

Records Retention: Committee Papers

The recommendations from the JISC paper are pasted below. Many of the University's committees are administered from the Committee Office but there are others managed by other areas of the University. In addition, the role of Secretary to many Committees is managed by a number of people and there will also be a varying number of copies of Committee papers held by individuals across the University.

This paper confirms that for the following Committees the master minute book will be held by the Committee Office:

- Council
- Council Membership Committee
- Council Effectiveness Committee
- Assembly/Standing Committee of the Assembly
- Audit Committee
- Finance Group
- Senate
- Learning and Teaching Committee
- Biohazards
- Equality and Diversity Committee
- ISSC
- RAM

In addition, the Committee Office will be able to provide (for the life of the committee and five years thereafter) copies of any papers/minutes required which will enable individuals to dispose of their copy of the papers should they wish.

In addition:

- Handwritten notes used to write the formal minutes will be destroyed following the minutes being adopted at the next meeting of the Committee;

- Draft copies of minutes will be destroyed following the minutes being adopted at the next meeting of the Committee.

Governance (minute book for University committees: Council, Senate, Finance, Audit, LTC, etc.)

Information held by Planning (PLN) – Committee Office.

Activity	Record group	Retention period	Authority	Notes
Governance Framework Development	Records documenting the establishment and development institution's governance structure and rules.	Life of institution	NA	
Legal Framework Development	Records documenting the establishment and development of the institution's legal framework.	Life of institution	NA	
Non-Statutory Committee Administration	Records documenting the appointment/election/designation of members of a committee.	Termination of membership + 6 years	1980 c. 58 s 5	
	Records documenting the arrangements for meetings of a committee.	Current year + 1 year	NA	
	Records documenting the conduct of the business of a committee: agenda, minutes and supporting papers.	Life of committee + 5 years	NA	Handwritten notes used to develop the minutes and draft copies of the minutes will be destroyed once the minutes are formally adopted.
	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions	Current year + 5 years	NA	

Activity	Record group	Retention period	Authority	Notes
	to be taken (or not taken) as a result of committee decisions.			
	Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a committee.	Life of committee + 6 years	1980 c. 58 s 5	
	Records documenting the development of induction and training programmes for members of a committee.	Superseded + 3 years	NA	Retaining previous versions provides evidence of effective induction and training over time.
	Records documenting training undertaken by individual members of a committee.	Termination of membership + 6 years	1980 c. 58 ss 2 and 5	

This document defines the records retention schedule for records held and owned by the Development department, and is based on the JISC Higher Education Business Classification Scheme and Records Retention Schedules¹. Further information about RRSs and their structure including the descriptions of the column headings are available on the UEA website.²

¹ <http://bcs.jiscinfonet.ac.uk/he/default.asp>

² <http://www.uea.ac.uk/is/strategies/infregs/Records+management/RRS>