

Corporate Management

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Version Control Table

Version	Date	Description of changes and name and job title of person responsible for making changes
1	01/06/2020	First version produced in draft

Record Group Name	Retention Period	Citation	Action at end of retention period	Where information to be retained
Strategy, Policy and Planning Development	Superseded + 10 years	JISC	Review	Department/Division
Procedure Development	Superseded + 5 years	JISC	Review	Department/Division
Performance Management (audits, analyses, reports)	Current Academic Year + 5 years	JISC	Review	Department/Division
Committee Administration (Terms of Reference, minutes, etc.)	Life of Institution	JISC	Review/Transfer to archive when no longer in active use	Department/Division