

University Governance v1.0

This schedule sets out the University's policy for the retention and disposal of the below-mentioned records. It applies to records in ALL formats i.e. paper, electronic etc. All retention periods are in years unless otherwise stated. See key of abbreviations at the end of this document.

Record Description	Retention period	Action	Notes (including any relevant legislation)
Governance Structure - Records documenting the development and establishment of the University's governance structure.	P	Transfer to Archives	Annual Version archived (Ordinances and Regulations). All versions retained on idrive. (for reference)
University Court - CMG Papers documenting the appointment of members to and membership of Court and its Committees	P	Transfer to Archives	List of names, committee memberships etc.
University Court - Records documenting the provision of training and development for members of the University's Court (and external members co-opted to Court's Committees)	CAY + 3	D Con	
University Court - Records documenting the organisation of meetings of the University's Court and its Committees	CAY + 1	D	
University Court and Committees - Records documenting the conduct and proceedings of meetings of the University's Court, committees of Court and University level strategic committees including minutes, agendas and papers	P	Transfer to Archives	Annual Version archived. Local copy retained on idrive (for reference)

Record Description	Retention period	Action	Notes (including any relevant legislation)
University Court - Court members' (and co-opted members') personal data relating to the appointment, administration and management of Court members (including co-opted members)	End of individual's tenure + 6AY	D Con	
University Court - Unsuccessful applicants (CVs, supporting statements, etc.)	Appointment finalised + 18 months	D Con	Unsuccessful applicants for Court membership or court committee membership
Court Register of Interests	CAY + 6AY	D Con	
University Senate - Records documenting the conduct and proceedings of meetings of Senate, including minutes, agendas and papers	P	Transfer to Archives	Any local copies can be destroyed once they are no longer needed
Committees of University Senate - Agendas or agenda papers of Committees, groups, boards, working parties which report to Senate or committees of Senate	CAY + 6AY	D Con	Copies to be retained by the designated Committee Secretary in the relevant servicing office. Any other local copies can be destroyed once they are no longer needed
University Senate - Individual membership records	End of individual's tenure + 6AY	D Con	
University Senate - Election Papers	Completion of election + 6 months	D Con	

Key to abbreviations:

AY = academic year

CAY = current academic year

D = Destroy

D Con = Destroy confidentially

T = termination of event/student or staff relationship

Y = calendar year

LA = Last Action