

**HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Publications Management**

This category covers the management of the institution's collections of publications. It does **not** cover the management of the business units which are responsible for the collections or of the buildings/facilities where the collections are stored, displayed or made available to researchers.

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.

Publications means published material in any medium and format including print, electronic and online. Collections of publications may be open or closed and may be available to staff, students and the public.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Legislative Authority
PUBLICATIONS/STRATEGY <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 	<p>Key records documenting the development and establishment of the institution's publications management strategy.</p> <p>Working papers documenting development and establishment of the institution's publications management 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A: Superseded + 5 years Copy to the University Archive after approval for permanent retention.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 Publications Management (2)

<p>PUBLICATIONS/STRATEGY (Continued)</p> <ul style="list-style-type: none"> • disseminating strategy documents • reviewing strategy. 			
<p>PUBLICATIONS/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 publications management policies.</p> <p>Working papers documenting development and establishment of the institution's publications management 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>PUBLICATIONS/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 publications management.</p> <p>Development of the institution's procedures relating to publications management.</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 Publications Management (3)

<p>PUBLICATIONS/ACQUISITION</p> <ul style="list-style-type: none"> identifying and selecting publications to purchase. 	<p>Process of selecting publications to purchase.</p> <p>Decisions to (dis)continue purchase of publications.</p>	<p>D: Completion of purchase</p> <p>D: Last action on issue + 1 year</p>	
<p>PUBLICATIONS/ORGANISATION</p> <ul style="list-style-type: none"> organising, classifying and cataloguing publications. 	<p>The institution's scheme(s) for classifying and cataloguing publications.</p> <p>Library Catalogues/indexes</p>	<p>Until all catalogues based on the scheme are superseded</p> <p>D: Superseded</p>	
<p>PUBLICATIONS/STORAGE</p> <ul style="list-style-type: none"> determining appropriate storage conditions devising storage control systems. 	<p>Monitoring and control of storage conditions.</p> <p>Movement of items from/to storage.</p>	<p>D: Current year + 1 year</p> <p>D: Return of items + 1 year</p>	
<p>PUBLICATIONS/CONSERVATION</p> <ul style="list-style-type: none"> binding items for preservation purposes repairing damaged items. 	<p>Conservation work undertaken on publications.</p>	<p>Life of items</p>	
<p>PUBLICATIONS/DISPOSAL</p> <ul style="list-style-type: none"> disposing of redundant publications. 	<p>Authorisation for the disposal of redundant publications.</p>	<p>D: Disposal of publications + 1 year</p>	
<p>PUBLICATIONS/COPYRIGHT</p> <ul style="list-style-type: none"> obtaining licences to use materials in which the copyright is not owned by the institution monitoring use of such materials within the institution participating in surveys undertaken by copyright licensing organisations assisting with inspections undertaken by copyright licensing organisations administering payments to copyright licensing organisations. 	<p>TBC</p>	<p>TBC</p>	<p>In the UK, the relevant legislation is the Copyright, Designs and Patents Act 1988.</p>