

## Records Retention Schedule: Governance and Management

Introduction | 1. Structure & Management | 2. Financial Resources | 3. Human Resources | 4. Physical Resources | 5. Information Services | 6. Student Administration & Support | 7. Learning & Teaching | 8. Research & Development | 9. External Relations

**Governance & Management:** Audit| Decision-making and management| Legal and Policy Framework| Planning and strategy| Campuses in Asia

### Audit

Record series	Summary retention policy
Audit Files	Retain until maximum of: <ul style="list-style-type: none"> <li>Completion of next audit of the topic;</li> <li>3 years, unless sound reasons for retaining longer</li> </ul> <b>Internal Audit Service</b>
Audit Investigations	3 years after completion of investigation, unless sound reasons for retaining longer  <b>Internal Audit Service</b>
Audit Reports	Permanent retention <b>Internal Audit Service</b>

### Decision-making and management

Record series	Summary retention policy
Academic Boards	End of the current academic year + 6 years  <b>Academic Services Division</b>
Ad hoc working groups not reporting to a University committee	For the lifetime of the working group <b>Secretary to the working group</b>
Ad hoc working groups reporting to a University committee	For the retention period of the Committee the group reports to.  <b>Committee Secretary</b>

<b>Record series</b>	<b>Summary retention policy</b>
Audit Committee	Permanent retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Boards of Studies (faculties)	Permanent retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Careers Advisory Board	Permanent Retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Committee for Special Appointments	Permanent retention  <b>Retained by HR for 15 years then transferred to University Archives</b>
Consultative Committee for Support Staff	Permanent retention  <b>Retained by HR for 15 years then transferred to University Archives</b>
Council	Permanent retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Council declaration of interests forms	End of the current academic year + 10 years  <b>RIS</b>
Court	Permanent retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
e-Learning/e-Knowledge Committee	Permanent Retention  <b>Retained by IS for 15 years then transferred to University Archives</b>
Environment Committee	Permanent Retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>

<b>Record series</b>	<b>Summary retention policy</b>
Equalities and Diversity Committee	Permanent Retention <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Ethics Committee	Permanent Retention <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Finance Committee	Permanent retention <b>Finance</b>
Honorary Degrees Sifting Committee	Permanent Retention <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Information Services Strategy Board	Permanent Retention <b>Retained by IS for 15 years then transferred to University Archives</b>
Joint Consultative Committee	Permanent Retention <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Learning and Teaching Committee	Permanent Retention <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Management Board	Permanent Retention <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Military Education Committee	Permanent Retention <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Nominations Committee	Permanent Retention <b>Retained by HR for 15 years then transferred to Special Collections</b>

<b>Record series</b>	<b>Summary retention policy</b>
Postgraduate Strategy Committee	Permanent Retention  <b>Retained by Registrar's Office for 15 years then transferred to Special Collections</b>
Promotions Committee	Permanent retention  <b>Retained by HR for 15 years then transferred to University Archives</b>
Remuneration Committee	Permanent Retention  <b>Retained by HR for 15 years then transferred to University Archives</b>
Research Committee	Permanent Retention  <b>Retained by Registrar's Office for 15 years then transferred to Special Collections</b>
Salary Review Committees	Permanent Retention  <b>Retained by HR for 15 years then transferred to University Archives</b>
Safety Committee	Permanent retention  <b>Retained by Safety Office for 15 years then transferred to University Archives</b>
Senate	Permanent Retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Space Management Committee	Permanent Retention  <b>Retained by Estates for 15 years then transferred to University Archives</b>
Staff Equality and Diversity Advisory Group	Permanent Retention  <b>Retained by HR for 15 years then transferred to University Archives</b>
Statutory Safety Committee	Permanent Retention  <b>Retained by Safety Office for 15 years then transferred to University Archives</b>

<b>Record series</b>	<b>Summary retention policy</b>
Strategy and Planning Committee	Permanent retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Strategy Groups	Current academic year + 6 years <b>Secretary to group</b>
Student Affairs Committee	Permanent Retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Transnational Education Committee	Permanent Retention  <b>Retained by Registrar's Office for 15 years then transferred to University Archives</b>
Student Equality and Diversity Advisory Group	End of the current academic year + 15 years  <b>SSC</b>
Student Support Funds Committee	End of the current academic year + 15 years  <b>SSC</b>
Unit Level Committees	End of the current academic year + 6 years  <b>Unit servicing the Committee</b>

### Corporate Records

<b>Record series</b>	<b>Summary retention policy</b>
Calendar	Permanent retention  <b>Retained by Registrar's Office for 15 years, copy for permanent retention sent to University Archives on publication</b>
Charter and Statutes	Permanent retention  <b>Amended versions retained by Registrar's Office for 15 years from amendment; copy for permanent retention sent to University Archives on publication</b>

University Regulations	Permanent retention  <b>Amended versions retained by Registrar's Office for 15 years from amendment; copy for permanent retention sent to University Archives on publication</b>
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**Legal and Insurance Records**

<b>Record series</b>	<b>Summary retention policy</b>
Copyright registrations	Permanent
Environmental Studies	Permanent
Insurance claims/ applications	Permanent
Insurance disbursements and denials	Permanent
Insurance contracts and policies (Directors and Officers, General Liability, Property, Workers' Compensation)	Permanent
Patents, patent applications, supporting documents	Permanent
Real estate documents (including loan, mortgage contracts, deeds)	Permanent
Stock and bond records	Permanent
Trademark registrations, evidence of documents	Permanent
Warranties	Duration of warranty + 7 years
Contracts	Permanent if current (7 years if expired)

**Legal Affairs Management**

<b>Record series</b>	<b>Summary retention policy</b>
Records documenting the development and establishment of the university's policies on legal affairs and the acquisition/provision of legal services	5 years
Records documenting the provision of legal support and representation for the university in dealing with claims by or against the university which do not proceed to litigation or settlement by agreement	Settlement of claim + 6 years or withdrawal of claim + 6 years

Records documenting litigation between the university and third parties where legal precedents are set	Life of the institution
Records documenting litigation between the university and third parties which does not set legal precedents	Settlement of case + 6 years
Records documenting legal support for the negotiation, establishment and review of contracts and agreements between institution and third parties; agreements and contracts under seal	Termination of contract + 12 years
Records documenting legal support for the negotiation establishment and review of contracts and agreements between institution and third parties; other contracts and agreements	Termination of contract + 6 years