

## Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
<b>E24.01</b>	<b>Organisational Structure</b>			
E24.01.01	The organisation of the workforce in the departments and schools of the institution	Superseded	Institutional Business Requirement	Review for archival value
E24.01.02	The management of individual organisational restructuring processes	Completion of process + 5 years	Institutional Business Requirement	Review for archival value
E24.02.01	Proposals for collaborative agreements with international education institutions	Life of agreement + 6 years	Institutional Business Requirement	Review for archival value
<b>E24.02</b>	<b>Collaboration with other Education Providers</b>			
E24.02.01	Proposals for collaborative agreements with international education institutions	Life of agreement + 6 years	Institutional Business Requirement	Review for archival value
E24.02.02	Proposals for co-operative agreements with fe institutions	Life of agreement + 6 years	Institutional Business Requirement	
E24.02.03	Agreements (including drafts) for co-operative and collaborative arrangements with other education providers	Life of agreement + 6 years	Institutional Business Requirement	Review for archival value
E24.02.04	Curriculum development and curriculum documentation for co-operative and collaborative agreements with other education providers	Superseded + 10 years	Institutional Business Requirement	Review for archival value
E24.02.05	The due diligence process carried out by the organisation for co-operative and collaborative agreements with other education providers	Life of agreement + 6 years	1974 c37	Review for archival value
E24.02.06	Academic partnerships handbooks for co-operative and collaborative agreements with other education providers	Superseded + 5 years	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996/1513) does not prescribe a retention period for these records
E24.02.07	Operational handbooks for co-operative and collaborative agreements with other education providers	Superseded + 5 years	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996/1513) does not prescribe a retention period for these records