



PRINCIPAL'S GROUP – PA TO PVC STRATEGY AND RESEARCH

RETENTION SCHEDULE

APRIL 2011

ACTIVITY AREAS

- 1 Business Continuity
- 2 External Committees
- 3 Finance
- 4 Human Resources
- 5 Strategic Planning documentation
- 6 School Documentation
- 7 Universities 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)	
Business Continuity	Principal's Group Business Continuity Plan (Copy)	N/A	Superseded + 1 year	Shred	PA to PVC Strategy & Research
External Committees	Buckingham University Council and Advisory Committee, Minutes/Agendas and papers (Members copy)	N/A	Date of meeting + 3 months	Shred	PA to PVC Strategy & Research
External Committees	Buckingham University Council and Advisory Committee, General correspondence concerning meeting arrangements etc	N/A	Date of meeting + 3 months	Shred	PA to PVC Strategy & Research
Finance	AV Form (Completed)	N/A	Copy retained by Principal's Group for current year + 1 year	Top copy sent to Finance Office - carbon copies shred	PA to PVC Strategy & Research
Finance	Catering Invoices	N/A	Copy retained by Principal's Group for current year + 1 year	Master copies sent to Finance Office - Duplicate copies shred	PA to PVC Strategy & Research
Finance	Credit Card receipts and reconciliations	N/A	Copy retained by Principal's Group for current year + 1 year	Master copies sent to Finance Office - Duplicate copies shred	PA to PVC Strategy & Research
Finance	Delivery Notes	End of current year	Master retained by Principal's Group for current year + 6 years	Shred	PA to PVC Strategy & Research

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Finance	Expenditure Transfer Form (Completed)	N/A	Copy retained by Principal's Group for current year + 1 year	Top copy sent to Finance Office - carbon copies shred	PA to PVC Strategy & Research
Finance	Expenses Claim Form (completed) and receipts	N/A	Copy retained by Principal's Group for current year + 1 year	Master copies sent to Finance Office - Duplicate copies shred	PA to PVC Strategy & Research
Finance	invoice request forms (completed)	N/A	Electronic copy (only) retained by Principal's Group for current year + 1 year	Master copies sent to Finance Office - Duplicate copies delete	PA to PVC Strategy & Research
Finance	Invoices	N/A	Copy retained by Principal's Group for current year + 1 year	Master copies sent to Finance Office - Duplicate copies shred	PA to PVC Strategy & Research
Finance	PG 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 Shred\delete	PA to PVC Strategy & Research
Finance	Purchase Order	N/A	Copy retained by Principal's Group for current year + 1 years	Master copies sent to Finance Office - Duplicate copies shred	PA to PVC Strategy & Research
Finance	Delegated Authority Form (Internal Finance Process)	N/A	Retained until superseded	Master sent to Finance Office - Electronic copy delete	PA to PVC Strategy & Research
Finance	University budget info - Annual Budget book (copy)	N/A	Until superseded	Shred	PA to PVC Strategy & Research
Human Resources	Holiday Cards	N/A	Cards - current annual holiday leave period	Cards forwarded to HR at end of annual holiday leave period	PA to PVC Strategy & Research

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Human Resources	Internal Authorisation for Recruitment Documentation - post approval documentation\profiles\advert	N/A	Current year + 2 years	Masters forwarded to HR Duplicate copies shred	PA to PVC Strategy & Research
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	PA to PVC Strategy & Research
Human Resources	Staff Recruitment Application Forms & HR appointment pack	N/A	Until recruitment process has been completed	Return to HR after recruitment process has been completed	PA to PVC Strategy & Research
Strategic Planning documentation	Preparation of University Annual Operating Budget - copy of spreadsheet with financial information	N/A	Master submitted to Planning Office at end of Planning round. Copy retain until superseded	Shred\Delete	PA to PVC Strategy & Research
Strategic Planning documentation	Planning Documents	N/A	Master submitted to Planning Office at end of Planning round. Copy retain until superseded	Shred\Delete	PA to PVC Strategy & Research
School Documentation	School Board - Minutes\Agendas\Papers (Members copies)	N/A	Current academic year + 1 year	Shred	PA to PVC Strategy & Research
University Committees	Senate - Minutes\Agendas\Papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research

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University Committees	Court Membership Committee (Non Stat) - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research
University Committees	Finance & General Purposes Committee (Non-Stat) - Agenda. Minutes and Papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research
University Committees	Audit Committee (Stat) - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research
University Committees	Remuneration Committee (Stat) - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research
University Committees	Equality and Diversity - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research
University Committees	Carbon Trust - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research
University Committees	Estates Progressing - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research

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University Committees	Sustainability Project Board - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research
University Committees	Religion and Belief Working Group - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research
University Committees	Administrative and Support Review Group - Agenda, Minutes and papers (Clerk's copy)	End of Review + 1 year	Life of Institution	Review for Archive	PA to PVC Strategy & Research
University Committees	Honorary Degrees Committee - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research
University Committees	Academic Reprofilling - Agenda, Minutes and papers (Clerk's copy)	End of Review + 1 year	Life of Institution	Review for Archive	PA to PVC Strategy & Research
University Committees	Executive Board - Electronic Extract of Minutes	N/A	Current Session + 1 year	Delete	PA to PVC Strategy & Research
University Committees	Miscellaneous electronic correspondence to members of Executive Board	N/A	What is subject of correspondence? Are these Masters?	Delete	PA to PVC Strategy & Research

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University Committees	Executive Board - Agenda, Minutes and papers (Members copies)	N/A	Current year + 1 year	Shred\delete	PA to PVC Strategy & Research