

01. GOVERNANCE & MANAGEMENT

Record type	Retention	Responsibility	Notes
Constitution			
Strategy and planning			
Decision making			

01. GOVERNANCE & MANAGEMENT

Record type	Retention	Responsibility	Notes
Decisionmaking continued			

01. GOVERNANCE & MANAGEMENT

02 FINANCE

Record type	Retention	Responsibility	Notes
Accounting			

OB HUMAN RESOURCES

Record type	Retention	Responsibility	Notes
Employment and employee relations			
Health and safety			

OB HUMAN RESOURCES

Record type	Retention	Responsibility	Notes
Health and safety continued			

04 PHYSICAL RESOURCES

05 STUDENT ADMINISTRATION & SUPPORT

Record type	Retention	Responsibility	Notes
Student outreach, recruitment and admission			

05 STUDENT ADMINISTRATION & SUPPORT

Record type

Retention

Responsibility

Notes

06 INFORMATION SERVICES

Record type	Retention	Responsibility	Notes
Data and information compliance			
Library			
IT and computing			

07. LEARNING & TEACHING

Record type	Retention	Responsibility	Notes
Academic quality and standards			
Programme development and delivery			

08 RESEARCH & DEVELOPMENT

Record type	Retention	Responsibility	Notes
Strategy, quality and ethics			
Development and administration			

08 RESEARCH & DEVELOPMENT

Record type	Retention	Responsibility	Notes
Dissemination and report copy ENI			

09 EXTERNAL RELATIONS

Record type	Retention	Responsibility	Notes
Alumni			
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09 EXTERNAL RELATIONS

Record type	Retention	Responsibility	Notes
Government and regulator relations			