

## Records Management Project 2015

### JISC Retention Schedule, adapted for University use

#### Schedule 3: Corporate Management

The assumption has been made that records disposal is based on a single activity at the end of each academic (AY) or financial year (FY), so unless otherwise stated values refer to **full** academic or financial years, plus the current academic or financial year.

#### EXAMPLE:

##### *Procurement Records: Selection of Suppliers: Proposals*

Recommended Retention Period = Creation +1 Financial Year

Therefore a record of a Supplier Proposal made on 23<sup>rd</sup> October 2009 should be retained until the end of the financial year 2010-11 (i.e. 31<sup>st</sup> July 2011).

Note: final column indicates source: J = JISC schedule; U = University schedule

#### 3.1 Strategic Planning

Records	Retention Period	Statutory Demand	Notes	Source
Definition of the institution's overall strategic goals and objectives, and formulation of plans to achieve these goals and objectives	Permanent	No		J
Strategic Plan	Permanent	No		J
Corporate Plan	Permanent	No		J
Mission Statement	Permanent	No		J

#### 3.2 Strategic Performance Management

Records	Retention Period	Statutory Demand	Notes	Source
Measurement of the institution's performance against its overall strategic goals and objectives	Permanent	No		J
Identification and accounting of under-performance	Permanent	No		J

Reporting on performance to funding councils, government departments and other authorised bodies	Permanent	No		J
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### 3.3 Contingency Planning

Records	Retention Period	Statutory Demand	Notes	Source
Identification, quantification and assessment of risks	Creation +10 AY	No		J
Risk Assessment Reports	Creation +10 AY	No		J
Development and testing of disaster prevention, response and recovery plans	Active +10 AY	No		
Contingency plans	Active +5 AY	No		J
Business recovery plans	Active +5 AY	No		J
Disaster plans	Active +5 AY	No		J
Emergency planning exercise documentation	Active +10 AY	No		J
Identification and protection of vital information resources	Active +10 AY	No		J
Vital Records Schedules	Active +10 AY	No		J

### 3.4 Organisational Development

Records	Retention Period	Statutory Demand	Notes	Source
Planning and implementation of organisational and cultural change, and analysis of its impact	Permanent	No		J
Planning statements	Permanent	No		J
Organisation plans	Permanent	No		J
Organisation charts	Permanent	No		J

### 3.5 Competitor Monitoring

Records	Retention Period	Statutory Demand	Notes	Source
Monitoring of competitors' overall strategies and performance	Creation +2 AY	No		J

Market Research Reports	Creation +2 AY	No		J
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### 3.6 Governance

Records	Retention Period	Statutory Demand	Notes	Source
Definition and development of rules of governance and management structures	Permanent	No		J
Charter	Permanent	No		J
Constitution	Permanent	No		J
Ordinances/Statutes/Regulations	Permanent	No		J
Recording the proceedings and decisions of the institution's governing body and key committees	Permanent	No		J
Notice of meetings	Creation + 1 AY	No		J
Agenda, minutes & supporting papers	Permanent	No		J

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