

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E22.01	HE Regulator Communication Management			
E22.01.01	Requests for information from HE regulators, the internal handling of those requests and the responses provided	Last action of request + 1 year	Institutional Business Requirement	Move to archive after 2 years
E22.01.02	The institutions formal response to surveys and consultations carried out by HE regulators	Completion of response + 1 year	Institutional Business Requirement	Review for archival value, Move to archive after 2 years
E22.01.03	The institutions participation in the conduct of formal reviews of the institution by HE regulators, and its formal response to the results of such reviews	Last action on review + 5 years	Institutional Business Requirement	Review for archival value