

RETENTION SCHEDULES: CONTENTS

Retention Schedule 1: Student Administration and Support

- Policy and Planning
- Core Student Record
- Student Data Analysis
- Student Recruitment
- Student Admission
- Student Enrolment and Induction
- Student Progress
- Academic Programme Administration
- Student Assessment and Examination
- Academic Awards Administration
- Student Disciplinary, Appeals and Complaints Handling
- Student Support Services
- Student Financial Support
- Tuition Fees
- Student Relations

Retention Schedule 2: Teaching

- Policy and Planning
- Taught Programme Quality Management
- Taught Programme Development, Review and Delivery
- Taught Student Assessment

Retention Schedule 3: Research

- Policy and Planning
- Conduct and Monitoring
- Reporting and Review

Retention Schedule 4: Corporate Governance

- Planning and Operation
- Governance
- Committees
- Legal Affairs Management
- Risk Management
- Quality Management
- Audit Management
- Equality and Diversity
- Welsh Language Policy

Retention Schedule 5: Human Resources

- Policy and Planning
- Recruitment and Selection
- Employee Contract Management
- Workforce Induction, Training and Performance
- Workforce Welfare and Relations
- Industrial Relations
- Payroll
- Pensions

Retention Schedule 6: Finance

- Policy and Planning
- Accounting and Financial Planning
- Investment and Asset Management
- Tax and Cash Management
- Insurance
- Procurement

Retention Schedule 7: Estates and Facilities

- Estates
- Facilities
- Equipment and Consumables
- Health and Safety Administration
- Hazard Identification and Exposure Control
- Health and Safety Incident Reporting and Management
- Environmental Management
- Energy and Waste Management
- Staff and Student Accommodation

Retention Schedule 8: External and Public Relations

- Marketing
- Public Relations
- Media Relations
- Sector Relations
- Government and Parliamentary Relations
- Community Relations
- Students' Union
- Alumni Relations
- Fundraising and Donations

Retention Schedule 9: Information Services

- ICT Systems
- Publications
- Copyright
- Intellectual Property Rights (IPR)
- Consultancy
- Related Companies
- Commercial Services Management
- Information Strategy and Data Protection
- Freedom of Information
- Environmental Information Compliance
- Records Management
- Archives
- Collections
- Objects