

DRAFT RECORD RETENTION SCHEDULE

Development and External Relations

Revision and Signoff Sheet

Change Record

Document Control Information	
Title (Full name of current version: title, version number, status)	Development and External Relations Records Retention Schedule V2.0_draft
Date approved	
Approved by	
Responsible manager/team	
Review frequency	
Next review date	
Scope	All Development and External Relations staff

Document Review Table				
Date	Action by (initials)	Version updated (e.g. V1.3)	New version number (e.g. V1.4 or V2.0)	Brief description (e.g. updated Records Series 1-3, corrected typos, document updated to reflect team structure change)
11/06/19	AR	V1.0	V1.1	Draft based on previous version
14/11/19	MD	V1.1	V1.2	Updated throughout
21/11/19	DW, GD, BK	V1.2	V2.0	Approved

A=archival, BR=business requirement, C=current, CAY=current academic year, CFY=current financial year, CTY=current tax year, D=destroy, D-CON=destroy confidentially, P=permanent (life of University), R=review for archival selection, S=superseded, T=termination (e.g. of contract)
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i) Records Retention Schedule – Purpose and Guidance

A Records Retention Schedule is a control document that sets out the periods for which the University's records should be retained to meet its operational needs and to comply with legal and other requirements.

A Records Retention Schedule is an essential component of an efficient and effective records management system. Properly developed and consistently implemented, a Records Retention Schedule protects the interests of the University and its stakeholders by ensuring that business records are kept for as long as they are needed to meet operational needs and to comply with legal requirements and are then disposed of appropriately.

Records Retention Schedules facilitate the University's compliance with legislation, for example, the Data Protection Act 1998 Principle 5 states that personal data "shall not be kept for longer than necessary", and for the purposes of the Freedom of Information (Scotland) Act 2002, managing records in a corporately organised way enables public bodies to respond, as required by FOI(S)A, in a way that a) ensures compliance with legislative requirements, and b) with the minimum amount of effort. Records Retention Schedules promote improved records management practices, ensuring that information is accessible whilst protecting privacy and personal data. They assist with preventing premature disposal of records retained to satisfy legal, business, financial, etc. requirements and ensure that information is disposed of timeously or retained permanently, if required.

Records are the result of the functions, activities and tasks undertaken by the University and the retention schedule is therefore arranged accordingly to reflect the business processes undertaken.

Departments/teams must have at least one destruction event per year. Using their Records Retention Schedule to destroy the records in each series which have reached their destruction date. For more information/advice contact Governance Services.

1. What does the Records Retention Schedule Cover?

The Records Retention Schedule provides generic guidance on retention of records, which Universities commonly generate in the course of:

- Their core academic work;

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- Managing the University as a corporate body;
- Developing their relationship/s with their stakeholders.

It covers key groups of records generated by the common business functions and business activities of Universities. The retention periods in this document have been approved after consultation with key stakeholders following guidance from sources such as the JISC Records Retention Schedule, which is based on extensive research and consultation with a wide range of Universities. However, it is not intended to be either prescriptive or exhaustive, but as detailed as possible to assist users with managing records.

2. Reviewing the Records Retention Schedule

This Records Retention Schedule will be reviewed periodically to ensure it still meets requirements – minor updates as and when required and a general review biennially. *Update and review approval sign off protocols in agreement with Head of School/Department/Service and Records Manager (Governance Services).*

ii) What does the Records Retention Schedule contain?

1. Arrangement and Description of Records

For each business activity, the schedule lists common groups of records which relate to individual sub-activities or processes. For example:

Procurement

Records from this process include: strategy development, performance management, planning, policy development, supplier approval, supplier contract tendering, supplier contract management and purchasing administration.

or

Course Development and Accreditation

Records from this process include: Course Handbooks, Course Catalogue, Curriculum Document, CPD Course Accreditation.

(Please delete examples as necessary and include an example which is relevant to the business activity to which this RRS relates)

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2. Retention Period and Trigger Point

Statutory retention periods are indicated by a citation. These should be regarded as minimum retention periods. For business reasons, it may be advisable to retain some records for longer than these statutory periods.

