

University Committees

v 1.0 July 2018					
University Committees					
	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
Governance					
RO 1	Governance Strategy Development				
RO 1.1	Records documenting the development and establishment of the institution's governance strategy: key records	Superseded + 10 years	Review	JISC Recommendation	Head of Registrar's Office
RO 1.2	Records documenting the development and establishment of the institution's governance strategy: working papers	Issue of strategy + 1 year	Destroy	JISC Recommendation	Head of Registrar's Office
RO 2 Legal Framework Development					
RO 2.1	Records documenting the establishment and development of the institution's legal framework: key records, to include: - Charter - Statutes - Charity Registration	Life of institution	Retain	JISC Recommendation	Head of Registrar's Office
RO 2.2	Records documenting the establishment and development of the institution's legal framework: working papers, to include: - Charter - Statutes - Charity Registration	Superseded + 1 year	Review	JISC Recommendation	Head of Registrar's Office

Governance Committees

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RO 3	Governance Framework Development				
	Records documenting the establishment and development of the institution's governance structure and rules; key records, to include: - Governance Structure - Scheme of Delegation - Regulations	Life of institution	Retain	JISC Recommendation	Head of Registrar's Office
RO 4	Governance Policy Development				
RO 4.1	Records documenting the development and establishment of the institution's governance policies: key records	Superseded + 10 years	Review	JISC Recommendation	Head of Registrar's Office
RO 4.2	Records documenting the development and establishment of the institution's governance policies: working papers	Issue of policy + 1 year	Destroy	JISC Recommendation	Head of Registrar's Office
RO 5	Governance Procedure Development				
RO 5.1	Records documenting the development of the institutions procedure in relation to governance matters	Issue of procedure + 1 year	Review	JISC Recommendation	Head of Registrar's Office
RO 5.2	Master copies of procedures relating to governance matters	Superseded + 10 years	Destroy	JISC Recommendation	Head of Registrar's Office
RO 6	Senate and Core Governance Committee Administration				
RO 6.1	Records documenting the development and establishment of the terms of reference, and the rules and procedures, of Senate and its core governance committees	Life of institution	Retain	JISC Recommendation	Head of Registrar's Office
RO 6.2	Records documenting the appointment/election/designation of members of Senate and its core governance committees	Termination of appointment + 6 years	Destroy	Limitation (NI) Order 1989	Head of Registrar's Office

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RO 6.3	Records documenting the development of induction and training programmes made available to members of Senate and of its core Committees	Superseded + 5 years	Destroy	JISC Recommendation/ Evidence of Good Practice	Head of Registrar's Office
RO 6.4	Records documenting training undertaken by individual members of Senate and of its core governance committees	Termination of appointment + 6 years	Destroy	Limitation (NI) Order 1989	Head of Registrar's Office
RO 6.5	Records documenting the arrangements for meetings of Senate and of its core governance committees	Current year + 1 year	Destroy	Limitation (NI) Order 1989	Head of Registrar's Office
RO 6.6	Records documenting the business conducted by Senate and by its core governance committees: agenda, minutes and supporting papers	Life of institution	Retain	JISC Recommendation	Head of Registrar's Office
RO 6.7	Records documenting the business conducted by Senate and by its core committees: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions	Current year + 5 years	Review	JISC Recommendation	Head of Registrar's Office
RO 6.8	Records documenting the business conducted by Senate and by its core committees: early drafts/ working papers	On finalisation/approval of relevant documentation	Destroy	JISC Recommendation	Head of Registrar's Office
RO 6.9	Records documenting the conduct of reviews of the effectiveness and performance of Senate and of its core governance committees	Completion of two subsequent reviews	Destroy	Limitation (NI) Order 1989	Head of Registrar's Office
RO 6.10	Register of interests of members of Senate and of its core governance committees	Termination of appointment + 6 years	Destroy	Limitation (NI) Order 1989	Head of Registrar's Office

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7	Administration of Committees and Working Groups				
RO 7.1	Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a University committee/working group	Life of committee/group + 6 years	Destroy	Limitation (NI) Order 1989	Head of Registrar's Office
RO 7.2	Records documenting the appointment/election/designation of members of a committee/working group	Termination of membership + 6 years	Destroy	Limitation (NI) Order 1989	Head of Registrar's Office
RO 7.3	Records documenting the development of induction and training programmes for members of a committee/working group	Superseded + 3 years	Destroy	JISC Recommendation; Retaining previous versions provides evidence of effective induction and training over time	Head of Registrar's Office
RO 7.4	Records documenting training undertaken by individual members of a committee/working group	Termination of membership + 6 years	Destroy	Limitation (NI) Order 1989	Head of Registrar's Office
RO 7.5	Records documenting the arrangements for meetings of a committee/working group	Current year + 1 year	Destroy	JISC Recommendation	Head of Registrar's Office
RO 7.6	Records documenting the conduct of the business of a committee/working group: agenda, minutes and supporting papers	Current year + 5 years	Destroy	JISC Recommendation	Head of Registrar's Office
RO 7.7	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions	Current year + 6 years	Destroy	JISC Recommendation	Head of Registrar's Office
	Note - Where minutes are taken as part of a wider case e.g. disciplinary, grievance, complaint etc, the retention period should align with that of the wider case.				

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RO 8	Senior Officers' Appointments Administration				
RO 8.1	Records documenting the appointment/election/designation of the institution's senior officers	Termination of appointment + 6 years	Review	Limitation (NI) Order 1989	Head of Registrar's Office
RO 9	Public Interest Disclosure (Whistleblowing) Investigation				
RO 9.1	Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998	Closure of case + 6 years	Review	Limitation (NI) Order 1989	Head of Registrar's Office
RO 10	Official External Representation				
RO 10.1	Records documenting the approval mechanism for appointment/designation of staff to officially represent the institution on outside bodies	Termination of representation + 6 years	Review	JISC Recommendation	Head of Registrar's Office