

HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Fundraising

The function of soliciting funds directly from organisations and individuals, and of managing relationships with donors. This category is **not** intended to cover applying for funds which are managed/provided by HE funding councils or research councils. For these activities, use Finance/Funding or the relevant category in Research.

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. 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 | Authority |
|---|--|--|-----------|
| <p>FUNDRAISING/STRATEGY</p> <ul style="list-style-type: none"> • identifying requirements for new/revised strategy • undertaking research • developing strategy proposals • consulting on strategy proposals • reviewing and revising strategy proposals in the light of comments received • drafting strategy documents • consulting on strategy documents • reviewing draft strategy documents in the light of comments received • producing final strategy documents • submitting final strategy documents for formal endorsement • formally endorsing strategy documents • disseminating strategy documents • reviewing strategy. | <p>Key records documenting the development and establishment of the institution's fundraising strategy.</p> <p>Working papers documenting development and establishment of the institution's fundraising strategy.</p> | <p>A: Superseded + 5 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of strategy + 1 year</p> | |

Records Retention Schedule for Fundraising (2)

| | | | |
|---|--|--|--|
| <p>FUNDRAISING/POLICY</p> <ul style="list-style-type: none"> • identifying requirements for new/revised policy • undertaking research • developing policy proposals • consulting on policy proposals • reviewing and revising policy proposals in the light of comments received • drafting policy documents • consulting on policy documents • reviewing draft policy documents in the light of comments received • producing final policy documents • submitting final policy documents for formal approval • formally approving policy documents • disseminating policy documents • reviewing policy | <p>Key records documenting the development and establishment of the institution's fundraising policies.</p> <p>Working papers documenting development and establishment of the institution's fundraising policies.</p> | <p>A: Superseded + 5 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of policy + 1 year</p> | |
| <p>FUNDRAISING/PROCEDURES</p> <ul style="list-style-type: none"> • identifying needs for new/revised procedure • undertaking research • analysing work processes • drafting procedure documents • consulting on procedure documents • reviewing draft procedure documents in the light of comments received • trialling procedure • refining procedure as a result of trials • submitting final procedure documents for formal approval • formally approving procedure documents • disseminating procedure documents • reviewing procedure. | <p>Master copies of procedures relating to fundraising.</p> <p>Development of the institution's procedures relating to fundraising.</p> | <p>A: Superseded + 3 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of procedures + 1 year</p> | |

Records Retention Schedule for Fundraising (3)

| | | | |
|--|---|--|--|
| <p>FUNDRAISING/CAMPAIGNS Activities involved in undertaking fundraising campaigns, including:</p> <ul style="list-style-type: none"> • designing fundraising campaigns • establishing fundraising campaign management structures • developing and implementing fundraising projects • communicating with donors • reviewing the effectiveness of campaigns. | <p>Design, conduct and summary results of fundraising campaigns.</p> <p>Details of individual responses to fundraising campaigns.</p> | <p>D: Last action on campaign + 5 years</p> <p>D: Completion of analysis of data</p> | |
| <p>FUNDRAISING/DONATIONS Activities involved in receiving donations to the institution, and in managing the institution's formal relationships with donors, including:</p> <ul style="list-style-type: none"> • handling enquiries about donating • establishing mechanisms for donating; organising events for donors • communicating with donors. <p>Donations means cash, estate or other items (e.g. works of art, manuscripts) donated to the institution by living donors on an ad hoc or regular basis, or as bequests.</p> <p>For processing financial transactions associated with receiving or making donations, use Finance/Financial Accounting.</p> <p>For administering funds donated to the institution, use Finance/Funding.</p> <p>For negotiating legal agreements in relation to donations received or made, use Legal Affairs/Contracts.</p> | <p>Donations to the institution.</p> <p>Handling of enquiries about making donations to the institution.</p> | <p>A: Current year + 5 years A shorter/longer period may be appropriate for small/substantial donations</p> <p>D: Last action on enquiry + 1 year</p> | |