All other retention periods are recommended minimum periods, based on assessments of common University needs and potential legal liabilities.

Although retention periods are often dictated by legislation and regulations, they are related to the rationale for keeping the record in the first place and therefore frequently required for business needs and external bodies. If this is the case, this information should be included in the 'Citation/Rationale' column for future reference (*) e.g. RRS review.

The 'trigger point' is when the retention period starts and this may be the current financial year (CFY), termination date (T) which may apply to supplier contracts, employment contracts, student status, etc. Trigger points can be specific e.g. contract termination (T) or general (CFY) depending on the citation.

Common acronyms e.g. 'CTY' are listed at the bottom of each page of the records retention schedule.

3. Retained by

This section details where the master record e.g. 'original' should be retained and who has responsibility for keeping it (job title, not individual's name).

4. Citation/Rationale

Citations are given for key Acts of Parliament, Statutory Instruments and Regulations, which are relevant to determining retention periods for the groups of records concerned. Those cited should not be regarded as the only ones that may be relevant. As mentioned above in 2) (*) the rationale for keeping the record in the first place is useful for deciding the retention period and particularly when reviewing the records retention schedule. Please note here if the retention period is dictated by business requirements.

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5. Final Action

Final action details what should happen to the record once it no longer needs to be retained. There are some documents which will be of archival value to the University and these should be retained permanently. If a document is to be retained for a long period or permanently, special arrangements will be made to transfer it off-site to a storage facility. Governance Services can provide advice and assistance with this.

Many of the records the University staff members create and manage will contain personal information. It is important to ensure that these records are disposed of correctly and in line with guidance issued by the University's Data Protection Officer. Records which contain personal or sensitive personal information should be disposed of by using the shredding consoles which available in all University premises.

6. Records Category, Storage Location & Format

Records should be categorised as to whether they are Vital, Important, Useful or Non-Essential as this may affect how they are stored e.g. vital records may be kept in a fire proof safe, electronically and off-site, whilst Non-Essential records may only be stored electronically. Vital records should also be listed on Business Continuity Plan documents.

The storage location information is necessary to a) ensure records can be found (for both use and disposition), b) identifying copies (those not holding the golden copy/master record can be sure theirs is a copy and therefore ephemeral), and c) inform future RRS reviews.

The format in which records are detailed here along with the location details. The format can be described simply as H, E or H+E (e.g. hardcopy, electronic or both formats).

A physical (e.g. CR = Craiglockhart, ME = Merchiston and SI = Sighthill, together with a specific room number) and/or an electronic (e.g. S:Drive or Sharepoint) location is stated under this section. Where relevant, the information about off-site storage must also be provided.

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7. Records Destruction (including electronic records)

Service Areas and Schools must ensure that regular disposal events are scheduled, at least annually, but more often where there are retention periods less than a year e.g. during a quieter period of the year an annual destruction event is scheduled to ensure records which have reached the end of their retention period are destroyed.

Please ensure a Record Disposal Form (see Appendix A) is completed whenever records are destroyed. These would be permanent records. The form will be retained centrally by Governance Services. A copy of the disposal form is also available on the staff intranet.

Back-up copies stored by Information Services and/or other areas of the University must be destroyed at the same time as the 'golden' copy (other copies may be destroyed before this according to business requirements).

A 'hold' should be placed on the destruction date for records if there the information is required in response to a request under information legislation or litigation purposes. This 'hold' can be applied by removing the information in question from a repository where it would be destroyed in the course of normal procedures e.g. removing it from an archive box which is managed off-site and scheduled from destruction. However, a review/new destruction date must be set to ensure that once the information has been used for the legal purposes it was required for it is re-scheduled for destruction in due course.

Please ensure that the destruction of records complies with the [Manual and Physical Data Security Policy](#) (section 5 refers) and [Guidance on the Safe Disposal of Confidential Waste](#).

