# E Corporate Management

***16 Governance***

### 16.1 Legal Framework Development

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| --- | --- | --- | --- | --- |
| **Description** |  | **Retention Period** |  | **Notes** |
|  |  |  |  |  |
| Records documenting the establishment and development of the institution's legal framework. |  | Life of institution |  | Review for archival valueConsult Records Manager before disposal |

### 16.2 Governance Structure Development

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| **Description** |  | **Retention Period** |  | **Notes** |
|  |  |  |  |  |
| Records documenting the establishment and development institution's governance structure. |  | Life of institution |  |  |

### 16.3 Governing Body Management

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| **Description** |  | **Retention Period** |  | **Notes** |
|  |  |  |  |  |
| Records documenting the appointment of members of the institution's governing body. |  | Termination of appointment + 6 years |  | [Limitation Act 1980 c.58](http://www.legislation.gov.uk/ukpga/1980/58)Review for archival valueConsult Records Manager before disposal |
|  |  |  |  |  |
| Records documenting the provision of training and development for members of the institution's governing body. |  | Current year + 3 years |  |  |
|  |  |  |  |  |
| Records documenting the organisation of meetings of the institution's governing body. |  | Current year + 1 year |  |  |
|  |  |  |  |  |
| Records documenting the conduct and proceedings of meetings of the institution's governing body. |  | Current year + 50 years |  | Review for archival valueConsult Records Manager before disposal |

### 16.4 Executive Committee Management

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| **Description** |  | **Retention Period** |  | **Notes** |
|  |  |  |  |  |
| Records documenting the development and establishment of terms of reference for the institution's executive committees. |  | Life of committee |  | Review for archival valueConsult Records Manager before disposal |
|  |  |  |  |  |
| Records documenting the appointment of members of the institution's executive committees. |  | Termination of appointment + 5 year |  | Review for archival valueConsult Records Manager before disposal |
|  |  |  |  |  |
| Records documenting the provision of training and development for members of the institution's executive committees. |  | Current year + 3 years |  |  |
|  |  |  |  |  |
| Records documenting the organisation of meetings of the institution's executive committees. |  | Current year + 1 year |  |  |
|  |  |  |  |  |
| Records documenting the conduct and proceedings of meetings of the institution's executive committees (excluding those listed individually below) |  | Current year + 50 years |  | Review for archival valueConsult Records Manager before disposal |
|  |  |  |  |  |
| Minutes and papers of the Biological Standards Committee (excluding copies of project licence applications) |  | 25 years |  | Transfer to the Institutional Archive |
|  |  |  |  |  |
| Biological Standards Committee papers containing copies of project licence applications |  | Receipt of project licence from Home Office OR if unsuccessful, notification of unsuccessful + 2 years |  |  |
|  |  |  |  |  |
| Minutes and papers of Certificate Holders Advisers Group (excluding copies of project licence applications) |  | 25 years |  | Transfer to Institutional Archive |

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| --- | --- | --- | --- | --- |
| Certificate Holders Advisers Group papers containing copies of project licence applications |  | Receipt of project licence from Home Office OR if unsuccessful, notification of unsuccessful + 2 years |  |  |
|  |  |  |  |  |
| Minutes and papers of the University Research Ethics Committee |  | 15 years |  | Transfer to the Institutional Archive |
|  |  |  |  |  |
| Papers relating to Chair of University Research Ethics Committee’s Executive Actions |  | 15 years |  | Transfer to the Institutional Archive |
|  |  |  |  |  |
| Minutes and papers of School Research Ethics Committees  |  | 15 years |  | Transfer to the Institutional Archive |
|  |  |  |  |  |
| Papers relating to Chair of School Research Ethics Committee’s Executive Actions |  | 15 years |  | Transfer to the Institutional Archive |
|  |  |  |  |  |
| Research proposals sent to University and School Research Ethics Committee’s for approval and feedback given – unsuccessful |  | Notification + 2 years |  | Destroy |
|  |  |  |  |  |
| Research proposals sent to University and School Research Ethics Committee’s for approval and feedback given – successful |  | End of project + 6 years. **If** Committee is not informed of project completion, 7 years for undergraduate proposals; 15 years for staff and postgraduate proposals |  | Destroy |

### 16.5 Senior Officers Appointments Management

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| **Description** |  | **Retention Period** |  | **Notes** |
|  |  |  |  |  |
| Records documenting the appointment and designation of the institution's senior officers. |  | Termination of appointment + 5 years |  | Review for archival valueConsult Records Manager before disposal |

### 16.6 Public Interest Disclosure Management

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| **Description** |  | **Retention Period** |  | **Notes** |
|  |  |  |  |  |
| Records documenting the investigation, determination and resolution of an allegation made under the University’s Code of practice on public interest disclosure (whistleblowing) |  | Closure of case + 6 years |  | [Limitation Act 1980 c.58](http://www.legislation.gov.uk/ukpga/1980/58) |