

CORPORATE GOVERNANCE

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PLANNING AND OPERATION

Records	Retention Period	Citations and Notes	Action
Corporate Planning and Performance Management Strategy, Policy and Procedures			
Final University strategy documents.	Permanent	JISC	Archive
Records documenting the development and establishment of UWTSD's corporate planning and performance management strategy and policies: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's corporate planning and performance management strategy, policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to corporate planning and performance management.	Superseded + 5 years	JISC	Review
Strategic Performance Management			
Data on, and analyses of, UWTSD's performance against its strategic plan.	Current academic year + 5 years	JISC	Review
Reports on UWTSD's performance against its strategic plan.	Current academic year + 10 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
Records documenting the conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results.	Current academic year + 5 years	JISC	Review
Operational Planning			
Records documenting the development of UWTSD's annual operating plans: key records.	Current year + 5 years	JISC	Review
Records documenting the development of UWTSD's annual operating plans: working papers.	Current year + 1 year	JISC	Review
Operational Performance Management			
Records documenting the development of UWTSD's key performance indicators.	Superseded	JISC	Destroy
Records documenting benchmarking exercises with other comparable institutions.	Current + 1 year	JISC	Destroy
Records documenting performance monitoring and analysis.	Current year + 1 year	JISC	Destroy

GOVERNANCE

Records	Retention Period	Citations and Notes	Action
Governance Strategy Development			
Records documenting the development and establishment of UWTSD's governance strategy: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's governance strategy: working papers.	Issue of strategy + 1 year	JISC	Review
Governance Framework Development			
Records documenting the establishment and development of UWTSD's governance structure and rules.	Life of institution	JISC	Archive
Legal Framework Development			
Records documenting the establishment and development of UWTSD's legal framework.	Life of institution	JISC	Archive
Senior Officers' Appointments Administration			

Records	Retention Period	Citations and Notes	Action
Records documenting the appointment/election/designation of UWTSD's senior officers.	Termination of appointment + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Public Interest Disclosure (Whistle Blowing) Investigation			
Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998 (c.23).	Closure of case + 6 years	Limitation Act 1980 c.58 ss.2 & 5	Destroy
Official External Representation			
Records documenting the appointment/designation of staff to officially represent UWTSD.	Termination of representation	JISC	Destroy

COMMITTEES

Records	Retention Period	Citations and Notes	Action
Statutory/Non-Statutory Committee Administration			
Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a committee.	Life of institution	JISC	Archive
Records documenting the appointment/election/designation of members of a committee, training undertaken by individual members of a statutory committee and register of interests of members of UWTSD's governing body.	Termination of appointment + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Records documenting the development of induction and training programmes for members of a committee.	Superseded + 5 years	JISC	Destroy
Records documenting the arrangements for meetings of a committee.	Current year + 1 year	JISC	Destroy
Records documenting the conduct of the business of a committee: agenda, minutes and supporting papers.	Life of institution	JISC	Archive

Records	Retention Period	Citations and Notes	Action
Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	Current year + 5 years	JISC	Review
Records documenting the conduct of reviews of the effectiveness and performance of a committee.	Completion of two subsequent reviews	JISC	Destroy

LEGAL AFFAIRS MANAGEMENT

Records	Retention Period	Citations and Notes	Action
Legal Affairs Management Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's policies on the management of legal affairs: key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's policies and procedures on the management of legal affairs: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to the management of legal affairs.	Superseded + 5 years	JISC	Review
Contracts and Agreements Management			
Records documenting the negotiation, establishment and review of contracts and agreements between UWTSD and third parties: agreements and contracts under seal (by deed).	Termination of contract + 12 years	Limitation Act 1980 c.58 s.8	Destroy
Records documenting the negotiation, establishment and	Termination of contract + 6 years	Limitation Act 1980 c.58 s.5	Destroy

Records	Retention Period	Citations and Notes	Action
review of contracts and agreements between UWTSD and third parties: other contracts and agreements.			
Legal Claims Management			
Records documenting the provision of legal support and representation for UWTSD in dealing with claims by or against UWTSD which do not proceed to litigation or settlement by an agreement.	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	Limitation Act 1980 c.58 ss.2 & 5	Destroy
Litigation Management			
Records documenting litigation between UWTSD and third parties where legal precedents are set.	Life of institution	JISC	Archive
Records documenting litigation between UWTSD and third parties which does not set legal precedents.	Settlement of case + 6 years	Limitation Act 1980 c.58 ss.2 & 5	Destroy
Legal Advice			
Legal advice requested by, and provided to, UWTSD concerning e.g.: <ul style="list-style-type: none"> interpretation of legislation affecting UWTSD's legal framework, governance, 	Life of institution	JISC	Archive

Records	Retention Period	Citations and Notes	Action
responsibilities or operations <ul style="list-style-type: none"> proposals for new legislation affecting UWTSD's legal framework, governance, responsibilities or operations UWTSD's relationships with government bodies and HE regulators industrial relations issues health, safety and environmental issues. 			
Legal advice on other matters requested by, and provided to, UWTSD.	Superseded + 5 years	JISC	Destroy

RISK MANAGEMENT

Records	Retention Period	Citations and Notes	Action
Risk Management Strategy, Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's risk management strategy and policies: key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's risk management strategy, policies, and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to risk management.	Superseded + 3 years	JISC	Review
Risk Identification and Assessment			
Records documenting identified risks to UWTSD and assessments of those risks.	Superseded + 1 year	JISC	Destroy
Business Continuity Planning			
Records documenting the formulation, testing and maintenance of disaster response and recovery plans.	Superseded + 1 year	JISC	Destroy

QUALITY MANAGEMENT

For the management of teaching quality, see TEACHING - TAUGHT PROGRAMME QUALITY MANAGEMENT.