A destruction day will be held annually, beginning from the year following the date this schedule is published, please record these below:

Date Destruction Day Due	23/11/2020	22/11/2020							
Date Completed									

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8. Records Retention Schedule Approval Process

(Departmental procedure to be agreed with Governance Services e.g. minor updates aggregated for annual review and approval by Director of Service/Institute, Head of School, etc.)

iii) Legislation affecting the management of Development & External Relations Records

Acts and Statutory Instruments

1973 c.52	Prescription and Limitation (Scotland) Act 1973
2010 c.15	Equality Act 2010
2016/679	General Data Protection Regulation
2018 c.12	Data Protection Act 2018

Other provisions

e.g.

Immigration Rules Specific guidance for keeping documents can be found on the Home Office UKBA website at:
<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/guidancefrom31mar09/appendix-d1.pdf?view=Binary>

iv) Information Asset Owner

The Information Asset Owner for these records is: **Director of Marketing and External Relations**

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v) Retention Schedule

Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location
1. Policies, Procedures & Strategies						
1.1	Alumni Relations Strategy	Superseded + 3	Head of Development	BR	R	I Electronic S Drive>DER
1.2	Alumni Relations Policies	Superseded + 3	Head of Development	BR	R	I Electronic S Drive>DER
1.3	Fundraising Strategy	Superseded + 3	Head of Development	BR	R	I Electronic S Drive>DER
1.4	Development Policies -Stewardship -Research -Gift Policies etc.	Superseded + 3	Head of Development	BR	R	I Electronic S Drive>DER
1.5	Web & IT Strategy	Superseded + 3	Head of Development	BR	R	I Electronic S Drive>DER
	Web & IT Policies	Superseded + 3	Head of Development	BR	R	I Electronic S Drive>DER

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
	Raisers Edge Policy & Procedures	Superseded + 3	Database Manager	BR	R	I	Electronic S Drive>DER
2. Planning							
2.1	Annual Plans	Superseded + 3	Head of Development	BR	R	NE	Electronic S Drive>DER
3. Merchandise							
3.1	Procurement - successful tender and associated documentation	End of contract + 6 years	Departmental/Finance Administrator	1973 c52	D	I	E&H S Drive>DER Locked Department Cupboard
3.2	Procurement – unsuccessful tenders and associated documentation	Award of contract + 1 year	Departmental/Finance Administrator	1973 c52	D	I	E&H S Drive>DER Locked Department Cupboard
3.3	Merchandise price lists	Superseded	Departmental/Finance Administrator	BR		I	Electronic Epos system
3.4	List of suppliers of merchandise	Superseded	Departmental/Finance Administrator	BR		I	Electronic Epos system

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3.5	Merchandise stock levels	Superseded	Departmental/Finance Administrator	BR		I	Electronic Epos system Merchandise Stock room
4. Departmental Finances							
4.1	Accounting – External Orders	CFY + 1	Finance Administrator	BR	D-Con	I	Golden copies held by Finance E+H S Drive>DER Department Folder
4.2	Accounting – Departmental Income & Expenditure	CFY + 1	Finance Administrator	BR	D-Con	I	Golden copy held by Finance S Drive>DER Locked department cupboard
4.3	Accounting – Internal Orders	CFY + 1	Finance Administrator	BR	D-Con	I	Golden copies held by Finance S Drive>DER Department Folder
4.4	Accounting – Purchase card records	CFY+1	Finance Administrator	BR	D-Con	I	Golden copies held by Finance S Drive>DER

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
							Department Folder
4.5	Accounting – Purchase orders and delivery notes	CFY+1	Finance Administrator	BR	D-Con	I	Golden copies held by Finance S Drive>DER Department Folder
4.6	Accounting – Merchandise Income & Expenditure Spreadsheet	CFY+2	Finance Administrator	BR	D-Con	I	Golden copies held by Finance S Drive>DER Locked department cupboard
4.7	Cash – Petty cash	CFY+1	Finance Administrator	BR	D-Con	NE	Golden copies held by Finance N/A
4.8	Expenses claim forms	CFY+1	Finance Administrator	BR	D-Con	NE	Golden copies held by Finance S Drive>DER Department Folder

