

**HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for HE/FE Sector Relations**

This category covers the institution's formal relationships with other organisations at corporate level: other HE institutions; other organisations in the HE sector (HE funding councils, HE quality and standards bodies); FE institutions; other organisations in the FE sector; learned societies; professional associations (except trades unions). These organisations may be in the UK or elsewhere. It does **not** cover routine contacts relating to a function or activity covered elsewhere in the Retention Schedules.

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>HE-FESECTOR/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 HE/FE sector relations strategy.</p> <p>Working papers documenting development and establishment of the institution's HE/FE sector relations 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A: Superseded + 5 years Copy to the University Archive after approval for permanent retention.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 HE/FE SECTOR RELATIONS (2)

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| <p>HE-FE SECTOR / 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 HE/FE sector relations policies.</p> <p>Working papers documenting development and establishment of the institution's HE/FE sector relations 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>HE-FE SECTOR / 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 HE/FE sector relations.</p> <p>Development of the institution's procedures relating to HE/FE sector relations.</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 HE/FE Sector Relations (3)

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| <p>HE-FE SECTOR / COLLABORATION Activities involved in establishing and managing collaborative relationships with organisations in the HE and FE sectors, in the UK and elsewhere, including:</p> <ul style="list-style-type: none"> establishing and managing collaborative relationships with organisations in the HE and FE sectors, in the UK and elsewhere. <p>Collaborative relationships includes formal partnerships based on legal agreements/contracts.</p> | <p>Establishment of formal contractual relationships between the institution and other HE/FE institutions.</p> | <p>D: Termination of contractual relationship + 6 years</p> | <p>Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6</p> |
| <p>HE-FE SECTOR / COMMUNICATIONS Activities involved in managing the institution's communications with organisations in the HE and FE sectors, including:</p> <ul style="list-style-type: none"> making and handling general enquiries producing newsletters, briefing papers and other publications intended for an HE sector audience contributing to publications produced by others. | <p>The institution's general communications with other HE/FE institutions, other educational institutions, professional associations and learned bodies.</p> <p>Production of publications specifically intended for the HE and/or FE sector(s).</p> <p>Publications.</p> <p>General enquiries from institutions and other bodies in the sector, the internal handling of these enquiries and the responses given.</p> | <p>D: Current year + 5 years</p> <p>D: Publication + 1 year One copy to University Archive for permanent retention</p> <p>D: While current + 1 year</p> <p>D: Last action of enquiry + 1 year</p> | |
| <p>HE-FE SECTOR / CONSULTATIONS Activities involved in 1) conducting formal consultations with/of organisations in the HE and FE sectors 2) responding to formal consultations conducted by HE/FE sector organisations, including:</p> <ul style="list-style-type: none"> conducting internal consultation processes in order to 1) prepare consultation documents to be issued 2) prepare formal corporate responses to consultation documents received. | <p>Preparation of the institution's formal responses to consultations conducted by HE/FE sector organisations (including records of internal consultation processes).</p> <p>The institution's formal responses to consultations conducted by HE/FE sector organisations.</p> | <p>D: Last action on consultation + 1 year</p> <p>D: Last action on consultation + 3 years</p> | |

RECORDS RETENTION SCHEDULE FOR HE/FE SECTOR RELATIONS (4)

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| <p>HE-FE SECTOR /EVENTS Activities involved in organising events (D1) specifically for the HE/FE sector. Events includes: conferences; seminars; training events.</p> <ul style="list-style-type: none"> • determining dates and times • arranging venues, catering, security, transport etc. • planning programmes • issuing invitations • designing publicity materials (e.g. brochures, posters) and arranging production • designing event materials (e.g. delegate packs, menus) and arranging production • organising publicity (e.g. official photography, media coverage) • issuing tickets • registering attendees • reviewing events • writing reports on events. | <p>Planning and impact/results of events for the HE sector.</p> <p>Organisation and administration of events for the HE sector.</p> | <p>D: Completion of event + 3 years</p> <p>D: Completion of event + 1 year</p> | |
| <p>HE-FE SECTOR /REPORTING Activities involved in 1) submitting statistical and other data and reports to HE/FE regulatory bodies 2) receiving data and reports from these bodies for institutional use, including:</p> <ul style="list-style-type: none"> • conducting internal data collection exercises (where these are not part of routine data collection - see Management Information Collection, Analysis & Reporting). | <p>Preparation and submission of reports to HE/FE regulatory bodies.</p> | <p>D: Submission of report + 3 years</p> | |
| <p>HE-FE SECTOR /REPRESENTATION Activities involved in representing the institution on HE/FE sector collaborative/representative bodies, including:</p> <ul style="list-style-type: none"> • establishing and maintaining membership of organisations • representing the institution on committees. | <p>The institution's membership of organisations.</p> <p>The institution's participation in the activities of external organisations (including committees).</p> | <p>D: Termination of membership + 1 year</p> <p>D: Termination of involvement + 1 year</p> | |