

BOLGATANGA TECHNICAL UNIVERSITY



DOCUMENT RETENTION AND DISPOSAL POLICY

DECEMBER 2021

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1.0 Purpose

To define retention periods and disposal actions for Bolgatanga Technical University paper and electronic records in order to meet the requirements of the Public Records and Archives Administration Department (PRAAD) ACT 535, 1997, Public Financial Management Act, 2016 (Act 921), Financial Administration Regulation, 2004, L.I.1802, Right to Information Act, 2019, (Act 989) and any other relevant legislations in force.

2.0 Compliance

This Policy shall be in accordance with provisions of the Public Records and Archives Administration Act 535 of 1997 and any other relevant laws and regulations.

3.0 Definitions/Abbreviations

Public Records and Archives Administration Department (PRAAD): The Department of Civil Service responsible for managing public records and archives in Ghana.

Director: The Director of PRAAD, with the function of exercising leadership in the management of record keeping in public offices and in the management of public archives in Ghana.

Disposal: It includes destruction, submission to the Director for assessment or retention as a public archive.

Electronic Records: records that can be processed in a computer system and/or stored in a way which requires electronic or computer equipment to access them.

Public Records: records created or received by a public office in the conduct of its affairs and Includes records created or maintained electronically. It does not include records created by the academic staff or students of a tertiary educational institution, unless the records have become part of the records of that institution. Teaching and research materials generated by staff are not public records.

GTEC : Ghana Tertiary Educational Commission.

NAB : National Accreditation Board.

NABPTEX: National Board for Professional and Technical Examination

4.0 The Policy

- i. The University will store, retain and dispose of all its public records in accordance with the relevant legislation, and the Records Management Standards, Record Keeping Standards, and General Disposal Authorities (GDAs) issued by PRAAD ACT 535, 1997.
- ii. The University will store, retain and dispose of its public records created electronically, which includes those created in an email system, in accordance with PRAAD ACT 535, 1997 standards.
- iii. The University will store and retain its public records in the form in which they were originally created for the relevant retention period, unless the University has chosen to digitize any records, in which case those records will be retained only in digitized form. For published records, such as annual reports, the record will not be considered created until it exists in its published form.
- iv. The University's public records, whether paper or electronic, will be retained in accordance with the PRAAD Retention and Disposal Schedule.
- v. At the end of the relevant period, the University will dispose of all its public records in line with the current General Disposal Authorities issued by PRAAD Act 535, 1997.
- vi. At the end of the relevant retention period, if the University chooses to digitize any of its public records, it will do so in accordance with the Digitization Standard issued by PRAAD Act 435, 1997.
- vii. The University Council, Academic Board or the Vice- Chancellor may issue a notice known as a "Legal Hold", suspending the destruction of records due to pending, threatened or otherwise reasonably foreseeable litigation, audits, government investigations or similar proceedings. No records specified in any 'Legal Hold' may be destroyed, even if the scheduled destruction period has passed, until the 'Legal Hold' is withdrawn in writing by the issuer.
- viii. If the University considers any of its public records to be of significant public value which would otherwise be disposed of in accordance with a General Disposal Authority

by means of secure destruction, then it will submit those records to the Director of PRAAD for appraisal.

- ix. This Policy represents the University's policy regarding the retention and disposal of paper and electronic documents.

5.0 Procedures

5.1 Responsibilities

The following responsibilities exist for the University's public records:

- a) The Registrar shall be responsible for the following:
 - i. The University's record keeping systems and storage, including this Policy, shall be in consonance with the legislation and other mandatory standards issued by PRAAD;
 - ii. University staff are informed and trained to manage records in accordance with this Policy;
 - iii. University student's records are managed and protected in accordance with this Policy;
 - iv. Managing Academic Board records;
 - v. Managing records of employees;
 - vi. The University's public records are transferred and appraised by the Director of PRAAD where required; and
 - vii. Managing records relating to the governing Council.

- b) The Director of Finance shall be responsible for managing financial and accounting records.

- c) The Vice-Chancellor's Office shall be responsible for managing records relating to the Vice-Chancellor's Office.

- d) The Registry of the University shall be responsible for the administration of departments and schools/faculties and managing records relating to academic programmes, assessment of records, accreditation, and appraisal of teaching staff;

- e) The Medical Director shall be responsible for managing all staff and students' medical records;
- f) The University Archivist shall be in charge of the administration of this Policy and its implementation to ensure that the Record Retention Schedule is followed; and
- g) The Academic Board shall be responsible for making modifications to the Record Retention Schedule from time to time and ensure that it is in compliance with PRAAD and other relevant legislations. These include the appropriate document and record categories for the University; monitor PRAAD ACT 1997 (Act535), laws Record Retention; annually review the Record Retention and Disposal Programme and monitor their compliance with this Policy.

