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## Northumbria University – Related Company Records Retention Schedule

### 16. Related Company Management

#### *16.1 Related Company Proposal Development*

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the development and evaluation of a proposal to form a related company: where a decision is made to proceed.	Life of company	10 years	Review	JISC Guidelines
Records documenting the development and evaluation of proposals for the formation of a related company: where a decision is made not to proceed.	Last action on proposal	5 years	Review	JISC Guidelines

#### *16.2 Related Company Formation*

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the formation of a related company.	Life of company	10 years	Review	JISC Guidelines

## Northumbria University – Related Company Records Retention Schedule

### *16.3 Related Company Management*

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting action by the institution to ensure that a related company is conducting business in line with established agreements and company law.	Date of Creation	5 years	Review	JISC Guidelines

### *16.4 Related Company Review*

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the conduct and results of regular reviews of a related company's performance against plans, including budgets.	Date of Creation	5 years	Destroy	JISC Guidelines
Records containing reports of the results of internal and external audits of a related company.	Date of Creation	5 years	Destroy	JISC Guidelines
Records documenting action taken by the institution to ensure that a related company has proper operating procedures in place, and that they are being implemented.	Date of Creation	5 years	Destroy	JISC Guidelines
Annual Report & Accounts of related company	Life of company	10 years	Destroy	JISC Guidelines

## Northumbria University – Related Company Records Retention Schedule

### *16.5 Related Company Disposal*

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the disposal of a related company (or the institution's interest in it) by winding-up or sale.	Disposal	10 years	Destroy	JISC Guidelines