

Function – **TNE and Mobility Office (v1 November 2024)**

Responsible Person – **Head of TNE and Mobility**

	<b>Type of Records</b>	<b>Retention Period</b>	<b>Disposal Action</b>	<b>Notes (for example statutory reason for specified retention period)</b>
1	Records and contractual documentation relating to Inter Institutional Agreements (IIA's) for Student and Staff Mobility	Lifetime of agreement + 6 years	Destroy	
2	Records documenting approval of TNE partnership contracts	Lifetime of partnership + 6 year	Destroy	Prescription and Limitation (Scotland) Act 1973.
3	Records documenting non-progression of TNE partnerships	3 years	Destroy	