



PRINCIPAL'S GROUP – UNIVERSITY SECRETARY\VP Governance

RETENTION SCHEDULE

DECEMBER 2011

ACTIVITY AREAS

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3	Campus Development and Accommodation	12	Marketing
4	Complaints	13	Presentations
5	External Committees	14	Quality Office
6	Finance	15	SFC/Scottish Executive
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8	Health&Safety/Risk/Insurance	17	University Committees
9	Human Resources	18	University Executive

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store</u> <u>(Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> <u>(Archive\Shred)</u>	<u>Authorised by:</u>
Academic Schools	General routine correspondence	Dependent on subject matter	Dependent on subject matter	Dependent on subject matter	PA to University Secretary\VP Governance
Auditors	Internal Audit Reports	Completion of Audit + 1 year	Master - Completion of Audit + 5 years	Review for Archive	PA to University Secretary\VP Governance
Campus Development & Accommodation	Campus Master Plan (Copy)	N\A	Until superseded or no longer required for reference	Shred	PA to University Secretary\VP Governance
Campus Development & Accommodation	Campus development financial documents (copy)	N\A	Until superseded or no longer required for reference	Shred	PA to University Secretary\VP Governance
Campus Development & Accommodation	Campus Plans (Copy)	N\A	Until superseded or no longer required for reference	Shred	PA to University Secretary\VP Governance
Campus Development & Accommodation	General routine internal correspondence	N\A	While current + 1 year	Shred	PA to University Secretary\VP Governance

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Campus Development & Accommodation	Architect diagrams of accommodation (copy)	N\A	Until superseded or no longer required for reference	Shred	PA to University Secretary\VP Governance
Campus Development & Accommodation	Accommodation drawings\plans (Copy)	N\A	Until superseded or no longer required for reference	Shred	PA to University Secretary\VP Governance
Complaints	Complaints Policy (Copy)	N\A	Until superseded or no longer required for reference	Routine waste disposal	PA to University Secretary\VP Governance
Complaints	Enquiries, complaints, feedback from public	N\A	Last action on feedback + 1 year	Shred	PA to University Secretary\VP Governance
External Committees	INTO - Agenda, Minutes and papers (Member copy)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
External Committees	GCU Company Ltd Board meetings - Agenda, Minutes and papers (Member copy)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance

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External Committees	Universities Scotland Secretaries Group - Minutes and Papers (Member copy)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
Finance	Catering Invoices	N\A	Copy retained current year + 1 year	Master copies sent to Finance Office - Duplicate copies shred	PA to University Secretary\VP Governance
Finance	Visa Reconciliations	N\A	Copy retained current year + 1 year	Master copies sent to Finance Office - Duplicate copies shred	PA to University Secretary\VP Governance
Finance	Expenditure Transfer Forms	N\A	Copy retained current year + 1 year	Master copies sent to Finance Office - Duplicate copies shred	PA to University Secretary\VP Governance
Finance	Copies of Invoices	N\A	Copy retained current year + 1 year	Master copies sent to Finance Office - Duplicate copies shred	PA to University Secretary\VP Governance
Finance	Travel Expenses	N\A	Copy retained current year + 1 year	Master copies sent to Finance Office - Duplicate copies shred	PA to University Secretary\VP Governance
Finance	PG University budget info - copy of spreadsheet with financial information	N\A	Electronic retained for reference for current session + 3 years	Master copy submitted to FO at Planning round - Copies shred\delete	PA to University Secretary\VP Governance

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Finance	University budget info - Annual Budget book (copy)	N\A	Until superseded or no longer required for reference	Shred	PA to University Secretary\VP Governance
Finance	GCU Financial Regulations Reference Manual	N\A	Until superseded	Shred	PA to University Secretary\VP Governance
Finance	GCU Financial Procedures Reference Manual	N\A	Until superseded	Shred	PA to University Secretary\VP Governance
Freedom of Information	Freedom of Information requests - email correspondence with ICS and associated papers	N\A	Completion of request handling process + 6 months	Shred	PA to University Secretary\VP Governance
Health&Safety/Risk/Insurance	Business Continuity Plan (copy)	N\A	Superseded + 1 year	Shred	PA to University Secretary\VP Governance
Health&Safety/Risk/Insurance	Incident Reports	N\A	Duplicate - Current year + 1 year	Master forwarded to H&S - Duplicate shred	PA to University Secretary\VP Governance
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 University Secretary\VP Governance

