

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
002.01	Procedure Development			
002.01.01	The development and establishment of the institutions academic procedures: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded
002.01.02	The development and establishment of the institutions corporate procedures: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded
002.01.03	The development and establishment of the institutions departmental procedures: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded