

Process for the Management of University Senior Committee Records

The University is legally obliged to retain minutes of senior committees including Court of Governors and Academic Council. Like all the information held by the University, these minutes can be subject to a Freedom of Information (FOI) request under the Freedom of Information Act 2000.

The Secretary to the Committee is responsible for keeping a master file set of minutes, agendas and papers which must be retained in perpetuity.

Prior to the start of academic year 2014/2015 the University produced master records for these committees as a hard copy. From the start of academic year 2014/2015 and onwards, the master records are held in a digital format only.

In order to comply with legislation and best practice guidelines, the following process applies for all committees listed in Appendix A:

1. Records prior to the academic year 2014/2015

1.1 Master file set – hard copy

- The records' creator will retain current academic year +4 years of records, for business purposes and to deal with any FOI requests relating to the records.
- Records older than 5 years will be transferred to University Records and Archives for permanent retention on an annual basis, usually at the end of every academic year. Details about the records will appear on the public archive catalogue and any enquiries to access such records will be dealt with by University Records and Archives. Access to the records will be subject to any restrictions under the Data Protection Act 1998 and/or any exemptions under the Freedom of Information Act 2000
- University Records and Archives will require all digital copies to be transferred in addition to the paper copies, where they exist, for records prior to the academic year 2014/15.

1.2 Digital copies

- Copies of senior committee minute (see Appendix A) should be made available for the current academic year +4 years as soon as they are approved on the public website of the University.
- Digital copies of all approved agendas, minutes and papers should also be on SharePoint using the 'committee site' file plan.
- All documents should be published in pdf format.
- The copies should be removed from the public website on an annual basis as per the retention guidelines above.

2. Records from academic year 2014/2015

2.1 Master file set – digital

- The records' creator will retain current academic year +4 years of records on SharePoint using the 'committee site' file plan, for business purposes and to deal with any FOI requests relating to the records.
- On an annual basis, records older than 5 years will be transferred to University Records and Archives for permanent retention.
- Details about the records will appear on the public archive catalogue and any enquiries to access such records will be dealt with by University Records and Archives. Access to the records will be subject to any restrictions under Data Protection Act 1998 and/or any exemptions under the Freedom of Information Act 2000.

2.2 Digital copies on the public website

- Copies of senior committee minutes (see Appendix A) should be made available for the current academic year +4 years as soon as they are approved on the public website of the University.
- All documents should be published in pdf format.
- The copies should be removed from the public website on an annual basis as per the retention guidelines above.
- Copies older than 5 years will be transferred to University Records and Archives for permanent retention along with the transfer of the master set on an annual basis, usually at the end of every academic year.

Appendix A – Committees for permanent preservation

Please note, this list will be subject to amendment as committee remits change

- Academic Council – Statutory Committee
- Court of Governors – Statutory Committee

- Audit Committee
- Finance and Property Committee
- Human Resources Committee
- Nominations Committee
- Remuneration Committee
- Research Committee
- University Executive Board
- Graduate School Board