

## Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
<b>D10.01</b>	<b>HE Sector Communication Management</b>			
D10.01.01	General communications with other he/fe institutions, other educational institutions, professional associations and learned bodies	Current year + 5 years	Institutional Business Requirement	Review for archival value
D10.01.02	The institutions general communications with further education institutions	Current year + 5 years	Institutional Business Requirement	Review for archival value
D10.01.03	The production of publications specifically intended for the he sector	Publication + 1 year	Institutional Business Requirement	
D10.01.04	Publications	While current + 1 year	Institutional Business Requirement	
D10.01.05	General enquiries from institutions and other bodies in the sector, the internal handling of these enquiries and the responses given	Last action on enquiry + 1 year	Institutional Business Requirement	
<b>D10.02</b>	<b>HE Sector Relations Even Management</b>			
D10.02.01	The planning and impact/results of events for the he sector	Completion of event + 3 years	Institutional Business Requirement	Review for archival value
D10.02.02	The organisation and administration of events for the he sector	Completion of event + 1 year	Institutional Business Requirement	Review for archival value

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<b>D10.03</b>	<b>HE Sector Organisations Membership Administration</b>			
D10.03.01	Establishment and maintenance of institutionally funded membership of professional and other associations in the he sector	Renewal/ termination of membership + 1 year	Institutional Business Requirement	
D10.03.02	The institutions official response to surveys and consultations conducted by professional and other organisations in the he sector	Completion of response + 1 year	Institutional Business Requirement	Review for archival value
D10.03.03	The institutions official representation on committees of professional and other organisations in the sector	Termination of membership of organisation	Institutional Business Requirement	Review for archival value
<b>D10.04</b>	<b>HE/FE Sector consultations management</b>			
D10.04.01	The preparation of the institutions formal responses to consultations conducted by he/fe sector organisations (including records of internal consultation processes)	Last action on consultation + 1 year	Institutional Business Requirement	
D10.04.02	The institutions formal response to consultations conducted by he/fe sector organisations	Last action on consultation + 3 years	Institutional Business Requirement	Review for archival value
<b>D10.05</b>	<b>HE/FE Sector Reporting</b>			
D10.05.01	The preparation and submission of reports to he/fe regulatory bodies	Submission of report + 3 years	Institutional Business Requirement	
<b>D10.06</b>	<b>HE/FE Sector collaboration</b>			
D10.06.01	The establishment of formal contractual relationships between the institution and other he/fe institutions	Termination of contractual relationship + 6 years	Limitation Act 1980 c58 s 5	