For the management of research quality, see RESEARCH - CONDUCT AND MONITORING.

Records	Retention Period	Citations and Notes	Action
Quality Strategy, Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's quality management strategy: key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's quality management strategy, policies, and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Records documenting the development and establishment of UWTSD's quality management policies: key records.	Superseded + 5 years	JISC	Review
Master copies of procedures relating to quality management.	Superseded + 3 years	JISC	Review
Quality Audit			
Records documenting the conduct and results of quality audits, and	Completion of audit + 3 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
action taken to address issues raised.			
Quality Management Scheme Accreditation Management			
Records documenting the attainment and maintenance of UWTSD's accreditation under established independent quality management schemes.	Termination of accreditation + 1 year	JISC	Review

AUDIT MANAGEMENT

For the conduct of health and safety audits, see ESTATES AND FACILITIES - HEALTH AND SAFETY ADMINISTRATION.

For the conduct of environmental audits, see ESTATES AND FACILITIES - ENVIRONMENTAL MANAGEMENT.

Records	Retention Period	Citations and Notes	Action
Audit Strategy, Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's audit strategy: key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's audit strategy, policies, and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Records documenting the development and establishment of UWTSD's audit policies: key records.	Superseded + 5 years	JISC	Review
Master copies of procedures relating to audit management.	Superseded + 3 years	JISC	Review
Audit Management			
Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit + 5 years	JISC	Review

EQUALITY AND DIVERSITY

Records	Retention Period	Citations and Notes	Action
Equality and Diversity Strategy, Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's equality and diversity strategy: key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's equality and diversity strategy, policies, and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Records documenting the development and establishment of UWTSD's policies on equality and diversity: key records.	Superseded + 5 years	JISC	Review
Master copies of procedures relating to the management of equality and diversity.	Superseded + 3 years	JISC	Review
Equality and Diversity Monitoring			
Summary statistical information resulting from equality monitoring.	Current year + 5 years	JISC	Destroy
Equality and Diversity Training			

Records	Retention Period	Citations and Notes	Action
Records documenting the development and delivery of training on equality and diversity issues and procedures.	Current year + 5 years	JISC	Review
Discrimination Complaints Handling			
Records documenting the handling of formal complaints about discrimination by or within UWTSD.	Last action on case + 6 years	Limitation Act 1980 c.58 s.2	Destroy
Ethnic Minority Mentoring Scheme Co-ordination			
Records documenting the handling of individual applications for the Scheme and monitoring of the mentor-mentee relationship and outcomes.	Completion of the Scheme + 1 year	JISC	Destroy
Disability Equality Compliance			
Records documenting the preparation/revision of UWTSD's Disability Equality Scheme.	Superseded + 5 years	JISC	Review
Records documenting the preparation of annual reports on the implementation of UWTSD's Disability Equality Scheme.	Current year + 5 years	JISC	Review
Records documenting assessments of the impact of UWTSD's policies	Superseded + 5 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
and practices on equality for disabled persons.			
Race Equality Compliance			
Records documenting the preparation of UWTSD's race equality policy.	Superseded + 5 years	JISC	Review
Records documenting assessments of the impact of UWTSD's policies on equality between different racial groups.	Superseded + 5 years	JISC	Review
Records documenting the monitoring, by racial group, of student admission and progress.	Current year + 5 years	JISC	Review
Records documenting the monitoring, by racial group, of employee recruitment and career progress.	Current year + 5 years	JISC	Review
Gender Equality Compliance			
Records documenting the preparation/revision of UWTSD's Gender Equality Scheme.	Superseded + 5 years	JISC	Review
Records documenting the preparation of annual reports on	Current year + 5 years	JISC	Review

Records	Retention Period	Citations and Notes	Action
the implementation of UWTSD's Gender Equality Scheme.			
Records documenting assessments of the impact of UWTSD's policies and practices on equality for men and women.	Superseded + 5 years	JISC	Review

WELSH LANGUAGE POLICY

Records	Retention Period	Citations and Notes	Action
Welsh Language Policy			
Records documenting the development of UWTSD's language policy.	Permanent	Welsh Language Act 1993	Archive
Records documenting the implementation of UWTSD's language policy.	Current year + 6 years	Limitation Act 1980	Destroy
Records monitoring and auditing the implementation of the language policy.	Completion of next audit + 3 years	JISC	Destroy