

## Queen's Students' Union Records Retention Schedule

	<b>Description of Records</b>	<b>Retention Trigger and Retention Period</b>	<b>Disposal Action</b>	<b>Rationale for Retention Period and Disposal Action</b>	<b>Records Owner</b>
<b>1 Students' Union Strategy, Policies and Procedures</b>					
1.1	Queen's Students' Union Strategy	n/a	Archive	Historic value	Students' Union
1.2	Queen's Students' Union Operational Policies and Procedures	Superseded	Review	May hold value for review/update of policies and procedures	Students' Union
<b>2 Students' Union Constitution</b>					
2.1	The Constitution of the Students' Union	n/a	Archive		Students' Union
2.2	Records documenting the review of the SU Constitution	End of review process	Destroy		Students' Union
<b>3 Student Council</b>					
3.1	Records relating to meetings of the Student Council including agendas, minutes and papers	n/a	Archive		Students' Union
3.2	Records relating to Student Council Committees	n/a	Archive		Students' Union
3.3	Records relating to the election of full time and part time Sabbatical Officers and SU Council members	n/a	Archive		Students' Union
3.4	Records relating to the election of course representatives	End of current academic year + 6 years	Destroy	Data Protection Act 2018; Limitation (NI) Order 1989	Students' Union
<b>4 Students' Union Management Board</b>					
4.1	Records relating to the work of the Students' Union Management Board	n/a	Archive		Students' Union
4.2	Records relating to the work of the Students' Union Executive Management Committee	n/a	Archive		Students' Union
<b>5 Students' Union Funding</b>					
5.1	Records documenting the process of negotiating and agreeing funding to be provided to the Students' Union	End of the current financial year + 2 years	Destroy		Students' Union

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5.2	Finance records generated/held by the Students' Union	see the retention schedule for the Finance Directorate			Students' Union
<b>6 Student Support Service Proposal Development</b>					
6.1	Records of developing and evaluating a proposal to set up a student support service where a decision is made to proceed	Life of service	Archive	JISC Recommendation	Students' Union
6.2	Records of developing and evaluating a proposal to set up a student support service where a decision is made not to proceed	Last action on proposal + 5 years	Review	JISC Recommendation; may hold potential value if the service is proposed again	Students' Union
<b>7 Student Support Service Planning and Procedures</b>					
7.1	Records of planning a student support service	End of current academic year + 5 years	Review	JISC Recommendation	Students' Union
7.2	Procedures for operating, managing and developing a student support service	Superseded + 3 years	Review	JISC Recommendation	Students' Union
<b>8 Student Support Service Quality Management</b>					
8.1	Records of developing and establishing service standards for a student support service	Superseded + 1 year	Review	JISC Recommendation	Students' Union
8.2	Reports on service quality	End of current academic year + 3 years	Review	JISC Recommendation	Students' Union
8.3	Records of the conduct and results of reviews of service quality (internal and external), and the responses to the results	End of current academic year + 5 years	Review	JISC Recommendation	Students' Union
8.4	Records of promoting a student support service e.g. flyers	While current	Review	JISC Recommendation	Students' Union
8.5	Records relating to Regulated Activity	See retention periods recorded in the 'Safeguarding Children and Vulnerable Adults Policy and Guidance Privacy Note' on the University's Safeguarding webpage			
8.6	Records that track students involvement in Enterprise and Volunteering projects	Termination of relationship with the student + 6 years; <b>Enterprise SU can provide assistance to graduates up to three years after graduation</b>	Destroy	Data Protection Act 2018; Limitation (NI) Order 1989; if Enterprise SU gives support to a student up to three years after they graduate then if a student avails of this service the relationship with the student ends at the maximum of three years after graduation and not at graduation	Students' Union

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8.7	Records that track students involvement in Enterprise and Volunteering projects which are held in Excel	Closure of Excel documents + 10 years	Delete	A new SU integrated management system will be in place in the academic year 2018-2019	Students' Union
<b>9 Student Support Services provided by AdviceSU</b>					
9.1	Case data relating to students who sought advice/help from AdviceSU	Termination of student relationship + 6 years	Destroy	Data Protection Act 2018; Limitation (NI) Order 1989	Students' Union
<b>10 Student Publications</b>					
10.1	SU publications e.g. handbooks, freshers guides	n/a	Archive	Historic value	Students' Union
10.2	Student newspapers, newsletters, magazines	n/a	Archive	Historic value	Students' Union
<b>11 Student Clubs and Societies</b>					
11.1	Constitutions of the SU affiliated Clubs and Societies	n/a	Archive		Students' Union
11.2	Names of Officers of the Club/Society	n/a	Archive		Students' Union
11.3	Names of members of Clubs/Societies	End of current academic year + 6 years	Delete	Data Protection Act 2018; Limitation (NI) Order 1989; the Club/Society Secretary should be advised to delete their copy of the Membership List at the end of each academic year	Students' Union
11.4	Club/Society annual grant applications and business development plans	n/a	Archive	Historic value	Students' Union
11.5	Club/Society AGM minutes and Annual Reports	n/a	Archive	Historic value	Students' Union
11.6	Risk Assessment Forms and Off-site Travel Forms	End of current academic year + 6 years	Destroy	Limitation (NI) Order 1989	Students' Union
<b>12 Student Relations Management</b>					
12.1	Contact details of individuals in external organisations	Whilst current	Review	Review regularly to ensure the details are up-to-date	Students' Union
12.2	Records documenting the design and conduct of student surveys	Completion of survey + 5 years	Review	Depends on the topic of the survey	Students' Union
12.3	Results of student surveys: individual responses	Completion of analysis of survey responses	Destroy		Students' Union
12.4	Results of student surveys: summaries and analyses of responses	Completion of survey + 5 years	Review	Depends on the topic of the survey	Students' Union
12.5	Records documenting the design of, and overall response to, student suggestion schemes	Closure of scheme + 5 years	Review	Depends on the subject of the scheme	Students' Union

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12.6	Records documenting the handling of suggestions from individual students	Last action on suggestion + 1 year	Review	Depends on the suggestions that are submitted	Students' Union
12.7	Records relating to Discipline Cases dealt with by a Disciplinary Officer	Termination of student relationship + 6 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018	Students' Union
12.8	Records relating to cases involving breaches of procedures/rules by members of Clubs and Societies	Closure of case + 6 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018	Students' Union