



## Contents

1. Common Record Series .....	2
1.1 Strategy Records.....	2
1.2 Committee Papers.....	2
1.3 Policy Development .....	2
1.4 Procedure Development .....	3
1.5 Performance Management.....	3

## Northumbria University – Common Records Retention Schedule

### 1. Common Record Series

This section contained records common to all areas within the University.

#### 1.1 Strategy Records

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the <b>development and establishment</b> of University/Faculty or Departmental strategies. (Inc. final approved Strategy)	Superseded	10 Years	Review for Archive Value/Destroy	Good Practice
Records documenting the <b>implementation</b> of University/Faculty or Departmental strategies.	Superseded	3 Years	Destroy	Good Practice

#### 1.2 Committee Papers

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Agenda, minutes & Papers: <b>Master Set</b>	Approval	Perm	N/A	Good Practice
Agenda, minutes & Papers: <b>Reference Set</b>	End of Academic Year	10 Years	Destroy	Good Practice

#### 1.3 Policy Development

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the <b>development and establishment</b> of University/Faculty or Departmental Policy. (Inc. final approved Policy)	Superseded	10 Years	Review for Archive Value/Destroy	Good Practice

## Northumbria University – Common Records Retention Schedule

Records documenting the <b>implementation</b> of University/Faculty or Departmental Policy.	Superseded	3 Years	Destroy	Good Practice
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### *1.4 Procedure Development*

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the <b>development and establishment</b> of University/Faculty or Departmental Procedures. (Inc. final approved Procedure)	Superseded	6 Years	Review for Archive Value/Destroy	Good Practice
Records documenting the <b>implementation</b> of University/Faculty or Departmental Procedure.	Superseded	1 Year	Destroy	Good Practice

### *1.5 Performance Management*

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Performance Monitoring Reports	End of Academic Year	6 Years	Review for Archive Value/Destroy	Good Practice
Performance Monitoring raw data and analysis	End of Academic Year	1 Year	Destroy	Good Practice
Audit reviews, results and responses	End of Academic Year	10 Years		