6.0 APPENDICES

APPENDIX 1

Class Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
STUDENTS' ACADEMIC RECORDS				
The academic records for students including assessments and grades gained during the course as well as certification attained.				
QUALIFICATION AND ACADEMIC RECORD	Academic records of Individual students, including qualifications, courses studied and final assessment results, notes and other correspondence.	<ul style="list-style-type: none"> • Transcripts • Testimonials • Certificates 	In case of permanent closure of the University Transfer to the tertiary education organization that takes over the Courses of study or if there is none, transfer to the Ministry of Education.	Retain permanently

APPENDIX 2

Class Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
STUDENTS' ADMINISTRATION				
The academic records for students including assessments and grades gained during the course as well as certification attained.				
2.1 DISCIPLINARY MATTERS				
ADMINISTRATION	Records relating to the management and administration processes associated with disciplinary hearings	<ul style="list-style-type: none"> • Minutes • Agenda • Membership lists • Meeting arrangements 	Destroy	7 years after date of last action
COMPLAINTS AND INVESTIGATIONS	Complaint records relating to individual students and the preliminary investigations into the complaint which did not result in a disciplinary hearing. This includes unsubstantiated allegations.	<ul style="list-style-type: none"> • Advice of allegation and response • Reports • Investigation • Notes • Signed statements 	Destroy	7 years after date of last action
DISCIPLINARY HEARINGS (MAJOR)				
	Disciplinary hearings where a student is found to have committed a breach and a serious disciplinary action is taken. These include records concerning investigations, charges, inquiries and punishments as	Notes of discussion	Destroy	2 years after the issue has been resolved

Class Sub Class	Description of Records	Examples	Dispos al Action	Minimum Retention Period
	well as matters that have been referred to external bodies for investigation.			
ENROLMENT				
APPLICATION: SUCCESSFUL				
	Enrolment records, including all supporting applications, confirmation of a student's eligibility to study and Other documentation filed within a student's enrolment application.			6 years after date of last action
APPLICATION: UNSUCCESSFUL	Enrolment records, including all supporting applications, confirmation of a student's eligibility to study and other documentation filed within a student's enrolment application.			The date of last action
PAYMENTS	Invoicing and receipting of students fees and charges for other services, e.g. applications for remarking of scripts, etc.			6 years after date of last action
CREDIT TRANSFERS	Records relating to the management and approval of student		Destroy	7 years after date of last action

Class Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	applications for credit transfers.			

Class	Sub Class	Description of Records	Example s	Disposal Action	Minimum Retention Period
2.2 ENROLMENT					
	2.2.1	APPLICATION: SUCCESSFUL Enrolment records, including all supporting applications, confirmation of a student's eligibility to study and Other documentation		Destroy	6 years after date of last action
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	2.2.2	APPLICATION UNSUCCESSFUL Enrolment records, including all supporting applications, confirmation of a student's eligibility to study and other documentation filed within a student's enrolment application.			1 year after the date of last action
	2.2.3	PAYMENTS			7 years after date of last action

	Invoicing and receipting of students' fees and charges for other services, e.g., applications for remarking of scripts etc.			
2.2.4	CREDIT TRANSFERS Records relating to the management and approval of student applications for credit transfers.			7 years after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	2.2.5	VISA APPLICATIONS Visa applications for international students	<ul style="list-style-type: none"> • Applications and Supporting documentation • Audits • Visa 	Destroy	7 years from date of last action
2.3 STUDENTS' RECORD ADMINISTRATION					
	2.3.1	MAINTENANCE Additions/amendme the student's record between the period of admission and graduation	<ul style="list-style-type: none"> • Applications or credit • Applications for concessions • Applications for reassignment • Correspondence • Unsatisfactory progress records • Exclusions • Signed student advice. 	Destroy	7 years after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum
2.4 SCHOLARSHIPS					
	2.4.1	MANAGEMENT Records relating to the management of scholarships, awards, bursaries and	<ul style="list-style-type: none"> • Funds management • Correspondence 	Destroy	7 years after date of last action
	2.4.2	SCHOLARSHIP RECIPIENTS Master lists of recipients of scholarships, awards	Register of recipients of scholarships, awards, bursaries and fellowships	Retain as public archive	7 years after date of last action
	2.4.3	APPLICATIONS/ NOMINATIONS Records relating to successful applications and nominations to receive scholarships, awards, etc.	<ul style="list-style-type: none"> • Records of decisions • Successful applications • Notifications • Supporting documentation 	Destroy	2 years after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum
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3.1.2	PLACEMENTS/ INDUSTRIAL ATTACHMENTS Students, details of the industry/organization the student is placed Records relating to work placements for course work for students		Destroy	6 years after date of last action
3.1.3	INTERNATIONAL	• Interview records • Reports	Destroy	7 years from Date of last Action
3.2 CUSTOMER SERVICE				
3.2.1	STUDENT ENQUIRIES AND REQUESTS General administration of	• Recorded phone calls • Email enquiries	Destroy	7 years from date of last action

