

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D14.01	Publication Management			
D14.01.01	The design, commissioning, editing and production of publications	Issue of publication + 1 year	Institutional Business Requirement	Note - The final copy of all publications should be reviewed for archival value
D14.01.02	The allocation or issue of isbn's (log of isbn's)	Permanent	Institutional Business Requirement	
D14.01.03	The development of marketing plans for publications	Life of Publication	Institutional Business Requirement	Review for archival value
D14.01.04	The distribution of publications: internally and externally	Current year + 1 year	Institutional Business Requirement	