

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D13.01	Fundraising Campaign Management			
D13.01.01	Contact details of non-Alumni donors	Review no longer active + 5 years, Destroy + 10 Years	Institutional Business Requirement	
D13.01.02	Contact details of Alumni and Alumni donors	Review no longer active + 10 years, Destroy + 20 Years	Institutional Business Requirement	
D13.01.03	Business details of non-Alumni	Permanent	Institutional Business Requirement	
D13.01.04	Business details of Alumni	Permanent	Institutional Business Requirement	
D13.01.05	Donation information of non-Alumni donors	No longer Active + 7 years	Institutional Business Requirement	
D13.01.06	Donation information of Alumni	No longer Active + 7 years	Institutional Business Requirement	
D13.01.07	Fundraising Event Attendance information for non-Alumni	Current year + 3 years	Institutional Business Requirement	
D13.01.08	Fundraising Event Attendance information for Alumni	Current year + 3 years	Institutional Business Requirement	
D13.01.09	Financial Information of Alumni - wage grade	12 Months	Institutional Business Requirement	

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D13.01	Fundraising Campaign Management continued...			
D13.01.10	Financial Information of non-Alumni – wage grade	12 Months	Institutional Business Requirement	
D13.01.11	Fundraising correspondence for non-alumni donors and supporters	Current year + 7 years	Institutional Business Requirement	
D13.01.12	Fundraising correspondence for alumni	Current year + 7 years	Institutional Business Requirement	
D13.01.13	The design, conduct and summary results of fundraising campaigns	Last action on campaign + 5 years	Institutional Business Requirement	Review for archival value
D13.01.14	Individual responses to fundraising campaigns	Completion of analysis of data	Institutional Business Requirement	
D13.02	Donations Management			
D13.02.01	The handling of enquiries about making donations to the institution	Last action on enquiry + 1 year	Institutional Business Requirement	
D13.02.02	Financial transactions relating to donations	Current year + 5 years	Institutional Business Requirement	