

## FMH Executive Office - Records Retention Schedule (RRS)

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**This document defines the records retention schedule for records held and owned by the Faculty of Medicine and Health Sciences, and is based on the JISC Higher Education Business Classification Scheme and Records Retention Schedules<sup>1</sup>. Further information about RRSs and their structure including the descriptions of the column headings are available on the UEA website.<sup>2</sup>**

### Version history

Version	Date	Note
0.1	19.3.13	First draft
0.2	3/4/13	Draft for Faculty review and approval
0.3	16/4/13	Approved by FMH Executive

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

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

## Executive management

### Audit

Information held by the Faculty of Medicine and Health Sciences Office

Activity	Record group	Retention period	Authority	Action at period end	Notes
Performance Quality Assurance Framework Audit by SHA/LETB	Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit + 5 years	NA	Archive	Currently held digitally on FMH Shared Drive under Faculty/SHA Reporting/PQAF. Records also duplicated at East of England Deanery.

### Corporate/Strategic planning and performance management

Information held by the Faculty of Medicine and Health Sciences office

Activity	Record group	Retention period	Authority	Action at period end	Notes
Faculty Strategy Development	Records documenting the development and establishment of the Faculty's strategy for the next five years: key records.	Superseded + 5 years	NA	Archive	

Activity	Record group	Retention period	Authority	Action at period end	Notes
	Records documenting the development and establishment of the Faculty's strategy: working papers.	Issue of strategy + 1 year	NA	Destroy	
Faculty Key Performance Target Policy Development	Records documenting the development and establishment of the Faculty's KPIs: key records.	Superseded + 5 years	NA	Archive	
	Records documenting the development and establishment of the Faculty's policies for KPIs: working papers.	Issue of policy + 1 year	NA	Destroy	

## FMH Governance

Information held by the Faculty of Medicine and Health Sciences Office

Activity	Record group	Retention period	Authority	Action at period end	Notes
Faculty of Medicine and Health Sciences Executive	Records documenting the appointment/designation of members and documents associated with meetings of the FMH Executive Committee	Termination of membership + 6 years	NA	Archive	

Activity	Record group	Retention period	Authority	Action at period end	Notes
Academic Clinical Partnership Board (formerly Joint Venture Board)	Records documenting the appointment/ election/ designation of members and documents associated with meetings of the ACP Board	Life of Committee + 5 years	NA	Archive	
Clinical Academic Initiative Steering Group	Records documenting the appointment/ election/ designation of members and documents associated with meetings of the CAI Steering Group	Termination of membership + 6 years	NA	Archive	
Clinical Academic Initiative Executive Group	Records documenting the appointment/ election/ designation of members and documents associated with meetings of the CAI Executive Group.	Current year + 1 year	NA	Archive	
Faculty of Medicine and Health Sciences – Health and Safety Committee	Records documenting the appointment/ election/ designation of members and documents associated with meetings of the FMH Health and Safety Committee	Life of committee + 5 years	NA	Archive	

Activity	Record group	Retention period	Authority	Action at period end	Notes
Official External Representation:  UEA Health Care Partners East of England Academic Health Science Network and Quarterly Strategic Review for NHS Contracts	Records documenting the appointment/designation of staff to officially represent the institution.	Termination of representation + 6 years	NA	Archive	

## Legal affairs management

Information held by the Faculty of Medicine and Health Sciences Office

Activity	Record group	Retention period	Authority	Notes
Contracts & Agreements Management: NHS (SHA/ HEE) contracts including SIFT, Pre Registration and CPD & NRP Innovation Centre Accommodation	Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties : agreements and contracts under seal (by deed).	Termination of contract + 12 years then archive	1980 c. 58 s 8	
	Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties : other contracts and agreements.	Termination of contract + 6 years then archive	1980 c. 58 s 5	
Legal Advice: Contracts and memoranda of understanding	The activities associated with providing legal opinions and advice to the institution.	Life of Faculty	NA	Archive
	The activities associated with providing opinions and advice to the institution on legal matters.	Superseded + 5 years	NA	Archive

## Risk management

Information held in part by the Faculty of Medicine and Health Sciences Office and forwarded to Council and therefore also held by the Registry.

Activity	Record group	Retention period	Authority	Notes
Risk Identification & Assessment	Records documenting identified risks to the institution via the business of the Faculty and assessments of those risks.	Superseded + 1 year then destroy	NA	

## Safety

Information held by University Safety Services (USS) and other departments. See governance Faculty of Medicine and Health Sciences Health and Safety (above)