

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
003.01	Institutional Strategy Development			
003.01.01	The development of the institutions overall strategy	Superseded + 10 years	Institutional Business Requirement	Review for archival value
003.02	Institutional Strategic Planning			
003.02.01	The development of the institutions overall strategic plan: including plans for implementation of the strategy	Superseded + 10 years	Institutional Business Requirement	Review for archival value
003.03	Institutional Strategic Performance Management			
003.03.01	Records containing data on, and analyses of, the institutions performance against its strategic plan	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.03.02	The conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results: including performance reports	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.04	Academic Strategy and Planning			
003.04.01	The development of the institutions academic strategies	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.04.02	The development of the institutions academic strategic plans: including plans for implementation of the strategy	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.04.03	Records containing data on, and analyses of, the institutions academic performance against its academic strategic plans	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.04.04	The conduct and results of audits and reviews of the academic strategic planning and performance management function, and responses to the results: including performance reports	Current academic year + 10 years	Institutional Business Requirement	Review for archival value

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003.05	Departmental Strategy and Planning			
003.05.01	The development of the institutions departmental strategies	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.05.02	The development of the institutions departmental strategic plans: including plans for implementation of the strategy	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.05.03	Records containing data on, and analyses of, the institutions departmental performance against its departmental strategic plans	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.05.04	The conduct and results of audits and reviews of the departmental strategic planning and performance management function, and responses to the results: including performance reports	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.06	Annual Reviews			
003.06.01	The conduct and results of annual programme reviews	Permanent	Institutional Business Requirement	Move to archive after 2yrs
003.06.02	The conduct and results of annual field reviews	Permanent	Institutional Business Requirement	Move to archive after 2yrs
003.07	Employability Data			
003.07.01	The design and conduct of early destinations of leavers surveys	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
003.07.02	Results of early destinations of leavers surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
003.07.03	Results of early destinations of leavers surveys: summaries and analyses of responses	Permanent	Institutional Business Requirement	
003.07.04	The longitudinal results of destinations of leavers surveys	Permanent	Institutional Business Requirement	Move to archive after 2yrs

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003.08	External Information and Analysis			
003.08.01	Documentation showing details of the university's performance in nationally published league tables	Current academic year + 10 years	Institutional Business Requirement	
003.08.02	Documentation showing details of the university's higher education statistics agency (mesa) performance indicators	Current academic year + 10 years	Institutional Business Requirement	
003.09	Student Experience Data			
003.09.01	The design and conduct of student experience surveys	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
003.09.02	Results of student experience surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
003.09.03	Results of student experience surveys: summaries and analyses of responses	Permanent	Institutional Business Requirement	Move to archive after 2yrs
003.10	Student Statistics			
003.10.01	The compilation and production of student statistical information: including final reports	Permanent	Institutional Business Requirement	Move to archive after 2yrs
003.11	Meeting Minutes			
003.11.01	Minutes from meetings relating to Academic, Corporate and Departmental development	Permanent	Institutional Business Requirement	Move to archive after 2yrs