

### Eventus Records Retention Schedule

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
<b>1 Eventus - Event Management for Events and Conferences; Gown Hire</b>					
<b>Eventus - Procedures</b>					
1.1	Procedures followed by the different units within Eventus	Superseded + 3 years	Review	JISC Recommendation; may have value for review/update of procedures	Eventus
<b>Business Development</b>					
1.2	Business Development Plans for Eventus services	Superseded	Review		Eventus
1.3	Records of developing and assessing promotional campaigns and materials for Eventus	Superseded + 1 year	Review	JISC Recommendation, may have value for future campaigns	Eventus
1.4	Promotional materials	While current	Destroy	Some materials may be retained for reference purposes	Eventus
1.5	Client databases and mailing lists	While current	Review to keep up-to-date	Held on Kinetics system. Details can be retained following consent for legitimate business purposes.	Eventus
<b>Service Delivery</b>					
1.6	Delegate attendance lists	End of event	Destroy		Eventus and Campus Food and Drink
1.7	Client contracts including terms and conditions of bookings	End of contract + 6 years	Anonymise	Held on Kinetics system. Details can be retained following consent for legitimate business purposes.	Eventus and Campus Food and Drink
1.8	Provisional bookings that are not confirmed	End of Calendar Year + 3 years	Anonymise	Held on Kinetics system. Details can be retained following consent for legitimate business purposes.	Eventus and Campus Food and Drink
1.9	Records of retail sales transactions	End of current financial year + 6 years	Destroy		Eventus and Campus Food and Drink
1.10	Past enquiries regardless of status	End of Calendar Year + 3 years	Anonymise	Held on Kinetics system. Details can be retained following consent for legitimate business purposes.	Eventus and Campus Food and Drink
<b>2 The SU Shop &amp; The Welcome Centre - Retail Operation</b>					
2.1	Records of retail sales transactions	End of current financial year + 6 years	Destroy		Retail
2.2	Records of promotional campaigns & materials	Superseded + 1 month	Destroy		Retail

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<b>3 Timetabling Service</b>					
3.1	University Timetables, generation of class lists and tutorial groups, class attendance lists	End of current academic year + 6 years	Delete		Timetabling Service
3.2	Room booking forms for clubs/societies	Date of event + 30 days	Destroy	Form is retained if there is an issue such as damage to the room until it has been resolved	Timetabling Service
<b>4 Naughton Gallery</b>					
<b>Naughton Gallery Management</b>					
4.1	University Art Advisory Group minutes	n/a	Retain		Naughton Gallery
4.2	Records of developing & establishing selection/acceptance criteria for collections	n/a	Retain	JISC Recommendation	Naughton Gallery
4.3	Records of the appraisal, selection & acquisition of collections	n/a	Retain	JISC Recommendation	Naughton Gallery
4.4	Records relating to the commissioning of new works for the collection	n/a	Retain		Naughton Gallery
4.5	Accession records of items brought into the collection	n/a	Retain	JISC Recommendation	Naughton Gallery
4.6	Records of authorisation for the disposal of de-accessioned items	n/a	Retain	JISC Recommendation	Naughton Gallery
<b>Collections Management</b>					
4.7	Records relating to the production of temporary exhibitions	n/a	Retain		Naughton Gallery
4.8	Records documenting enquiries about collections and the responses given	Last action on enquiry + 1 year	Review	JISC Recommendation; key information from substantive enquiries may be extracted and indexed to avoid repetitive research	Naughton Gallery
4.9	Records of the selection & use of items from the collections by staff or third parties for teaching, events, TV programmes etc	End of Current year + 5 years	Review	Depends on the significance of the events	Naughton Gallery

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4.10	Records relating to proposals to use items from the collection which were rejected by Gallery staff	Last action on request/proposal + 1 year	Review		Naughton Gallery
4.11	Records of loans from the collections to third parties	n/a	Retain		Naughton Gallery
4.12	Records of items loaned by other institutions	n/a	Retain	JISC Recommendation	Naughton Gallery
4.13	Records of the monitoring and control of the storage conditions and environment for collections	End of current academic year + 1 year	Review	May be required in case of difficulties with the storage areas	Naughton Gallery
4.14	Records of the movement of items from/to storage	Return to storage + 1 year	Destroy	JISC Recommendation; ensure any queries regarding return of records have been dealt with before the records are destroyed	Naughton Gallery
<b>Development of Finding Aids</b>					
4.15	Records of the scheme of arrangement for collections	n/a	Retain	JISC Recommendation	Naughton Gallery
4.16	Records of the arrangement and contents of collections	n/a	Retain	JISC Recommendation	Naughton Gallery
4.17	Records of conservation work undertaken on collections	n/a	Retain	JISC Recommendation	Naughton Gallery
<b>Artists</b>					
4.18	Records relating to artists whose works are in the collection including contracts and personal details	n/a	Retain		Naughton Gallery
<b>Gallery Promotion</b>					
4.19	Promotional materials produced to raise awareness of the collection/exhibitions	n/a	Retain		Naughton Gallery
<b>5 QFT - Queen's Film Theatre</b>					
<b>QFT Management</b>					
5.1	Box Office Data including mailing lists (data relating to patrons who book online tickets for events run by the QFT)	Last action on patron data + 2 years	Data is anonymised		QFT

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5.2	Records of retail sales transactions	End of current financial year + 6 years	Destroy		QFT
<b>QFT Education/Outreach</b>					
5.3	QFT Outreach Strategy	Superseded	Retain	Historic value	QFT
5.4	Records relating to education/outreach programmes with primary and secondary schools, children under 18, and parents/guardians	End of the outreach programme	Destroy		QFT
<b>QFT Promotion</b>					
5.5	Records of developing promotional campaigns & materials for the QFT	Superseded + 1 year	Destroy		QFT
5.6	Promotional materials	n/a	Retain		QFT
5.7	Film Hub NI Newsletter	End of Funding Agreement	Retain		QFT