

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