HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Alumni Relations

This retention schedule is based on the recommendations made by the Joint Information Systems Committee. The letter indicates the final disposition of each type of record, and applies to original records. Where copies of originals are kept locally, these can be destroyed when these are no longer required.:
    A = 1 copy to be transferred to the University Archive. See Retention Schedule Guidelines for further details.
    D = Destroyed.

The number following the letter code indicates the period (in years) after which records may be destroyed, and is the minimum retention period required by best practice or legislation. It assumes a new file is opened at the start of each academic, calendar or financial year, and is **always** calculated from the date of the last record in the file.

For dealing with individual former students (e.g. for confirmation of awards), use the relevant category in **Student Administration**. For fundraising campaigns targeted at alumni, use the relevant categories in **Fundraising**.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Authority
ALUMNI RELATIONS/STRATEGY • identifying requirements for new/revised strategy • undertaking research • developing strategy proposals • consulting on strategy proposals • reviewing and revising strategy proposals in the light of comments received • drafting strategy documents • consulting on strategy documents • reviewing draft strategy documents in the light of comments received • producing final strategy documents • submitting final strategy documents for formal endorsement • formally endorsing strategy documents • disseminating strategy documents • reviewing strategy.	Key records documenting the development and establishment of the institution's community relations strategy. Working papers documenting development and establishment of the institution's community relations strategy.	Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of strategy + 1 year	

ALUMNI RELATIONS /POLICY			
• identifying requirements for new/revised policy • undertaking research • developing policy proposals • consulting on policy proposals • reviewing and revising policy proposals in the light of comments received • drafting policy documents • consulting on policy documents • reviewing draft policy documents in the light of comments received • producing final policy documents • submitting final policy documents for formal approval • formally approving policy documents • disseminating policy documents • reviewing policy	Key records documenting the development and establishment of the institution's alumni relations policies. Working papers documenting development and establishment of the institution's community relations policies.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	
ALUMNI RELATIONS /PROCEDURES			
• identifying needs for new/revised procedure • undertaking research • analysing work processes • drafting procedure documents • consulting on procedure documents • reviewing draft procedure documents in the light of comments received • trialling procedure • refining procedure as a result of trials • submitting final procedure documents for formal approval • formally approving procedure documents • disseminating procedure documents • reviewing procedure.	Master copies of procedures relating to community relations. Development of the institution's procedures relating to community relations.	A: Superseded + 3 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	

ALUMNI RELATIONS /COMMUNICATIONS Activities involved in managing the institution's communications with its alumni, including: • planning and issuing communications to alumni, both one-off (e.g. notices of new alumni benefits or services) and regular (e.g. magazines) • conducting alumni surveys.	Design, planning and production of official alumni communications e.g. Alumni magazine	D: Issue of communication + 1 year 2 copies to University Archive after publication.	
	Alumni communications.	D: Issue + 1 year	
	Enquiries from alumni and the responses provided.	D: Last action on enquiry + 1 year	
	Unsolicited feedback from alumni, the internal handling of this feedback and the responses provided.	D: Last action on feedback + 1 year	
	Design and conduct of alumni surveys.	D: Completion of survey + 3 years	
	Results of alumni surveys: individual responses.	D: Completion of analysis of survey responses	
	Results of alumni surveys: summaries and analyses of responses.	D; Completion of survey + 3 years	
	Handling of complaints from alumni. Retention for a longer period may be appropriate if the complaint, or the handling of the complaint, could be a basis for legal action against the institution.	D: Last action on complaint + 3 years	

ALUMNI RELATIONS /EVENTS Activities involved in organising events for alumni, including: • determining dates and times • arranging venues, catering, security, transport etc. • planning programmes • issuing invitations • designing publicity materials (e.g. brochures, posters) and arranging production • designing event materials (e.g. delegate packs, menus) and arranging production • organising publicity (e.g. official photography, media coverage) • issuing tickets • registering attendees • reviewing events • writing reports on events.	Planning and impact/results of institutional events for alumni. Examples include Alumni fund Dinners and Watt Club events. Organisation and administration of institutional events for alumni. Administration of financial and other support given to individual alumni organisations.	A: Completion of event + 3 years Copy of Programmes, Speeches, Menus, photographs to the University Archive for permanent retention D: Completion of event + 1 year D: Current financial year + 1 year
ALUMNI RELATIONS /SUPPORT Activities involved in providing support to alumni, both individually and through alumni associations, including: • providing financial and other support to alumni associations • brokering contact with/between individuals.	Requests from alumni associations for financial or other support, the internal handling of these requests and the responses provided. Administration of financial and other support to alumni organisations. Requests for contact details for alumni, action taken and the responses provided.	D:: Last action on request + 1 year D: Current financial year +1 year D: Last action on request + 1 year
ALUMNI RELATIONS /RECORDS Activities involved in maintaining accurate records on alumni for the purpose of maintaining the institution's relationship with them, including: • maintaining accurate records on alumni for the purpose of maintaining the institution's relationship with them.	Records containing personal data on individual alumni, eg Alumni database Summary (anonymised) statistical records of alumni	While current (or likely to be current) D: Current year + 10 years