

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
C05.01	Related Company Proposal Development			
C05.01.01	The development and evaluation of a proposal to form a related company: where a decision is made to proceed	Permanent	Institutional Business Requirement	Move to archive after 2yrs
C05.01.02	The development and evaluation of proposals for the formation of a related company: where a decision is made not to proceed	Last action on proposal + 5 years	Institutional Business Requirement	Review for archival value
C05.02	Related Company Formation			
C05.02.01	The formation of a related company	Permanent	Institutional Business Requirement	Move to archive after 2yrs
C05.03	Related Company Management			
C05.03.01	Action by the institution to ensure that a related company is conducting business in line with established agreements and company law	Current year + 5 years	Institutional Business Requirement	Review for archival value
C05.04	Related Company Review			
C05.04.01	The conduct and results of regular reviews of a related companys performance against plans, including budgets	Current year + 5 years	Institutional Business Requirement	
C05.04.02	Records containing reports of the results of internal and external audits of a related company	Current year + 5 years	Institutional Business Requirement	
C05.04.03	Action taken by the institution to ensure that a related company has proper operating procedures in place, and that they are being implemented	Current year + 5 years	Institutional Business Requirement	
C05.04.04	Annual report and accounts of related companies	Permanent	Institutional Business Requirement	Move to archive after 2yrs
C05.05	Related Company Disposal			
C05.05.01	The disposal of a related company (or the institutions interest in it) by winding-up or sale	Permanent	Institutional Business Requirement	Move to archive after 2yrs