

## Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
<b>F30.01</b>	<b>Records Management</b>			
F30.01.01	Final versions of records retention schedule	Permanent	Institutional Business Requirement	
F30.01.02	Records documenting the carrying out of records surveys and audits	Superseded	Institutional Business Requirement	
F30.01.03	The monitoring and control of the storage of records	Current year + 1 year	Institutional Business Requirement	
F30.01.04	Documenting the movements of records from and to storage	Return of records + 1 year	Institutional Business Requirement	
F30.01.05	The determination of retention periods for records	Superseded + 6 years	Limitation Act 1980 c58	
F30.01.06	The review of individual records to determine requirements for ongoing retention	Life of records + 6 years	Limitation Act 1980 c58	
F30.01.07	Records documenting conservation work undertaken on records	Permanent	Institutional Business Requirement	
F30.01.08	The authorisation for the disposal of redundant business records	Disposal of records + 6 years	Limitation Act 1980 c58	
F30.01.09	Records documenting the transfer of records to archives where this is required by established records retention schedules	Completion of transfer + 1 year	Institutional Business Requirement	
F30.01.10	Records Management training: User guides presentations and handouts	Superseded + 1 year	Institutional Business Requirement	Review for archival value
F30.01.11	Classification and indexing schemes for records	Superseded + 5 year	Institutional Business Requirement	
F30.01.12	Advice given to staff by records management team	Last Action + 2yrs	Institutional Business Requirement	

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<b>F30.02</b>	<b>Archives Management</b>			
F30.02.01	The development and establishment of the selection criteria for records to be preserved as archives	Life of Archives	Institutional Business Requirement	
F30.02.02	The appraisal, selection, acquisition of records for preservation as archives	Life of records	Institutional Business Requirement	
F30.02.03	The institutions schemes of arrangement for its archives	Life of records arranged according to the scheme	Institutional Business Requirement	
F30.02.04	The development of the institutions standard descriptive model for its archives	Life of records described using the model	Institutional Business Requirement	
F30.02.05	Records containing the descriptions of the records held as archives	Life of Records	Institutional Business Requirement	
F30.02.06	The monitoring and control of the storage of archives	Current year + 1 year	Institutional Business Requirement	
F30.02.07	Conservation work undertaken on items in the archives	Life of Records	Institutional Business Requirement	Review for archival value
F30.02.08	Requests for access to archives	Last archive access + 1 year	Institutional Business Requirement	Review for archival value
F30.02.09	The movement of archives from and to storage	Return to storage + 1 year	Institutional Business Requirement	Note: Key information from substantive enquiries may be extracted and indexed to avoid repetitive research
F30.02.10	The development and maintenance of specialised finding aids to promote and facilitate access to (items in) the archives	Superseded	Institutional Business Requirement	Review for archival value

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<b>F30.02</b>	<b>Archives Management continued..</b>			
F30.02.11	The design and distribution of promotional materials to raise awareness and encourage use of (items in) the archives	Superseded	Institutional Business Requirement	Review for archival value
F30.02.12	Enquiries about (items in) the archives and the responses provided	Last action on enquiry + 1 year	Limitation Act 1980 c58	
F30.02.13	The selection and use of items from the archives by institutional staff (e.g. for teaching events, publications, exhibitions)	Current year + 5 years	Institutional Business Requirement	
F30.02.14	The selection and use of items from the archives by third parties (e.g. for exhibitions, publications, television programmes)	Last action on project + 5 years	Institutional Business Requirement	Review for archival value
F30.02.15	Loans of items from the archives to third parties	Termination of loan + 6 years	Institutional Business Requirement	
F30.02.16	Authorisation for the disposal of de-accessioned records	Permanent	Institutional Business Requirement	Review for archival value Select significant materials for permanent retention
F30.02.17	The accessioning of records acquired for preservation as institutional archives	Life of Archives	Institutional Business Requirement	Select key records of significant events for permanent retention
F30.02.18	The administration of and the correspondence relating to volunteers working in the archive	Termination of relationship + 6 years	Institutional Business Requirement	Key information from substantive enquiries may be extracted and indexed to avoid repetitive research
F30.02.19	Rules Regulations & Copyright for archives	Permanent	Institutional Business Requirement	

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<b>F30.03</b>	<b>Library Collections Management (including Special Collections) - Collections Promotor</b>			
F30.03.01	The design and development of promotional materials	While materials are current	Institutional Business Requirement	Review for archival value
F30.03.02	The design and implementation of promotional events	Last action on event + 5 years	Institutional Business Requirement	Review for archival value
F30.03.03	Enquiries about collections and the responses given	Last action on enquiry + 1 year	Institutional Business Requirement	Information about actions which have a direct impact on the condition of objects should be recorded in the objects catalogue record
<b>F30.04</b>	<b>Library Collections Management (including Special Collections) - Collections Use</b>			
F30.04.01	The receipt and evaluation of requests / proposals for use of collections or objects, where the requests / proposals are rejected	Last action on request / proposal + 1 year	Institutional Business Requirement	SPECTRUM : Object entry records
F30.04.02	The receipt and evaluation of requests / proposals for use of collections or objects, where the requests / proposals are authorised	Completion of use + 5 years	SPECTRUM: Loan in records	Spectrum Advice, Collections Trust, Version 4.0, Jan 2015, Section 6 <a href="https://collectionstrust.org.uk/wp-content/uploads/2016/09/Loans-in-spectrum-factsheet-2015.pdf">https://collectionstrust.org.uk/wp-content/uploads/2016/09/Loans-in-spectrum-factsheet-2015.pdf</a>
F30.04.03	The authorised use of collections or objects, and actions taken to facilitate, monitor or control use (e.g. checking environmental conditions; handling / operating objects; taking samples from objects)	Completion of use + 5 years	SPECTRUM: Accession records	Spectrum Advice, Collections Trust, Version 4.0, Jan 2015, Section 4 <a href="https://collectionstrust.org.uk/wp-content/uploads/2016/11/Acquisition-spectrum-factsheet-2015.pdf">https://collectionstrust.org.uk/wp-content/uploads/2016/11/Acquisition-spectrum-factsheet-2015.pdf</a>
<b>F30.05</b>	<b>Library Collections Management (including Special Collections) - Object Receipt</b>			
F30.05.01	The receipt of objects which are not currently part of the institutions collections	Current year + 10 years	SPECTRUM : Location and movement records	Spectrum Advice, Collections Trust, Version 4.0, Jan 2015, Section 4 <a href="https://collectionstrust.org.uk/wp-content/uploads/2016/11/Acquisition-spectrum-factsheet-2015.pdf">https://collectionstrust.org.uk/wp-content/uploads/2016/11/Acquisition-spectrum-factsheet-2015.pdf</a>
<b>F30.06</b>	<b>Library Collections Management (including Special Collections) - Object Borrowing</b>			
F30.06.01	Loans of objects to the institution by other organisations or by individuals	Permanent	SPECTRUM : Catalogue records	Spectrum Advice, Collections Trust, Version 4.0, Jan 2015, Section 4 <a href="https://collectionstrust.org.uk/wp-content/uploads/2016/11/Acquisition-spectrum-factsheet-2015.pdf">https://collectionstrust.org.uk/wp-content/uploads/2016/11/Acquisition-spectrum-factsheet-2015.pdf</a>
<b>F30.07</b>	<b>Library Collections Management (including Special Collections) - Object Acquisition</b>			
F30.07.01	The acquisition of objects for the institutions collections	Permanent	SPECTRUM : Object exit records - Institutional Business Requirements	
<b>F30.08</b>	<b>Library Collections Management (including Special Collections) - Object location and movement contro</b>			
F30.08.01	The location and movement of objects within the institutions premises	Permanent	Institutional Business Requirement	Review for archival value

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Reference	Description	Retention Period	Citation	Notes
<b>F30.09</b>	<b>Library Collections Management (including Special Collections) - Object Cataloguing</b>			
F30.09.01	Key information about objects in the institutions collections	Permanent	Institutional Business Requirement	
<b>F30.10</b>	<b>Library Collections Management (including Special Collections) - Object Dispatch</b>			
F30.10.01	Objects which have left the institutions premises	Return of item + 10 years	Institutional Business Requirement	Review for archival value