

<b>Records Retention Schedule</b>	<b>Governance</b>		
<b>Approved by</b>	Lucy Strachan	<b>Date</b>	31 August 2020
<b>Review Date</b>	31 August 2025	<b>Version</b>	V1.0

Reviewed 9/9/20

Functions:

<ul style="list-style-type: none"> <li>• Committees – Senate, Court, Standing committees</li> </ul>	<ul style="list-style-type: none"> <li>• Governors <i>see Court Records Retention Schedule</i></li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Gift Register/Register of Interests <i>see Court Records Retention Schedule</i></li> </ul>
<ul style="list-style-type: none"> <li>• Student discipline - Conduct and Plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>• Information Compliance <i>see Information Compliance Records Retention Schedule</i></li> </ul>
<ul style="list-style-type: none"> <li>• Complaints</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation of Court <i>see Court Records Retention Schedule</i></li> </ul>
<ul style="list-style-type: none"> <li>• Legal/litigation/dispute resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Students' Association <i>see Court Records Retention Schedule</i></li> </ul>
<ul style="list-style-type: none"> <li>• Higher Degrees - Conduct/Appeals</li> </ul>	<ul style="list-style-type: none"> <li>• University companies</li> </ul>

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total) Current Year (Cy)	Notes/Citation
<b>G1</b>	<b>Committees</b>						
G1.1	Committees Court, Senate, Standing Committees – Statutory and Non Statutory except any listed below	Minutes, agendas, papers, composition, membership lists, terms of reference, standing orders, chair's action sheets	End of academic session	Retain Electronic copy	5 years then transfer to Archives	Retain permanently for Archives	
G1.2	Committees correspondence – all committees	Miscellaneous correspondence	End of academic session	Delete or shred	n/a	Up to 1 year	
G1.3	Committee notes	Handwritten notes of meetings	Approval of minutes	Shred after the minutes are confirmed	n/a	n/a	
G1.4	Committee Chair	Briefing notes for Chair	End of academic session	Retain electronic copy	5 years then transfer to Archives	Retain permanently for Archives	
<b>G2</b>	<b>University Companies</b>						
G2.1	University Company records	Minutes, reports, correspondence,	End of academic session		5 years then transfer to Archives	Retain permanently for Archives	
G2.2	University Company correspondence	Companies House emails/correspondence including acknowledging/acceptance	End of academic session		n/a	6 years	

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		of annual confirmation statement					
<b>G3</b>	<b>Student Discipline &amp; Conduct</b>						
G3.1	Senate Disciplinary Committee - cases	Confidential annexe, notification of Report of Case, Correspondence including to student, schedule of cases, actions, case paperwork	End of academic session after closure of case	Last action on case plus 1 year (hardcopy)	5 years	6 years	
G3.2	Student Plagiarism - Minor	Minor offence – correspondence with school and with plagiarism assessor, plagiarism report	End of academic session after closure of case	Last action on case plus 1 years (hardcopy)	5 years	6 years	
G3.3	Student Plagiarism - Major	Student plagiarism – Major offence pack of evidence	End of academic session after closure of case	Last action on case plus 1 years (hardcopy)	5 years	6 years	
<b>G4</b>	<b>Complaints</b>						
G4.1	Complaints	Complaint, Acknowledgement letter, request for investigation, investigation	Last action on case	Last action on case plus 1 years (hardcopy)	5 years	6 years	

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		report/memo, outcome letter, letter of appeal, letter accepting/rejecting appeal, appeal panel membership, report of appeal panel , appeal outcome, ombudsman correspondence, any additional information submitted as part of the complaint, e-mail correspondence					
G4.2	Complaints Annual Report	Annual Report to Academic Policy Committee	End of academic session	Retain 3 years	N/a		Master report held with APC/APPC Committee record
<b>G5</b>	<b>Legal/litigation/dispute resolution</b>						
	Legal advice concerning interpretation of legislation/regulations	Advise relating to interpretation of legislation affecting GCU's legal framework, governance, responsibilities or operations; proposals for new legislation affecting the institution's legal framework, governance,	Last action		N/a	Life of institution <i>Retain permanently for Archives</i>	

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		responsibilities or operations; relationships with government bodies and HE regulators; industrial relations issues; health, safety and environmental issues					
	Legal advice	Legal advice on other matters requested by, and provided to, the institution.	Last action			Superseded + 5 years	
	Litigation/disputes	Records documenting litigation/disputes which does not set legal precedents.	Last action			Settlement/withdrawal of case + 6 years  Where legal precedents are set retain for the life of institution.	
<b>G6</b>	<b>Higher Degrees Conduct/Appeals</b>						
	Appeals		Last action	Retain 6 years		Last action on case + 6 years	
	Conduct/plagiarism		Last action	Retain 6 years		Last action on case + 6 years	