

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
001.01	Policy Development			
001.01.01	The development and establishment of the institutions academic policies: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded
001.01.02	The development and establishment of the institutions corporate policies: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded
001.01.03	The development and establishment of the institutions departmental policies: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded