

Public, Community and Business Engagement Retention Schedule

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
QUB Public Engagement Management					
1 Public Engagement Strategy and Policy					
1.1	QUB Public Engagement Strategy and Policies	Superseded + 5 years	Archive	JISC Recommendation	Public Engagement
1.2	QUB Public Engagement Strategy and Policy working papers	Issue of strategy/policy + 1 year	Review	JISC Recommendation; records may still be relevant	Public Engagement
2 Public Engagement Procedure/Protocol Development					
2.1	Master copies of procedures/protocols relating to public engagement	Superseded + 3 years	Review	JISC Recommendation; potential archival value	Public Engagement
2.2	Records documenting the development of the institution's procedures relating to public relations	Issue of procedures + 1 year	Review	JISC Recommendation	Public Engagement
3 Public Events Management					
3.1	Records documenting the planning and impact/results of public events	Completion of event + 3 years	Review	JISC Recommendation; depends on the longterm significance of the event; the records may hold value for planning future events	Public Engagement
3.2	Records documenting the organisation and administration of public events	Completion of event + 1 year	Review	JISC Recommendation; records may hold value for the administration of future events	Public Engagement
4 Official Visits Management					
4.1	Records documenting the organisation and administration of official visits	Completion of visit + 1 year	Archive	JISC Recommendation	Public Engagement
Community Relations Management					
5 Community Relations Strategy and Policy Development					
5.1	QUB Community Relations Strategy and Policies	Superseded + 5 years	Archive	JISC Recommendation	Community Engagement
5.2	Records documenting the development and establishment of the institution's community relations strategy and policy: working papers	Issue of strategy and policy + 1 year	Review	JISC Recommendation; records may still be relevant	Community Engagement
6 Community Relations Protocol & Procedure Development					
6.1	Master copies of protocols and procedures relating to community relations	Superseded + 3 years	Review	JISC Recommendation	Community Engagement
6.2	Records documenting the development of the institution's protocols and procedures relating to community relations	Issue of procedures + 1 year	Review	JISC Recommendation	Community Engagement

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
7	Community Engagement - Student Discipline Cases				
7.1	Records relating to student discipline cases dealt with by the Community Engagement Unit where the case is dismissed and there is no 'Discipline Outcome'	End of current academic year + 1 year	Destroy	Data Protection Act 2018. Cases involving private rented houses of multiple occupancy (HMOs) with more than one Queen's/College student identified, the investigation is carried out and there can be variations in the discipline outcome for each student. The records of the investigation are redacted as necessary depending on who is viewing them.	Community Engagement
7.2	Records relating to student discipline cases dealt with by the Community Engagement Unit that have a 'Discipline Outcome'	Termination of student relationship + 6 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018	Community Engagement
8	Community Communications Management				
8.1	Records relating to the management of complaints from members of the local community	Last action on complaint + 6 years	Destroy	Limitation (NI) Order 1989	Community Engagement
8.2	Records documenting the design and conduct of community surveys	Completion of survey + 3 years	Review	JISC Recommendation; may hold value for the design of future surveys	Community Engagement
8.3	Results of community surveys: individual responses	Completion of analysis of survey responses	Destroy	JISC Recommendation	Community Engagement
8.4	Results of community surveys: summaries and analyses of responses	Completion of survey + 3 years	Review	JISC Recommendation	Community Engagement
8.5	Contact details of Community Representatives	Superseded	Keep up-to-date		Community Engagement
9	Community Events Management				
9.1	Records documenting the planning and impact/results of local community events	Completion of event + 3 years	Review	JISC Recommendation; may hold value for the planning of future events	Community Engagement
9.2	Records documenting the organisation and administration of local community events	Completion of event + 1 year	Review	JISC Recommendation; may hold value for the planning of future events	Community Engagement
10	Community Representation				
10.1	Records documenting the institution's membership of local community organisations	Termination of membership + 1 year	Review	JISC Recommendation	Community Engagement
10.2	Records documenting the institution's participation in the activities of local community organisations (including committees)	Termination of involvement + 1 year	Review	JISC Recommendation	Community Engagement
11	Business Engagement				
11.1	Records documenting the planning and impact/results of business events	Completion of event + 3 years	Review	JISC Recommendation; depends on the significance of the event	Business Engagement
11.2	Records documenting the organisation and administration of business events	Completion of event + 1 year	Review	JISC Recommendation; may have value for the administration of future events	Business Engagement

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
11.3	Contact details of members of Chief Executives Club	Superseded	Keep up-to-date		Business Engagement
11.4	Contact details of business people	Superseded	Keep up-to-date		Business Engagement
Relations management with elected representatives; government and elected bodies and public officials					
12 Strategy and Policy					
12.1	University Strategy and Policies for dealing with elected representatives; government and elected bodies and public officials	Superseded + 5 years	Archive	JISC Recommendation	Public Engagement
12.2	Records documenting the development and establishment of the strategy and policy: working papers	Issue of strategy and policy + 1 year	Review	JISC Recommendation	Public Engagement
13 Protocols for dealing with elected representatives, government and elected bodies and public officials					
13.1	Protocols for dealing with elected representatives, government and elected bodies and public officials	Superseded + 3 years	Review	JISC Recommendation	Public Engagement
13.2	Records documenting the development of the protocol relating to relations with elected representatives, government and elected bodies and public officials	Issue of procedures + 1 year	Review	JISC Recommendation	Public Engagement
14 Communications Management					
14.1	Records documenting general correspondence with elected representatives, government and elected bodies and public officials	Current year + 5 years	Review	JISC Recommendation	Public Engagement
14.2	Records documenting requests for information from elected representatives, government and elected bodies and public officials, the consideration of the requests, preparation of responses and the responses provided	Last action on request + 5 years	Review	JISC Recommendation	Public Engagement
14.3	Contact details of elected representatives and public officials	Superseded	Keep up-to-date		Public Engagement
15 Consultations Management					
15.1	Records documenting the institution's formal responses to consultations conducted by government/elected bodies carried out by Public Engagement	Last action on consultation + 5 years	Review	JISC Recommendation; some will hold reference/historic value	Public Engagement
15.2	Records documenting the consideration and preparation of the institution's formal responses to consultations conducted by government/elected bodies (including records of internal consultation processes) carried out by Public Engagement	Last action on consultation + 1 year	Review	JISC Recommendation	Public Engagement