

Function – Governance (v3 –January 2025 )

Responsible Person – Vice Principal (Governance) and University Secretary

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
<b>Legal and Governance Framework</b>			
Records documenting the establishment and development of the institution's legal framework.	Lifetime of Institution*	Destroy	Scottish Government Correspondence Order of Council
<b>Governing Body Management</b>			
Records documenting the development and establishment of the institution's governance structures and rules.	Superceded + 6 years	Destroy	Standing Orders Scheme of Delegation Financial Regulations
Records documenting the appointment of members of Court including induction and training.	Termination of appointment + 6 years	Destroy	1973 Act
Records documenting the organisation and arrangements for meetings of Court and its Committees.	Current year + 1 year	Destroy	N/A
Records documenting the conduct and proceedings of the meetings of Court and its Committees - Minute Books	Life of Institution*	Destroy	N/A
Records documenting the conduct and proceedings of the meetings of Court and Committees - Agendas and Meeting Papers	Current Year + 5 years	Destroy	N/A

<b>Type of Records</b>	<b>Retention Period</b>	<b>Disposal Action</b>	<b>Notes (for example statutory reason for specified retention period)</b>
Records documenting the conduct of reviews of the effectiveness and performance of Court or Senate or Committees	Completion of two subsequent reviews	Destroy	N/A
Register of interests of members of Court	Termination of appointment + 6 years	Destroy	1973 Act
Records of Expenses claims of members of Court	Termination of appointment + 6 years	Destroy	N/A
Nominations for honorary awards & decisions made on individual nominations	Current academic year +10 years	Archive	N/A
<b>Senate</b>			
Records documenting the conduct and proceedings of the meetings of Senate - Minute Books	Life of Institution*	Destroy	N/A
Records documenting the conduct and proceedings of the meetings of Senate - Agendas and Meeting Papers	Current year plus 5	Destroy	N/A
Records documenting the conduct and proceedings of the meetings of Senate Committees (Minute Books, Agendas and Meeting Papers)	Current year plus 5	Destroy	N/A
University Regulatory Framework	Current academic year +10 years	Archive	N/A
Nominations for emeritus professors & decisions made on individual nominations	Current academic year + 10 years	Destroy except that contact details should be retained by HR permanently for those approved.	N/A
<b>Miscellaneous</b>			

Records documenting the investigation, determination and resolution of an allegation	Closure of Case + 6 years	Destroy	1973 Act
<b>Type of Records</b>	<b>Retention Period</b>	<b>Disposal Action</b>	<b>Notes (for example statutory reason for specified retention period)</b>
made under the Public Interest Disclosure Act 1998.			
Register of gifts and hospitality received by individual members of staff	6 years from register entry date	Destroy	N/A

\*Records should be reviewed to determine whether permanent preservation is appropriate prior to destruction