3.3 DISABILITY, HUMAN RIGHTS & EQUITY

Class/Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	Records relating to the management of services for students with disabilities, special needs and those discriminated against.	Planning documents	Destroy	7 years after date of last action

3.4 HEALTH CLINIC & COUNSELLING

	APPOINTMENT REGISTERS Management of patient bookings	Appointment Books		2 years from date of last action
	Components of the Patient File include but are not limited to: •Consents •Referrals–received and sent •Correspondence	PATIENT FILES Counselling Services	Destroy/ Discharge	10 years Beginning on the date shown in the health information as the most recent date on which a provider provided services to that individual.
	Treatment/care/management plans including records of:	PATIENT FILES		10years beginning on the day after

	<ul style="list-style-type: none"> • Treatment/care provided • Other procedures and therapies • Progress/review • Medication • Discharge letters. 	NOTE: Includes Counselling Services		the date shown in the health information as The most recent date on which a provider provided services to that individual.
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3.5 STUDENTS ACCOMMODATION

3.5.1	<p>ACCOMMODATION MANAGEMENT</p> <p>Information about providing accommodation for students, including hostels and home stays for international students. These include information about the accommodation, assessments, requests, placements and information provided.</p>	<ul style="list-style-type: none"> ▪ Accommodation brochures ▪ Application forms ▪ Reports 	Destroy	7 years after date of last action
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3.5.2	COMPLAINTMANAGEMENT Complaints received about the accommodation or the Students occupying the accommodation	Complaint forms Correspondence about complaints	Destroy	5 years after date of last action
4. PROGRAMMES AND COURSES				
The management of proposals and standard on teaching, learning, tutorial academic support, auditing and research relating to specific programmes.				
4.1 STANDARD S 4.1.1	STANDARDS–LEARNING Developing and stating teaching/learning standards according to NCTE/NAB/ NABPTEX standards.		Destroy	3 years after date of last action
4.2 ACCREDITATION MANAGEMENT				
4.2.1	APPROVAL PROCESS The process of obtaining formal approval or accreditation of programmes or courses.	<ul style="list-style-type: none"> ▪ Agenda ▪ Minutes 	Retain as public archive	10 years after date of last action

4.2.2	DEVELOPMENT OF SUCCESSFUL PROGRAMMES Records documenting the Development of programmes and courses that were Approved to be delivered.	<ul style="list-style-type: none"> ▪ Proposals ▪ Translated documentation 	Retain as public archive	10 years after date of last action
4.2.3	DEVELOPMENT OF REJECTED PROGRAMMES Records relating to development of programme and course proposals which do not proceed.	<ul style="list-style-type: none"> ▪ Proposals ▪ Translated documentation 	Retain as public archive	3 years after date of last action
4.2.4	STUDENT EVALUATION OUTCOMES The final evaluations of programmes and courses based on student feedback		Destroy	7 years after date of last action
4.2.5	STUDENT EVALUATION: RAW DATA		Destroy	7 months after date of last action

	Questionnaires, surveys and other data capture mechanisms used in the evaluation of programmes and courses by students.			
4.2.6	MONITORING External monitoring of courses and programmes including any liaison with NCTE/NAB/NABPTEX.	Correspondence Draft reports and feedback	Destroy	7 years after date of last action
4.2.7	FINAL MONITORING REPORT Final monitoring reports produced as a result of monitoring of courses and programmes.	Final monitoring reports	Retain as public archive	10 years after date of last action
4.3.1	EXAMINATION MANAGEMENT The entire process of managing examinations. From setting, approval, through to the setting and marking of examinations, including management of requests for remarks,	<ul style="list-style-type: none"> ▪ Requests ▪ Administrative documentation 	Retain as public archive	7 years after date of last action

