

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E16.01	Legal Framework Development			
E16.01.01	The establishment and development of the institutions legal framework	Permanent	Institutional Business Requirement	Review for archival value(Retain in secure archive)
E16.02	Governance Structure Development			
E16.02.01	The establishment and development of the institutions governance structure and rules	Permanent	Institutional Business Requirement	Review for archival value(Retain in secure archive)
E16.03	Governing Body Management			
E16.03.01	The appointment/election/designation of members of a committee, training undertaken by individual members of a statutory committee and register of interests of members of the institutions governing body	Termination of appointment + 6 years	Limitation Act 1980 c58	Review for archival value
E16.03.02	The provision of training and development for members of the institutions governing body	Current year + 3 years	Institutional Business Requirement	
E16.04	Executive (Senate) Committee Management			
E16.04.01	The development and establishment of terms of reference for the institutions executive (senate) committees	Permanent	Institutional Business Requirement	Review for archival value after 2years
E16.04.02	The appointment of members of the institutions executive (senate) committees	Termination of appointment + 5 years	Institutional Business Requirement	Review for archival value
E16.04.03	The provision of training and development for members of the institutions executive (senate) committees	Current year + 3 years	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
E16.05	Senior Officers Appointments Management			
E16.05.01	The appointment/ election/designation of the institutions senior officers	Termination of appointment + 6 years	Institutional Business Requirement	Review for archival value
E16.06	Governing Council Committees			
E16.06.01	The conduct and proceedings of meetings of the institutions governing body	Permanent	Institutional Business Requirement	Review for archival value after 2 years (Retain in secure archive)
E16.07	Executive (Senate) Committees			
E16.07.01	The conduct and proceedings of meetings of the institutions executive (senate) committees	Permanent	Institutional Business Requirement	Review for archival value after 2 years (Retain in secure archive)