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Human Resources	Holiday Cards	N\A	Current annual holiday leave period	Cards forwarded to HR at end of annual leave period	PA to University Secretary\VP Governance
Joint Consultative Committee (JCC)	JCC Agenda, Minutes\Papers (members copies)	N\A	Current year + 1 year	Shred\Delete	PA to University Secretary\VP Governance
Joint Consultative Committee (JCC)	General correspondence	When no longer required for routine reference	Masters - Current year + 20 years	Shred\Delete	PA to University Secretary\VP Governance
Joint Consultative Committee (JCC)	Documentation setting out agreements with Trade Union (copy)	N\A	Until superseded	Shred\Delete	PA to University Secretary\VP Governance
Joint Consultative Committee (JCC)	Documentation concerning Consultation\Negotiation with Trade Union on specific issues	N\A	Master - Last action on issue + 20 years	Archive	PA to University Secretary\VP Governance
Legal Documents	Memorandum of Agreements\associations (Copy)	N\A	Until superseded or expiry of MoA	Shred\Delete	PA to University Secretary\VP Governance
Legal Documents	Correspondence with lawyers concerning arrangements for meetings	N\A	Current year + 1 year	Shred\Delete	PA to University Secretary\VP Governance

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Legal Documents	Legal correspondence documenting legal advice (H&Safety, industrial relations)	When no longer required for reference (held for 5 years until Archive)	Master - Life of Institution	Archive	PA to University Secretary\VP Governance
Legal Documents	Records of Documents held in Fire Safe	N\A	Until superseded	Delete	PA to University Secretary\VP Governance
Marketing	Copies of Prospectus from other institutions	N\A	Until superseded or no longer required for reference	Routine waste disposal	PA to University Secretary\VP Governance
Marketing	Copies of booklets\information leaflets from other institutions	N\A	Until superseded or no longer required for reference	Routine waste disposal	PA to University Secretary\VP Governance
Presentation s	Electronic presentations	N\A	Current year + 1 year	Review for Archive	PA to University Secretary\VP Governance
Quality Office	Copies of Programme Approval documents	N\A	Until superseded or no longer required for reference	Shred	PA to University Secretary\VP Governance
Quality Office	General routine correspondence re Academic Programme development (i.e.	N\A	Current year + 1 year	Shred\Delete	PA to University Secretary\VP Governance

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	Meetings)				
SFC\Scottish Executive	General routine correspondence	To be determined by subject matter	To be determined by subject matter	To be determined by subject matter	PA to University Secretary\VP Governance
SFC\Scottish Executive	Documentation\correspondence concerning allocation of funding (Copy)	N\A	Current funding period + 1 year	Shred\Delete	PA to University Secretary\VP Governance
Strategic Planning documentation	Preparation of University Strategic Plan - working papers	N\A	Submission of Planning Documentation + 6 months	Shred\Delete	PA to University Secretary\VP Governance
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 University Secretary\VP Governance
University Committees	Executive Board - Minutes\Agendas\Papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	Court - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance

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University Committees	Finance & General Purposes Committee (Non-Stat) - Agenda, Minutes and Papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	Misc Working Groups\ad hoc meetings - Members copies of Agendas, Minutes, Papers	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	SIG - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	Audit Committee (Stat) - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	Staff Policy Committee - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	Court Membership Committee - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance

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University Committees	Health & Safety Committee - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	Remuneration Committee (Stat) - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	Senate - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	Estates Planning Committee - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	Equality & Diversity Committee - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Committees	University Senior Management Group - Agenda, Minutes and papers (Members copies)	N\A	Current year + 1 year	Shred	PA to University Secretary\VP Governance
University Executive	UE Circulars\correspondence (copy)	N\A	Current year + 1 year	Shred\Delete	PA to University Secretary\VP Governance

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