	reconsiderations, re-sits and deferrals.			
4.3.2	EXAMINATION PAPERS Marked examination papers/scripts.	Marked examination papers	Destroy/Return to Students	2 years after date of last action
4.3.3	GRADING/MARKING The grading and marking of individual assessment components of a subject or course.	<ul style="list-style-type: none"> ▪ Examiner's reports ▪ Tutor mark books ▪ Results of assignments ▪ Industrial attachment grades. ▪ 	Destroy	7 years after date of last action
4.3.4	Student's Thesis/project	Thesis (Student's Project Work).	Retain soft copies as public documents	Destroy hard copy after 7 years of date of last action
4.3.5	LEARNING ASSESSMENT Marked assessments (excluding examination papers) such as assignments, presentations, works of art, theory and practical tests.	<ul style="list-style-type: none"> ▪ Assignments ▪ Test Results 	Destroy	7 years of date of last action
4.3.6	GRADUATION & CERTIFICATION	Application forms	Destroy	

	The management of the process of student applications for graduation or other conferral of qualifications.	Administrative documentation		7 years of date of last action
4.4 TEACHING AND LEARNING				
4.4.1	TEACHING SUPPORT Documentation and Administration of tutorial, academic support and guidance for staff and students, includes distance learning support. Excludes specific issues relating to individual students and staff.		Destroy	12 years of date of last action
4.4.2	LEARNING DESIGN The design, development and revision of learning materials produced by the NCTE/ NAB/ NABPTEX.	. Learning guides Assessment booklets Course Outline	Destroy	12 months of date of last action

Classes	Sub Classes	Description of Records	Examples	Disposal Action	Minimum Retention Period
4.5 DELIVERY					
4.5.1		LESSON PLANS Lesson plans for programmes/ courses.	Lesson plans	Destroy	10years after date of last action
4.5.2		PROGRAMME AND COURSE DELIVERY The administrative activities involved in maintaining or running a course or programme	<ul style="list-style-type: none"> • Venue bookings • Course occurrence • Control charts • Timetabling 	Destroy	12months after date of last action
4.5.3		SPECIAL CONSIDERATION REQUESTS Requests from students that special consideration be given due to circumstances which affected their performance in an examination or other assessment activity.	Correspondence	Destroy	7 years after date of last action
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
5. INSTITUTION MANAGEMENT					
The Management of the Institution					

5.1 QUALITY MANAGEMENT				
5.1.1	POLICIES AND DECISIONS	Council Manual Academic Board Regulations Enrolment Policy	Retain as public archive	Until Superseded and administratively no longer required for use
	Significant University level policies, processes, procedures, manuals, guidelines and standard of practice, including decision making and rationale on which decisions were taken.			

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
5.1.2		QUALITY MANAGEMENT SYSTEM Major quality management		Retain as public archive	10years after date of last action
5.1.3		MONITORING AND MODERATION Monitoring and moderation conducted to ensure that the NCTE/NAB/NABPTEX is		Destroy	7 years after date of last action

	compliant with requirements by statutory bodies and internal Quality Management Systems.		
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Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
5.1.4		<p>COMPLAINTS AND ISSUES (MAJOR)</p> <p>Records of complaints, issues, events and incidents that result in the setting of significant precedent when it comes to the University strategies, policies, business practices etc., major changes in policies, procedures, high level discussions within it, legal action or wide media coverage.</p>	<ul style="list-style-type: none"> • Initial complaint documentation • Correspondence and attachments • Reports, records of decisions • Legal advice • Records outlining resolution etc. 	Retain as public archive	10years after event resolved and all legal and administrative requirements completed

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
5.1.5		<p>COMPLAINTS AND ISSUES (MINOR)</p> <p>Records that document reportable complaints, issues, events and incidents (and how they are resolved) that do not have an ongoing /significant effect on policy, practice, precedent or strategy</p>	<p>Complaint documentation and associated background information</p> <p>Records outlining identification and resolution of issue</p> <p>Interview notes</p>	Destroy	7 years after date of last action or when no longer legally required to be retained, whichever is longer
5.1.6		<p>ISSUE MONITORING (MAJOR)</p> <p>Records that document reportable complaints, issues, events and incidents (and how they are resolved) that do not have an ongoing /significant effect on policy, practice, precedent or strategy</p>	<p>Reports to do with the monitoring of significant issues</p>	Retain as public archive	10years from date of last action
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
5.1.7		<p>ISSUE MONITORING (MINOR)</p> <p>Records that outline the ongoing monitoring of</p>	<p>Low-level monitoring reports</p>	Destroy	2 years after date of last action

	issues that have no impact on policies,			
5.1.8	<p>ADMINISTRATION & FACILITATION OF COMPLAINTS & ISSUES</p> <p>Records that document the Issue management process Such as complaint management/ incident reporting process, and the quality control of that process.</p>	<ul style="list-style-type: none"> • Routine • Correspondence • Meeting arrangements 	Destroy	7 years from Date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
5. 2 CONSULTANT SERVICES					
5.2.1		<p>CONSULTANTS REPORTS</p> <p>Reports evaluating the projects and services carried out by consultants</p>	Reports	Destroy	7 years after date
5.3 PLANNING					

