

## FMH Finance - Records Retention Schedule (RRS)

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Version: 0.1

This document defines the records retention schedule for records held and owned by the FMH Finance department, and is based on the JISC Higher Education Business Classification Scheme and Records Retention Schedules<sup>1</sup>. Further information about RRSs and their structure including the descriptions of the column headings are available on the UEA website.<sup>2</sup>

### Version history

Version	Date	Note
0.1	28/05/2012	First draft
0.2	05/11/2012	Second draft & Final Approved Schedule

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### Finance

Information held by the Finance Division (FIN) and finance offices in other departments.

#### Finance management (inc. invoices and debt management)

Information held by the Finance Division (FIN) and finance offices in other departments.

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<sup>1</sup> <http://bcs.jiscinfonet.ac.uk/he/default.asp>

<sup>2</sup> <http://www.uea.ac.uk/is/strategies/infregs/Records+management/RRS>

<b>Activity</b>	<b>Record group</b>	<b>Retention period</b>	<b>Authority</b>	<b>Notes</b>
Financial Accounting	Records documenting the handling of petty cash.	Current financial year + 6 years	1980 c. 58 s 5 1994 c. 23 HMRC 700/21 para. 5.2	Hard Copy of records received
	Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years	1970 c. 9 s 34 1980 c. 58 s 5 1994 c. 23 HMRC 700/21 para. 5.2	
	Records documenting the payment and/or reimbursement of employees' expenses.	Current financial year + 6 years	1970 c. 9 s 34 1980 c. 58 s 5	Electronic copies
	Records documenting the payment of expenses to third parties (e.g. honorary appointees).	Current financial year + 6 years	1970 c. 9 s 34 1980 c. 58 s 5	Electronic copies
	Records documenting the payment of honoraria to third parties.*  *Unless honoraria are administered through the payroll.	Current financial year + 6 years	1970 c. 9 s 34 1980 c. 58 s 5	Electronic copies
	Records documenting the preparation of annual accounts	Current financial year + 6 years	1980 c. 58 s 5	Faculty accounts only- Electronic copy
	Records documenting the receipt and payment of purchase invoices.	Current financial year + 6 years	1970 c. 9 s 34 1980 c. 58 s 5 1994 c. 23 HMRC 700/21 para. 5.2	Electronic Copies

<b>Activity</b>	<b>Record group</b>	<b>Retention period</b>	<b>Authority</b>	<b>Notes</b>
Financial Planning & Budgeting	Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.	Current financial year + 1 year	NA	
	Records documenting the preparation of annual operating budgets.	Current financial year + 1 year	NA	See – Financial Accounting
Funding Management	Records documenting the administration of annual funding allocations from the appropriate statutory funding body.	Current financial year + 10 years	NA	
	Records documenting the administration of research grants provided by research councils or corporate sponsors.	Termination of grant + 6 years	1980 c. 58 s 5	Email correspondence only
Internal Accounting	Records documenting the negotiation and administration of formal contracts between operating units (e.g. for the provision of services.)	Termination of contract + 1 year	NA	
	Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Current financial year + 1 year	NA	

## Procurement

Information held by the Finance Division (FIN) and finance offices in other departments.

Activity	Record group	Retention period	Authority	Notes
Purchasing	Goods Received Notes/Goods Inwards Notes	Current financial year + 6 years	1980 c. 58 s 5 HMRC 700/21 para. 5.2	Hard copy filed with Purchase Orders
	Purchase Orders	Current financial year + 6 years	1980 c. 58 s 5 HMRC 700/21 para. 5.2	
	Records documenting internal authorisation for procurement.	Current financial year + 1 year	NA	Originals with Purchase Orders/Purchase card documentation
	Records documenting purchasing authorisation limits.	Superseded + 1 year	NA	Hard copy only retained

## Information services

Information held by Information Services Directorate (ISD) and other departments.

## Archives management

Information held by Information Services Directorate (ISD) and other departments (maintaining archives).

Activity	Record group	Retention period	Authority	Notes
Archives Access	Records documenting	Last action on request	NA	

Activity	Record group	Retention period	Authority	Notes
Control	requests for access to archives.	+ 1 year		
Archives Acquisition	Records documenting the accessioning of records acquired for preservation as archives.	Life of archives	NA	
Archives Disposal	Records documenting authorisation for the disposal of de-accessioned records.	Completion of disposal process + 6 years	1980 c. 58 s 5	
Archives Organisation & Description	Records containing the descriptions of the records held as archives.	Life of records	NA	
Archives Promotion & Exploitation	Records documenting enquiries about (items in) the archives, and the responses provided.  Note: key information from substantive enquiries may be extracted and indexed to avoid repetitive research.	Last action on enquiry + 1 year	NA	
	Records documenting the movement of archives from/to storage.	Return of items + 1 year	NA	

### Management information collection, analysis and reporting

Information held by the Information Services Directorate (ISD) and other departments.

Activity	Record group	Retention period	Authority	Notes
Management Information Analysis & Reporting	Management information reports	Current year + 3 years	NA	Faculty Plans / Head of Spending reports /Faculty TRAC returns - Electronic copies held for current financial year + 6 years

### Records management

Information held by the Information Services Directorate (ISD) and other departments.

Activity	Record group	Retention period	Authority	Notes
Records Retention	Final versions of Records Retention Schedules	Permanent	NA	Retaining a history of retention periods provides evidence of effective control of records and the basis for disposal of records.
	Records documenting the determination of retention periods for records.	Completion of revised Records Retention Schedule + 1 year	NA	
Records Storage & Handling	Records documenting storage locations of records.	Superseded	NA	
	Records documenting the movement of records to/from storage.	Return of records + 1 year	NA	