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5. Committees					
5.1	Campaign Board Members Raisers Edge Record	P	Database Manager	BR	A I Electronic Cloud based CRM Externally Hosted
5.2	Campaign Board Minutes & Papers	P	Departmental Administrator	BR	A I Electronic S Drive>DER
5.3	Development Trust Members Raisers Edge Records	P	Database Manager	BR	A I Electronic Cloud based CRM Externally Hosted
5.4	Development Trust papers and minutes	P	Departmental Administrator	BR	A I Electronic S Drive>DER
5.5	Development Trust Disbursement Requests	P	Development Executive/Finance Administrator	BR	A I Electronic S Drive>DER
5.6	Development Trust Financial Administration	P	Development Executive/Finance Administrator	BR	A I Electronic S Drive>DER
5.7	Development Trust Monthly Bank Reconciliation to statements	CFY + 6	Development Executive/Finance Administrator	1973 c52	D-Con I Electronic S Drive>DER

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5.8	Development Trust cheque and paying in books	CFY + 6	Development Executive/Finance Administrator	1973 c52	D-Con	V	Hardcopy Locked department cupboard
5.9	Development Trust bank statements	CFY+6	Development Executive/Finance Administrator	1973 c52	D-Con	I	E&H S Drive>DER Locked department cupboard
5.10	Development Trust quarterly custody statements	P	Development Executive/Finance Administrator	BR	A	I	E&H S Drive>DER Locked department cupboard
5.11	Development Trust Annual Audited Accounts	P	Development Executive/Finance Administrator	BR	A	I	E&H S Drive>DER Locked department cupboard
5.12	Development Trust OSCR Returns	CAY + 10	Finance Administrator	BR	R	I	E&H S Drive>DER Locked department cupboard
5.13	Deed of Trust for Development Trust	P	Departmental Administrator	BR	A	I	E&H S Drive>DER

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							Locked department cupboard
5.14	Development Trust Contracts etc	CAY + 10	Development Executive/Finance Administrator	BR	R	I	E&H S Drive>DER Locked department cupboard
5.15	Development Trust Legal Correspondence	CAY + 10	Head of Development	BR	R	I	E&H S Drive>DER Locked department cupboard
5.16	Development Trust Policies & Procedures	Superseded	Head of Development	BR	R	I	E&H S Drive>DER Locked department cupboard
5.17	Ian Tomlin Charitable Trust (ITCT) OSCR Returns	CAY + 10	Finance Administrator	BR	R	I	E&H S Drive>DER Locked department cupboard
5.18	ITCT Legal Correspondence	CAY + 10	Head of Development	BR	R	I	E&H S Drive>DER Locked department cupboard

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5.19	NAFNUE Legal Correspondence	CAY + 10	Head of Development	BR	R	I	E&H S Drive>DER Locked department cupboard
5.20	NAFNUE Bank Statements	CFY+6	Finance Administrator	1973 c52	D-Con	I	E&H S Drive>DER Locked department cupboard
5.21	NAFNUE Annual Returns	CFY+6	Finance Administrator	1973 c52	D-Con	I	E&H S Drive>DER Locked department cupboard
5.22	NAFNUE Income and Expenditure Logs	CFY+6	Finance Administrator	1973 c52	D-Con	I	E&H S Drive>DER Locked department cupboard
6. Alumni Records							
6.1	Raisers Edge records containing personal data on individual alumni	P (delete if consent withdrawn)	Database Manager	2016/679 2018 c.12	D-Con	V	Electronic Cloud based CRM Externally Hosted

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6.2	Alumni Update Forms	Current	Alumni Engagement and Relations Manager	BR	D-Con	I	Electronic Website/Email Cloud based CRM Externally Hosted
6.3	Alumni Data Requests, actions taken and responses provided	Last action + 1	Database Manager		D-Con	V	Electronic Cloud based CRM Externally Hosted
6.4	Contact Preference	P (delete if consent withdrawn)	Database Manager	2016/679 2018 c.12	D-Con	V	Electronic Cloud based CRM Externally Hosted
6.5	Suppression list?	P	Database Manager	2016/679 2018 c.12	P	V	Electronic Cloud based CRM Externally Hosted
7. Alumni Clubs & Associations							
7.1	Clubs & Association Strategy	Superseded + 3	Alumni Engagement and Relations Manager		R	N E	Electronic S Drive>DER

