

Function – Governance (v1 – June 2019)

Responsible Person – University Secretary

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Legal and Governance Framework			
Records documenting the establishment and development of the institution's legal framework.	Lifetime of Institution*	Destroy	Scottish Government Correspondence Order of Council
Governing Body Management			
Records documenting the development and establishment of the institution's governance structures and rules.	Superceded + 6 years	Destroy	Standing Orders Scheme of Delegation Financial Regulations
Records documenting the appointment of members of Court including induction and training.	Termination of appointment + 6 years	Destroy	1973 Act
Records documenting the organisation and arrangements for meetings of Court and its Committees.	Current year + 1 year	Destroy	N/A
Records documenting the conduct and proceedings of the meetings of Court and its Committees	Minute Books - Life of Institution* Agenda's and meeting Papers – Current Year + 5	Destroy	N/A
Records documenting the conduct of the business of Court and its Committees: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	Current Year + 5 years	Destroy	N/A

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Records documenting the conduct of reviews of the effectiveness and performance of Court or Senate or Committees	Completion of two subsequent reviews	Destroy	N/A
Register of interests of members of Court	Termination of appointment + 6 years	Destroy	1973 Act
Records of Expenses claims of members of Court	Termination of appointment + 6 years	Destroy	N/A
Nominations for honorary awards & decisions made on individual nominations	Current academic year +10 years	Archive	N/A
Senate			
Records documenting the conduct and proceedings of the meetings of Senate and its Committees	Minute Books - Life of Institution* Agenda's and meeting Papers – Current Year plus 5	Destroy	N/A
University Regulatory Framework	Current academic year +10 years	Archive	N/A
Miscellaneous			
Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998.	Closure of Case + 6 years	Destroy	1973 Act
Register of gifts and hospitality received by individual members of staff	10 years from register entry date	Destroy	N/A

*Records should be reviewed to determine whether permanent preservation is appropriate prior to destruction