

The University of Reading

Information Management - Guidelines

Record Retention and Disposal Schedules

Record	JISC Recommended Retention Period	Comment	(Legal) citation	(JISC) Notes
Records documenting development & establishment of terms of reference, rules & procedures, for a committee.	Life of committee + 6 years	This seems quite a long time for minor committees, although note the citation.	1980 c. 58 s 5	
Records documenting appointment / election / designation of committee members.	Termination of membership + 6 years	Perhaps a little long for less senior committees but note citation.	1980 c. 58 s 5	
Records documenting the development of induction and training programmes for committee members.	Superseded + 3 years	Probably not relevant	NA	Previous versions provide evidence of effective induction & training over time.
Records documenting training undertaken by individual members of a committee.	Termination of membership + 6 years	Probably not relevant	1980 c. 58 ss 2 and 5	
Records documenting the arrangements for meetings of a committee.	Current year + 1 year	Current year is probably sufficient.	NA	
Records documenting the conduct of the business of a committee: agenda, minutes and supporting papers.	Life of committee + 5 years	Seems appropriate, unless other relevant policy indicates a longer retention	NA	

*Adapted from the revised "[JISC HE Business Classification Scheme and Records Retention Scheme](#)"
1980 c.58 refers to the [Limitation Act 1980](#)*

Before adapting retention periods to your local situation, please see the advice given in [Meeting papers](#), and, as with all record retention matters, ensure you follow the more general advice in [Record Retention and Disposal Schedules](#).

And as always, do contact IMPS if you want to check specific instances.