

Roombookings - Paper Records

Information held by Planning (PLN)

Activity	Record Group	Retention Period	Authority	Notes
Roombookings Record Administration	Student Room Bookings	Current Year plus 1 year	NA	Held for the previous year for continuity of Student/Society bookings
Roombookings Record Administration	Room Audit	Current Year plus 1 year	NA	

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Activity	Record Group	Retention Period	Authority	Notes
Congregation Record Administration	Congregation	Current Year plus 1 year	NA	