To Records store	Suggested retention period	Method of disposal	Authorised by:
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Planning documentation	School Plans	N/A	Shred	Until superseded	PA to PVC (Research)
Planning documentation	Support Dept Plans - QO, CRLL, Mktg, Cal Acad	N/A	Shred	Until superseded	PA to PVC (Research)
Planning\Quality	CBS Portfolio Review 2009\2010 (copy documentation)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
Research	Glycologic AGM Papers (Members copy)	N/A	Shred	Current session + 1 year	PA to PVC (Research)
Research	Research Challenge Meetings - Notes and papers (members copy)	N/A	Shred	Current session + 1 year	PA to PVC (Research)
School Documentation	School Board - Minutes\Agendas\Papers (Members copies)	N/A	Shred	current academic year + 1 year	PA to PVC (Research)
School Documentation	Copy of NHS Service Level Agreement Letter	N/A	Shred	End of agreement or superseded	PA to PVC (Research)
School Documentation	School of Health Draft Governance Document	N/A	Shred	Until superseded	PA to PVC (Research)
School Documentation	SEC - Copy of application and CV for elect degree course	N/A	Shred	After recruitment process has been completed + 3 months	PA to PVC (Research)
University Committees	TRAC Steering Group - Agenda, Papers (members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	APC - Minutes\Agendas\Papers (Members copies)	N/A	Shredded\deleted	Current year + 1 year	PA to PVC (Research)
University Committees	Research Committee - Minutes\Agendas\Papers	N/A	Shredded\deleted	Current year + 1 year	PA to PVC (Research)

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	(Members copies)				
University Committees	Senate - Minutes\Agendas\Papers (Members copies)	N/A	Shredded\deleted	Current year + 1 year	PA to PVC (Research)
University Committees	Court Membership Committee (Non Stat) - Agenda, Minutes and papers (Members copies)	N/A	Shredded\deleted	Current year + 1 year	PA to PVC (Research)
University Committees	Finance & General Purposes Committee (Non-Stat) - Agenda. Minutes and Papers (Members copies)	N/A	Shredded\deleted	Current year + 1 year	PA to PVC (Research)
University Committees	Health & Safety Committee (Non-Stat) - Agenda (Members copies)	N/A	Shredded\deleted	Current year + 1 year	PA to PVC (Research)
University Committees	Staff Policy Committee (Non-Stat) - Agenda, Minutes and papers (Members copies)	N/A	Shredded\deleted	Current year + 1 year	PA to PVC (Research)
University Committees	Audit Committee (Stat) - Agenda, Minutes and papers (Members copies)	N/A	Shredded\deleted	Current year + 1 year	PA to PVC (Research)
University Committees	Remuneration Committee (Stat) - Agenda, Minutes and papers (Members copies)	N/A	Shredded\deleted	Current year + 1 year	PA to PVC (Research)
University Committees	Carbon Management Programme Board - Agenda, Minutes, Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Court - Agendas, Minutes, Papers	N/A	Shred	Current year + 1 year	PA to PVC (Research)

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University Committees	Degree Structure Working Group - Meeting Notes (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Estates Progressing Committee - Agendas, Minutes and Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Equality & Diversity Committee - Agendas, Minutes and Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Ethics Committee - Agenda, Minutes and Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Graduate School Meetings - Notes and papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Graduate School - Strategic Review Paper 09-10	N/A	Shred	Copy - Current year + 1 year	PA to PVC (Research)
University Committees	Grameen Caledonian College of Nursing - Agenda (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Heads of Research Meeting - Agenda (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Honorary Degree Committee - Minutes, Agendas and Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Research Institutes Joint Policy Advisory Group - Minutes, Agendas and Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	International Committee - Agendas, Minutes and	N/A	Shred	Current year + 1 year	PA to PVC (Research)

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	Papers (Members copy)				
University Committees	ISIS Meeting - Agenda, Minutes, Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	International Strategy Steering Group - Agendas, Minutes, Papers & Reports (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Joint Consultative Group (Academic) - Agendas, Minutes, Papers, Membership List (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Academic Development Tutor Meeting - Minutes (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	London Centre Programme Implementation Group - Meeting Notes and papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Restructuring Consultation Support Group - Minutes and Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Pandemic Flu Group - Agendas, Papers and Notes (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	GCU Remuneration Committee Meeting - Papers (Members copy)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Research Committee - Minutes\Agendas\Papers (Members copies)	N/A	Shred	Current year + 1 year	PA to PVC (Research)

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University Committees	Senate - Minutes\Agendas\Papers (Members copies)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	SIG - Minutes, Agendas and Papers (Members copies)	N/A	Shred	Current year + 1 year	PA to PVC (Research)
University Committees	Executive Board - Agendas and Minutes, papers (Member's copies)	N/A	Shred	Current year + 1 year	PA to PVC (Research)