



# 03 COMMITTEE RECORDS

## University Retention Schedule

Please note: for the purposes of the University of Portsmouth, end of financial year = July 31st

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3.1. Management, Organisation and Committee Structures

**NB:** All this information was available in the booklet entitled “How the University Works” and in the “Preliminary Information for New Governors”. Current versions of both are published on the University website. However, as of 2016, these have been simplified and no longer cover Academic Council committee structure, nor the Faculty & Professional Services structure.

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	DIRECTORATE RETENTION PERIOD	CORP GOV RETENTION PERIOD	DSAA RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Governors' committee structure	Electronic	When superseded		10 years		Archive	Historic value		K:drive	Archive	Published on website	
Academic council and committees structure	Electronic	When superseded			10 years	Archive	Historic value	Electronic archive only	K:drive	Archive	Published on website	
Faculty and professional services structure	Electronic	When superseded	10 years			Archive	Historic value		K:drive	Archive	Published on website	
Directorate: terms of reference and reporting lines	Electronic	When superseded	10 years			Archive	Historic value	Includes UEB	K:drive	Archive	Published on website	
Senior staff: list of names, positions and departments - Final versions	Electronic	When superseded	10 years			Archive	Historic value	Final version is the one in force at the end of each academic year.	K:drive	Archive	Published on website	
Senior staff: list of names, positions and departments - Interim versions	Electronic	When superseded	1 year			Delete	In case of queries concerning previous versions		K:drive	N/A	Published on website	

## 3.2. Board of Governors' Committees

† A paper copy of the full meeting pack should be submitted to the University Archive for permanent preservation. This should be done in good time, to mitigate the risk of digital obsolescence affecting the electronic record. Due to the potential sensitivity of some agenda items, a default closure period will be applied to these within the Archive, but this may be challenged on a case by case under the Freedom of Information Act 2000.

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	DIRECTORATE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Board minutes - authorised version	P/E	Life of the University	n/a	Archive†	Companies Act 2006 Historic value – will be preserved in the University Archive in perpetuity		eRecords system	Archive	Non-restricted minutes are published on website	
Board agendas	P/E	Life of the University	n/a	Archive†	Companies Act 2006 Historic value – will be preserved in the University Archive in perpetuity	Includes supporting papers and action sheets	eRecords system	Archive	Board of Governors' agenda published from 2016	
Board tabled and supplementary papers	P/E	Life of the University	n/a	Archive†	Companies Act 2006 Historic value – will be preserved in the University Archive in perpetuity		eRecords system	Archive	Not published	
Committee minutes - authorised version	P/E	Life of the University	n/a	Archive	Companies Act 2006 Historic value	There is currently insufficient space in the archive to take these records. Keep at FileStore and check with archivist regularly to see if space becomes available.	eRecords system	FileStore	Non-restricted minutes are published on website	
Committee agendas	P/E	Life of the University	n/a	Archive	Companies Act 2006 Historic value	Includes supporting papers and action sheets There is currently insufficient space in the archive to take these records. Keep at FileStore and check with archivist regularly to see if space becomes available.	eRecords system	FileStore	Not published	
Committee Tabled and supplementary papers	P/E	Life of the University	n/a	Archive	Companies Act 2006 Historic value	There is currently insufficient space in the archive to take these records. Keep at FileStore and check with archivist regularly to see if space becomes available.	Paper/K:drive	FileStore	Not published	
Calendars of meetings	Electronic	End of financial year	1 year	Delete	JISC recommendation	Includes correspondence	K:drive	N/A	Published on website	
Records of attendance	Electronic	End of financial year	5 years	Delete	To monitor governor effectiveness		K:drive	N/A	Not published	
Annual reports / special editions ('in focus')	Electronic	End of financial year	5 years	Archive	Historic value	NB: no longer produced. Schedule remains for historic reference only	N/A	Archive	Available from archive	

3.3. Committees, Working Groups and Meetings

3.3.1. University Level

For example: University Executive Board (UEB), Academic Council, Professional Services Forum, Strategic Planning Group (no longer active)

† A paper copy of the full meeting pack should be submitted to the University Archive for permanent preservation. This should be done in good time, to mitigate the risk of digital obsolescence affecting the electronic record. Due to the potential sensitivity of some agenda items, a default closure period will be applied to these within the Archive, but this may be challenged on a case by case under the Freedom of Information Act 2000. (NB: Currently no room for storage in archive – June 2020)