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7.2	Raisers Edge records documenting requests from alumni associations for support, the internal handling of these and the responses provided	Last action + 3	Alumni Engagement and Relations Manager		D	I	Electronic Cloud based CRM Externally Hosted
8. Alumni Reunions & Events							
8.1	Raisers Edge records identifying and recording invitations and responses to alumni reunions and events	P (delete if consent withdrawn)	Database Manager			I	Electronic Cloud based CRM Externally Hosted
8.2	Final guest lists for use at the event	Completion of event	Alumni Engagement and Relations Manager	BR 2016/679 2018 c.12	D-Con	I	Electronic S Drive DER EventBrite
8.3	Event/Reunion programmes or agendas	P	Alumni Engagement and Relations Manager	BR		N E	Electronic S Drive DER
8.4	Raisers Edge Feedback from alumni regarding events & reunions	P (delete if consent withdrawn)	Alumni Engagement and Relations Manager	BR 2016/679 2018 c.12	D-Con	N E	Electronic Cloud based CRM Externally Hosted

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8.5	Records documenting the planning and impact/results of events	Completion of event + 3	Alumni Engagement and Relations Manager	BR	R	N E	Electronic S Drive DER
8.6	Records documenting the organisation and administration of events for alumni	Completion of event + 1	Alumni Engagement and Relations Manager	BR	R	N E	Electronic S Drive DER
9. Alumni Volunteering							
9.1	'Call for Action' sent to alumni for volunteering opportunities- Raisers Edge Record	P (delete if consent withdrawn)	Alumni Engagement and Relations Manager	BR 2016/679 2018 c.12	D-Con	I	Electronic Cloud based CRM Externally Hosted
9.2	Results of surveys and questionnaires re volunteering	P (delete if consent withdrawn)	Alumni Engagement and Relations Manager	BR 2016/679 2018 c.12	D-Con	N E	Electronic Cloud based CRM Externally Hosted
9.3	Raisers Edge Alumni CVs	P (delete if consent withdrawn)	Alumni Engagement and Relations Manager	BR 2016/679 2018 c.12	D-Con	U	Electronic Cloud based CRM Externally Hosted

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Record Series	Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location
10. Alumni Services					
10.1	Details of individual services offered to alumni	CFY+1 (delete if consent withdrawn)	Alumni Engagement and Relations Manager	BR 2016/679 2018 c.12	D-Con I Electronic Website Email S Drive DER
10.2	Contracts held for affinity programmes and other cash generating services	CFY+6	Alumni Engagement and Relations Manager	1973 c52	D-Con V Electronic Cloud based CRM Externally Hosted
10.3	Raisers Edge records detailing feedback from alumni regarding services	P (delete if consent withdrawn)	Alumni Engagement and Relations Manager	BR 2016/679 2018 c.12	D-Con U Electronic Cloud based CRM Externally Hosted
11. Honorary Graduates					
11.1	Invitations to award ceremonies and other events issued through Raisers Edge	P (delete if consent withdrawn)	Senior Engagement and Events Officer	BR 2016/679 2018 c.12	D-Con I Electronic Cloud based CRM Externally Hosted
11.2	Responses and feedback received from Honorary Graduates	P (delete if consent withdrawn)	Senior Engagement and Events Officer	BR 2016/679 2018 c.12	D-Con N E Electronic Cloud based CRM Externally Hosted

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Record Series	Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location
12. Fundraising Prospect Files					
12.1	Individual Prospect Files	Lifetime of prospect (delete if consent withdrawn)	Development Team	BR 2016/679 2018 c.12	D-Con Electronic Cloud based CRM Externally Hosted S Drive>DER
12.2	Company Prospect files	Lifetime of prospect	Development Team	BR	D-Con Electronic Cloud based CRM Externally Hosted S Drive>DER
12.3	Trust & Foundations Prospect Files	Lifetime of prospect	Development Team	BR	D-Con Electronic Cloud based CRM Externally Hosted S Drive>DER
12.4	Live Project Files	End of project + 5 year review	Development Team	BR	D Electronic Cloud based CRM Externally Hosted S Drive>DER
12.5	Archive Project Files	End of project + 5 year review	Development Team	BR	D Electronic Cloud based CRM Externally Hosted S Drive>DER

