

## Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
<b>E21.01</b>	<b>Parliamentary Communication Management</b>			
E21.01.01	General correspondence with parliamentary bodies	Current year + 5 years	Institutional Business Requirements	
E21.01.02	Requests for information from parliamentary bodies, the consideration of the requests, preparation of responses and the responses provided	Last action on request + 5 years	Institutional Business Requirement	
<b>E21.02</b>	<b>Parliamentary Consultations Management</b>			
E21.02.01	The consideration and preparation of the institutions formal responses to consultations conducted by parliamentary bodies (including records of internal consultation processes)	Last action on consultation + 1 year	Institutional Business Requirement	
E21.02.02	The institutions formal responses to consultations conducted by parliamentary bodies	Last action on consultation + 3 years	Institutional Business Requirement	
<b>E21.03</b>	<b>Parliamentary Inquiries/Investigations Management</b>			
E21.03.01	The institutions participation in formal parliamentary inquiries	Last action on inquiry + 10 years	Institutional Business Requirement	