

HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Business Unit Management

Business unit means an individual component of the institution's organisational structure which, depending on its level in the structure and on its purpose, may be called any of the following: Directorate; Division; Department; Section; Team; College; Faculty; School, Unit, Centre, Institute.

This retention schedule is based on the recommendations made by the Joint Information Systems Committee. The letter indicates the final disposition of each type of record, and applies to original records and can be used for the day-to-day management of individual Schools or Support Services. Note that Financial Records for Business Units are covered by the Finance Retention Schedule. Where copies of originals are kept locally, these can be destroyed when these are no longer required.:

A = 1 copy to be transferred to the University Archive. See Retention Schedule Guidelines for further details.

D = Destroyed.

The number following the letter code indicates the period (in years) after which records may be destroyed, and is the minimum retention period required by best practice or legislation. It assumes a new file is opened at the start of each academic, calendar or financial year, and is **always** calculated from the date of the last record in the file.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Legislative Authority
<p>BUSINESS UNIT /MONITORING</p> <ul style="list-style-type: none"> • collecting and monitoring statistical and other data • logging transactions. 	<p>Progress of work.</p>	<p>D: Current year + 1 year</p>	
<p>BUSINESS UNIT /MEETINGS</p> <ul style="list-style-type: none"> • arranging meetings • preparing agenda and papers for meetings • organising agenda for meetings • recording minutes of meetings • taking / co-ordinating action to be carried out as a result of decisions made at meetings. <p>Meetings includes: meetings held regularly or on an ad hoc basis; internal meetings and meetings with other business units or with external organisations.</p> <p>Meetings excludes: meetings of committees; meetings relating to specific business functions.</p>	<p>Arrangements for meetings.</p> <p>Conduct of meetings: agenda, minutes and supporting papers.</p>	<p>D: Date of meeting</p> <p>D: Current year + 3 years</p>	

Records Retention Schedule for Business Unit Management (2)

<p>BUSINESS UNIT/TRAVEL</p> <ul style="list-style-type: none"> • planning itineraries • arranging travel • arranging accommodation • arranging travel documentation. 	<p>Travel arrangements.</p>	<p>D: Completion of travel + 3 months</p>	
<p>BUSINESS UNIT/WORK PLANNING-SCHEDULING</p> <ul style="list-style-type: none"> • planning the allocation of resources • scheduling work. 	<p>Work allocation/scheduling (e.g. duty rosters).</p> <p>Desk diaries (and similar 'official' work planning/scheduling tools).</p>	<p>D: Current year + 1 year</p> <p>D: Current year + 1 year This assumes that diaries are used for work planning/scheduling only.</p>	

This is a generic business classification scheme for the function of managing a business unit. It is a framework which can be customised to produce a specific business classification scheme for managing the work of any type of business unit at any level within the institution. It is NOT designed to be used for any work relating to an institutional function or activity which is specified elsewhere in this Business Classification Scheme.