

Function – Governance (v2 – December 2020)

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	Superceded + 6 years	Destroy	Standing Orders Scheme of Delegation Financial Regulations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, Agendas and Meeting Papers)	Life of Institution*	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 (Minute Books, Agendas and Meeting Papers)	Life of Institution*	Destroy	N/A
Records documenting the conduct and proceedings of the meetings of Senate Committees (Agendas and Meeting Papers)	Agendas and meeting papers Current year plus 5	Destroy	
University Regulatory Framework	Current academic year +10 years	Archive	N/A
Nominations for emeritus professors & decisions made on individual nominations	Current academic year + 10 years	Destroy except that contact details should be retained permanently for those approved.	N/A
Miscellaneous			
Records documenting the investigation, determination and resolution of an allegation	Closure of Case + 6 years	Destroy	1973 Act

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
made under the Public Interest Disclosure Act 1998.			
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