



## PRINCIPAL'S GROUP – PA TO PVC EXTERNAL RELATIONS

### RETENTION SCHEDULE

APRIL 2011

## ACTIVITY AREAS

- 1 Legal Documents
- 2 Executive
- 3 Committees
- 4 Finance
- 5 SFC/Scottish Executive

<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>
		<b>(Inactive Period i.e. each session)</b>		<b>(Archive\Shred)</b>	
Legal Documents	Original Contract between GCU and INTO dated 14 February 2011	Termination of contract + 6 months	Termination of contract + 5 years	Paper original - Review for deposit in University Archive	PA to PVC External Relations
Executive	Miscellaneous Contracts (Originals)	Termination of contract + 6 months	Termination of contract + 5 years	Paper original - Review for deposit in University Archive	PA to PVC External Relations
Committees	Executive Board -Agenda, Minutes and Papers (Members copy)	N\A	Immediate completion of meeting	Shredded	PA to PVC External Relations
Committees	Senate -Agenda, Minutes and Papers (Members copy)	N\A	Immediate completion of meeting	Shredded	PA to PVC External Relations
Committees	Court -Agenda, Minutes and Papers (Members copy)	N\A	Immediate completion of meeting	Shredded	PA to PVC External Relations
Committees	Honorary Degrees -Agenda, Minutes and Papers (Members copy)	N\A	Immediate completion of meeting	Shredded	PA to PVC External Relations
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 External Relations

<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>
		<b>(Inactive Period i.e. each session)</b>		<b>(Archive\Shred)</b>	
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 External Relations
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 External Relations
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 External Relations
SFC\Scottish Executive	General routine correspondence (arrangements for meetings)	N\A	Current year + 2 years	Archived - original shredded once scanned	PA to PVC External Relations
SFC\Scottish Executive	General routine correspondence (other than arrangements for meetings)	To be determined by subject matter	To be determined by subject matter	To be determined by subject matter	PA to PVC External Relations