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Record Series	Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location
13. Research & Cultivation					
13.1	Raisers Edge Research profiles	P (delete if consent withdrawn)	Senior Development Executive	BR	A V Electronic Cloud based CRM Externally Hosted S Drive DER
13.2	Raisers Edge News clippings and web research	P	Senior Development Executive	BR	A N E Electronic Cloud based CRM Externally Hosted S Drive DER
13.3	Raisers Edge Briefing Notes	P	Development Team	BR	A I Electronic Cloud based CRM Externally Hosted S Drive DER
13.4	Cultivation and potential prospect lists	Current	Senior Development Executive	BR	A I Electronic Cloud based CRM Externally Hosted S Drive DER
13.5	Letters to prospects issued through Raisers Edge	P (delete if consent removed)	Development Team	BR 2016/679 2018 c.12	A I Electronic Cloud based CRM Externally Hosted S Drive DER

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
13.6	Raisers Edge Record of phone calls to prospects	P (delete if consent removed)	Development Team	BR 2016/679 2018 c.12	A	I	Electronic Cloud based CRM Externally Hosted S Drive DER
13.7	Record of meetings held with prospects, inc agendas, papers, minutes or informal outcomes	P (delete if consent removed)	Development Team	BR 2016/679 2018 c.12	A	I	Electronic Cloud based CRM Externally Hosted S Drive DER
13.8	Responses to approaches made by the Development Office	P	Development Team	BR	A	I	Electronic Cloud based CRM Externally Hosted S Drive DER
14. Stewardship & Prospect Management							
14.1	Lists of prospects by fundraiser	Superseded	Development Team	BR	R	U	Electronic Cloud based CRM Externally Hosted S Drive DER
14.2	Prospect Reports inc next actions	Superseded	Development Team	BR	R	U	Electronic Cloud based CRM Externally Hosted S Drive DER

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
14.3	Stewardship Reports	P	Development Team	BR	A	U	Electronic Cloud based CRM Externally Hosted S Drive DER
14.4	Invitations to University events through Raisers Edge	P	Senior Engagement and Events Officer	BR	A	U	Electronic Cloud based CRM Externally Hosted S Drive DER
14.5	Responses to invitations through Raisers Edge	P	Senior Engagement and Events Officer	BR	A	U	Electronic Cloud based CRM Externally Hosted S Drive DER
15. Annual Fund							
15.1	Record of students employed to work for a phone campaign	T	Database Manager	BR 2016/679 2018 c.12	D-Con	I	Electronic Cloud based CRM Externally Hosted S Drive DER
15.2	Student Timesheets	End of CFY	Database Manager	BR 2016/679 2018 c.12	D-Con	I	Electronic S Drive>DER

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
15.3	Student Data Protection statements	T	Database Manager	BR 2016/679 2018 c.12	D-Con	V	Electronic S Drive DER
15.4	Lists of alumni used in individual phone/mail campaigns	P	Database Manager	BR 2016/679 2018 c.12	D-Con	I	Electronic Cloud based CRM Externally Hosted S Drive DER
15.5	Scripts used in phone campaign	P	Database Manager	BR	A	U	Electronic S Drive DER
15.6	Call Sheets used in phone campaign	Current	Database Manager	BR	D	U	Electronic S Drive DER
15.7	Records documenting complaints from alumni, the internal handling of these and the internal responses provided	CAY + 6	Database Manager	1973 c52	D-Con	V	Electronic Cloud based CRM Externally Hosted S Drive DER
15.8	Results, statistics and analysis of phone and mail campaigns	End of Campaign + 10	Database Manager	BR	R	I	Electronic Cloud based CRM Externally Hosted S Drive DER

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Record Series	Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location		
16. Management of Donations							
16.1	Donation Forms that include a gift aid statement	Superseded	Development Team	BR	R	I	Electronic Cloud based CRM Externally Hosted S Drive DER
16.2	Correspondence from donors outlining the intent of their gift	P	Development Team	BR	A	I	Electronic Cloud based CRM Externally Hosted S Drive DER
16.3	Gift Aid Forms	Superseded	Development Team	BR	R	I	E&H Cloud based CRM Externally Hosted S Drive DER Locked Department Cupboard
16.4	Gift Agreements	P	Development Team	BR	A	I	Electronic Cloud based CRM Externally Hosted S Drive DER
16.5	Thank You letters generated by the Development Office or Principal's Office	P	Development Team	BR	A	I	Electronic Cloud based CRM Externally Hosted

