

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E23.01	Student Union Oversight			
E23.01.01	The development and establishment of the institutions code of practice on the oversight of the operations and finances of its students union, as required by section 22(3) of the education act 1994	Issue of revised Code of Practice + 1 year	1994 c30	
E23.01.02	Code of practice required by section 22(3) of the education act 1994	Superseded + 10 years	1994 c30	Review for archival value
E23.02	Student Union Funding			
E23.02.01	The process of reviewing the students unions constitution, as required by s 22(2) of the Education Act 1994	Issue of revised constitution + 1 year	1994 c30	The governing bodys formal review and approval of the students unions constitution will be recorded in the minutes of the appropriate meetings of the governing body These records will be retained with the records of the governing body
E23.03	Student Union Financial Monitoring			
E23.03.01	Process of negotiating and agreeing funding to be provided by the institution to its students union	Current financial year + 1 year	Institutional Business Requirement	
E23.04	Student Union Financial Monitoring			
E23.04.01	Process of reviewing the students unions budgets, as required by s 22(2) of the Education Act 1994	Current financial year + 1 year	1994 c30	
E23.04.02	Monitoring of the students unions financial affairs, as required by s 22(2) of the Education Act 1994	Current financial year + 1 year	1994 c30	
E23.05	Student Union Operations Monitoring			
E23.05.01	Monitoring of elections to major offices in the institutions students union, as required by s 22(2) of the Education Act 1994 (1994 c 30)	Current year + 2 years	1994 c30	Formal reports on the conduct of the students unions elections will be retained in the papers of the institutions governing body
E23.05.02	Monitoring of students union affiliations, as required by s 22(2) of the Education Act 1994 (1994 c 30)	Current year + 2 years	1994 c30	

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Reference	Description	Retention Period	Citation	Notes
E23.05	Student Union Operations Monitoring continued...			
E23.05.03	The monitoring of complaints against the students union and the handling of these complaints by the union	Last action on complaint + 6 years	Limitations Act 1980 c58	Review for archival value
E23.05.04	The investigation and reporting on complaints against the students union by independent investigators appointed by the institutions governing body	Settlement of complaint + 6 years	1994 c30; Limitations Act 1980 c58	Review for archival value