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	ADMINISTRATING DEPT RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Minutes, agendas and supporting papers of UEB and its predecessor committees (e.g. VCE)	P/E	Life of the University	n/a	Archive†	Historic value – will be preserved in the University Archive in perpetuity	Items at FileStore are paper originals that were unsuitable for scanning. All others have been scanned to eRecords.	eRecords	FileStore	<b>UEB:</b> non-restricted notes published on website	
Minutes, agendas and supporting papers of Academic Council	E	Life of the University	n/a	Archive†	Historic value – archive a paper copy	As of 2016 Academic committees are electronic only	eRecords system	K:drive / Archive	<b>Academic Council:</b> all docs (unless CC) published on intranet only	
Minutes, agendas and supporting papers - other	P/E	End of academic year	10 years	Destroy			K:drive	N/A	Intranet only	
Management briefings	P/E	End of academic year	3 years	Destroy						
Calendars of meetings	P/E	End of academic year	1 year	Destroy			K:drive & Google Calendar	K:drive	<b>Academic Council:</b> published on intranet	
Constitution, terms of reference and membership	P/E	N/A	permanent	Archive			<b>UEB:</b> K:drive, but will go on to eRecords <b>Academic Council:</b> K:drive	Archive	<b>UEB:</b> published on website <b>Academic Council:</b> published on intranet	
Election records	P/E	Completion of next election	N/A	Destroy		For Example: notices of elections, manifestos, completed ballot papers, correspondence etc  Not applicable for UEB	K:drive	Paper	Recorded within minutes	

3.3.2. Faculty, Professional Service, Support Service Level

For example: Faculty boards, Faculty committees, Library committee, Equality & Diversity committees

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	ADMINISTRATING DEPT RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Minutes and agendas of faculty research degree committee	P/E	End of academic year	10 years	Review†	To cover the maximum length of time that may be taken by students to complete their degrees	† Destroy, unless the minutes and agendas refer to on-going student degrees, in which case retain and review annually thereafter				
Minutes and agendas - other	P/E	End of academic year	6 years	Destroy	Limitation Act 1980					
Action sheets	Electronic	End of academic year	3 years	Delete						
Correspondence	Electronic	End of academic year	3 years	Delete						
Constitution and terms of reference	Electronic	Upon disposal of all related minutes	N/A	Delete						
Membership records	Electronic	Termination of membership	6 years	Delete						
Calendars of meeting	E	End of academic year	1 year	Destroy						

3.3.3. Department, School, Team Level

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	DEPT RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Minutes and agendas	Electronic	End of academic year	6 years	Delete	Limitation Act 1980					
Action sheets	Electronic	End of academic year	3 years	Delete						
Correspondence	Electronic	End of academic year	3 years	Delete						
Terms of reference and membership records	Electronic	Closure of working group	6 years	Delete						
Calendars of meetings	E	End of academic year	1 year	Destroy						

3.3.4. Programme Level

For example: Boards of Studies, Student Staff Consultative committees, Boards of Teachers, Programme Management Groups – See [Retention Schedule – 02 Audit Records > Programme Quality, Monitoring & Review](#).

3.3.5. Assessment Level

For example: Unit Assessment Boards, Board of Examiners, Extenuating Circumstances – See [Retention Schedule – 11 Student and Course Records > Assessments](#).

3.3.6. Project Level

For example: Project Boards, Project Team Meetings, PAT Meetings – See [Retention Schedule – 07 Project Records](#) and manage as part of the project document set.

3.3.7. Ethics Committees (all levels)

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	ADMINISTRATING DEPT RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Applications and decision letters	E	Permanent	n/a	Archive	In case published research is questioned at a future date	Relates to research applications submitted to the ethics committee by Pg research students (MRes), Doctoral students, or staff only. <b>Not</b> Ug students or taught masters students – these are managed by a different ethics process	Moodle	Archive to Pure or eRecords (TBC) after 10 years	Not published	
Minutes, papers and agendas	E	End of academic year	10 years	Destroy	To cover likely length of time to publication; To monitor retractions and justify processes		eRecords		Not published	
Discussions	E	End of academic year	10 years	Destroy	To cover likely length of time to publication; To monitor retractions and justify processes		Moodle		Not published	
Calendars of meetings	E	End of academic year	1 year	Destroy						

3.4. Ad-Hoc Meetings

Ad-hoc meetings are generally informal and, as such, unlikely to have an agenda or formally approved minutes. However, there will be circumstances when it is appropriate to maintain a record of an ad-hoc meeting having taken place. In these cases, the record of the meeting should be retained in line with the subject matter of the meeting. For example: if the meeting pertains to a staff grievance, the record of the meeting should be maintained in line with the retention period for the grievance case in question.

3.5. Subsidiary Company Committee and Board Meetings

A new schedule has been created to cover the specific retention requirements for subsidiary companies. This section is now covered be the new schedule. See [Retention Schedule – 13 Subsidiary Records](#).