

Records Retention Schedule	Governance		
Approved by	Lucy Strachan	Date	31 August 2020
Review Date	31 August 2025	Version	V1.1

Functions:

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

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total) Current Year (Cy)	Notes/Citation
G1	Committees						
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	
G2	University Companies						
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 of annual confirmation	End of academic session		n/a	6 years	

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total) Current Year (Cy)	Notes/Citation
		statement					
G3	Student Discipline & Conduct						
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	
G4	Complaints						
G4.1	Complaints	Complaint, Acknowledgement letter, request for investigation, investigation report/memo, outcome	Last action on case	Last action on case plus 1 years (hardcopy)	5 years	6 years	

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total) Current Year (Cy)	Notes/Citation
		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
G5	Legal/litigation/dispute resolution						
	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, responsibilities or	Last action		N/a	Life of institution Retain permanently for Archives	

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total) Current Year (Cy)	Notes/Citation
		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.	
G6	Higher Degrees Conduct/Appeals						
	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	
G7	Court & Governors						
	Appointment of Governors	Adverts Application forms/CVs General correspondence	Last action	Retain 5 years		Retain permanently for Archives	
	Governance of Court	Standing orders Terms of Reference	Superseded	Retain 2 years		Retain permanently for Archives	

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total) Current Year (Cy)	Notes/Citation
		Statutory instrument					
	Court membership	List of governors	Superseded	Retain 2 years		Retain permanently for Archives	
	Evaluation of Court	Effectiveness review	Next review	Retain 1 year		Retain permanently for Archives	
	Court dinners/events	Menu Guest list Invitation	Completion of event	Retain 1 year		Retain permanently for Archives	
	Court dinners/events	Travel and accommodation	Completion of event	Retain 1 year		Event + 1 year	
G8	Register of interests/gifts						
	Register of interests forms	Forms	End of academic year			Retain permanently for Archives	
	Register of gifts	Register of gifts	End of academic year			Retain permanently for Archives	
G9	Students' Association					Retain permanently for Archives	
	Memorandum between GCU and Students' Association	Memorandum of Agreement Financial memorandum	Superseded			Retain permanently for Archives	
	Review of Memorandum between GCU and Students' Association	Memorandum of Agreement Financial memorandum	Superseded	Retain 5 years		Retain permanently for Archives	
	Students' Association constitution	Constitution	Superseded			Retain permanently for Archives	