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
							S Drive DER
16.6	Gift Aid reclaims	P	Finance Administrator	BR 1973 c52	A	I	E&H Cloud based CRM Externally Hosted S Drive DER Locked Department Cupboard
16.7	Correspondence with Inland Revenue	P	Finance Administrator	BR 1973 c52	A	V	E&H Cloud based CRM Externally Hosted S Drive DER Locked Department Cupboard
16.8	Legacy Pledge Forms	P	Development Team	BR	A	I	E&H Cloud based CRM Externally Hosted S Drive DER Locked Department Cupboard
16.9	Legacy documentation eg Wills , letters from solicitors etc	P	Development Team	BR	A	I	E&H Cloud based CRM Externally Hosted S Drive DER

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
							Locked Department Cupboard
17. Scholarships, Bursaries and Prizes							
17.1	List of donors	P	Development Executive	BR	A	I	Electronic Cloud based CRM Externally Hosted S Drive DER
17.2	Scholarship, Bursaries & Prizes guidelines	CAY +10	Development Executive	BR	D	U	Electronic Cloud based CRM Externally Hosted S Drive DER
17.3	Student Scholarship agreements	T + 6	Development Executive	BR	D-Con	V	Electronic Cloud based CRM Externally Hosted S Drive DER
17.4	List of scholarship recipients on Raisers Edge	P	Development Executive	BR	A	I	Electronic Cloud based CRM Externally Hosted
17.5	Raisers Edge Letters to donors requesting instalments	P	Development Executive	BR	A	I	Electronic Cloud based CRM Externally Hosted

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
							S Drive DER
17.6	Raisers Edge Thank You Letters	P	Development Executive	BR	A	I	Electronic Cloud based CRM Externally Hosted S Drive DER
18. Student Grants							
18.1	Student Grant Guidelines and application procedures	Superseded + 1	Development Executive	BR	D	I	Electronic Cloud based CRM Externally Hosted S Drive DER
18.2	Student Grant Applications (successful)	T + 2	Development Executive	BR 2016/679 2018 c.12	D-Con	V	Electronic Cloud based CRM Externally Hosted S Drive DER
18.3	Student Grant Applicants (unsuccessful)	CFY + 1	Development Executive	BR 2016/679 2018 c.12	D-Con	V	Electronic Cloud based CRM Externally Hosted S Drive DER
18.4	Raisers Edge Records created for students who have been awarded funding	P – these will become graduate records	Database Manager	BR 2016/679 2018 c.12	A	I	Electronic Cloud based CRM Externally Hosted

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
18.5	Financial project breakdown and receipts	CFY +6	Development Executive/Finance Administrator	1973 c52	D-Con	V	E&P S Drive>DER Department Folder
18.6	Raisers Edge Student Grant Good News Stories	P	Development Executive	BR	A	I	Electronic Cloud based CRM Externally Hosted
19. Fundraising Consultancy							
19.1	Procurement – successful tender and associated documentation	End of contract + 6	Head of Development	1973 c52	D-Con	V	Electronic S Drive>DER
19.2	Procurement – unsuccessful tenders and associated documentation	Award of contract + 1	Head of Development	1973 c52	D-Con	V	Electronic S Drive>DER
19.3	Consultant reports and supporting documents	End of Contract + 6	Head of Development	BR	R	I	Electronic S Drive>DER
20. Development Office Communications & Marketing materials							
20.1	Records documenting the design, planning and production of communications to alumni and prospects/donors	Issue of communication + 1	Alumni Engagement and Relations Manager/Development Team	BR	R	I	Electronic Cloud based CRM Externally Hosted S Drive>DER

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20.2	Specific communications and marketing materials	P	Alumni Engagement and Relations Manager/Development Team	BR	A	I	Electronic Cloud based CRM Externally Hosted S Drive>DER
20.3	Raisers Edge Records documenting enquiries from recipients and responses received	P (delete if consent removed)	Alumni Engagement and Relations Manager/Development Team	BR	A	I	Electronic Cloud based CRM Externally Hosted
20.4	Raisers Edge Records documenting unsolicited feedback from recipients, the internal handling of this feedback and the responses provided	P (delete if consent removed)	Alumni Engagement and Relations Manager/Development Team	BR	A	V	Electronic Cloud based CRM Externally Hosted
20.5	Records documenting the design and conduct of surveys of recipients	Completion of analysis of survey responses	Alumni Engagement and Relations Manager/Development Team	BR	D	I	Electronic Cloud based CRM Externally Hosted
20.6	Results of surveys: summaries and analyses of responses recorded on Raisers Edge	P	Alumni Engagement and Relations	BR	A	I	Electronic Cloud based CRM Externally Hosted

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Record Series		Retention Period & Trigger	Retained by	Citation/ Rationale	Final action	Records category (Vital/Important/Useful/Non-essential) & storage location	
			Manager/Development Team				
20.7	Records documenting complaints from recipients, the internal handling of these complaints and the internal responses provided	Last action + 6	Alumni Engagement and Relations Manager/Development Team	BR	D-Con	V	Electronic Cloud based CRM Externally Hosted
21. Development Office Events							
21.1	Inviting prospects to events – invitations issued through RE	P (delete if consent removed)	Development Manager/Databases Manager	BR 2016/679 2018 c.12	D-Con	I	Electronic Cloud based CRM Externally Hosted
21.2	Inviting prospects to events – responses regarding attendance at events logged on RE	P (For known sources)	Development Manager/Databases Manager	BR	A	I	Electronic Cloud based CRM Externally Hosted S Drive>DER
21.3	Holding events – attendance lists of expected guests and of guests actually attending	Completion of event	Development Manager	BR	D-Con	I	Electronic Cloud based CRM Externally Hosted S Drive>DER
21.4	Holding events – event programme	P	Development Manager	BR	D	I	Electronic Cloud based CRM

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							Externally Hosted S Drive>DER
21.5	Holding events – feedback from guests regarding events logged on RE	P (For known sources)	Development Manager/Database Manager	BR	A	I	Electronic Cloud based CRM Externally Hosted S Drive>DER
21.6	Archive event folders	End of event + 10	Development Manager	BR	D	I	Electronic S Drive>DER
22. Administration							
22.1	D&ER Heads Meetings	CFY + 1	Head of Development	BR	R	I	Electronic S Drive>DER
22.2	Team away days - events	CFY + 2	Head of Development	BR	R	I	Electronic S Drive>DER

Human Resources Records – all HR records are stored on HR Connect and managed by the Human Resources dept.

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v) Approval

Signed _____ (Head of Department)	Date _____
Print Name _____	Job Title _____
Signed _____ (Governance Services)	Date _____

This signed off schedule authorises Development & External Relations to destroy life-expired records they hold in accordance with the recommended retention periods and to provide a copy of all Records Disposal Forms to Governance Services. It must not be amended without first consulting Governance Services.

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vi) Records Disposal Form



RECORDS DISPOSAL FORM

This form must be completed before disposal of University records.

If you require assistance please contact the Governance Adviser (Records Management) Governance Services, 0131 455 6359.

Please use block capitals when filling in this form

School/Service Area		Contact Name			Extension	
Records Series Number e.g. 4.1	Department Reference/Name/Description	Format e.g. Electronic/ Microfiche/Physical	Start/ Creation date	End/ Trigger date	Reason for Destruction e.g. as per RRS (CAY + 5 years) If different to or not on RRS contact the Records Manager	Method of Disposal e.g. shredding, confidential waste

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Destruction Approvals:

Head of School/Department/Service **Signature** **Date**

Records Manager **Signature** **Date**

Destroyed By **Signature** **Date**

Please retain this form within the school/service area and return a copy to Governance Services, email: DataProtection@napier.ac.uk

Please ensure:

- 1) There is no pending litigation before destroying records
- 2) Records are disposed of in accordance with the recommended guidelines, which are available on the staff intranet or from Governance Services

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