5.3.1	<p>STRATEGY</p> <p>Strategic documentation Relating to directional Positioning of the ITP include Scoping documents, official positioning, government and official briefings, official Responses Long- and medium-Term planning (and projects Supporting the development of this planning)</p>	<ul style="list-style-type: none"> • Reports • Strategic plans • Scoping documents Briefings • Official correspondence 	Retain as public archive	10 years after date of last action
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Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
5.4 ADMINISTRATIVE COMMITTEE					
5.4.1	<p>MEETINGS</p> <p>Documentation that provides an official record of all Management team meetings</p>	<ul style="list-style-type: none"> • Agenda • Minutes • Reports and decisions 	Retain as public archive	10year after date of last action	

6.1 GOVERNANCE AND MANAGEMENT BODIES				
6.1.1	<p>GOVERNING BODY STRUCTURE</p> <p>The records relating to The authority, structure, Membership and other Administration of NTCE/ NAB/NABPTEX governing body or bodies</p>	<p>Advertising</p> <p>Balloting</p> <p>Nominations</p> <p>Results</p>	Destroy	10years from date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
6.1.2		<p>ELECTION AND APPOINTMENTS</p> <p>Records relating to the Conduct of the election and appointments.</p>	<p>Advertising</p> <p>Balloting</p> <p>Nominations</p> <p>Notices</p> <p>Papers</p> <p>Results</p> <p>Tally sheets</p>	Destroy	3months after declaration of election result or appointment
6.1.3		<p>REGULATIONS</p> <p>Records relating to the making of regulations by the NTCE/NAB under legislative authority.</p>	Retain as public archive		10years from date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
6.1.4		<p>COUNCIL AND BOARD MEETINGS</p> <p>Records Documentation that provides</p> <p>An official record of all meetings Held by Council and the Board.</p>	<p>Agenda</p> <p>Signed minutes</p> <p>Matters arising</p> <p>Associated reports</p>	<p>Retain as public archive</p>	<p>10years from date of last action</p>
6.1.5		<p>COMMITTEE MEETINGS</p> <p>The proceedings and activities of the Committees of the Academic Board including its decisions.</p>	<p>Reports and decisions'</p> <p>Membership lists</p>	<p>Retain as public archive</p>	<p>10years from date of last action</p>
6.1.6		<p>SUB-COMMITTEE MEETINGS</p> <p>The proceedings and activities of sub-committees, ad-hoc Committees and/or working parties.</p>	<p>Agenda</p> <p>Minutes</p> <p>Reports and decisions</p> <p>Membership lists</p>	<p>Retain as public archive</p>	<p>12 months after date of last action</p>

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
6.1.7		<p>EXECUTIVE MEETINGS (MAJOR)</p> <p>The proceedings of executive Meetings that document Resource and policy decisions And rationale on which Decisions were based.</p>	Agenda Minutes	Retain as public archive	10years from date of last action
6.1.8		<p>EXECUTIVE MEETINGS (MINOR)</p> <p>The proceedings of executive Meetings that document Routine administrative decisions.</p>	Agenda Minutes	Destroy	12 months after date of last action
6.1.9		<p>ADMINISTRATIO N Records that facilitate meetings.</p>	Reimbursement Travel expenses of members	Destroy	7 years after date of last action
6.3 GOVERNMENT RELATIONSHIPS					
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period

6.2.1	<p>GOVERNMENT RELATIONSHIPS (MAJOR)– IMAGE LIBRARIES</p> <p>discussion and contribution to policy</p> <p>Interpretations and rulings,</p> <p>Significant submissions and</p> <p>Input on legislation and</p> <p>Significant correspondence</p> <p>With the government and its agencies. Policy submissions,</p>	<p>Correspondence (including email)•</p> <p>Minutes Reports</p>	<p>Retain as public archive</p>	<p>10years from date of last action</p>
6.2.2	<p>GOVERNMENT RELATIONSHIPS –MINOR</p> <p>Routine and administrative correspondence between the NCTE/NAB/NABPT EX and the government and its agencies</p>	<p>Correspondence (including email)</p>	<p>Destroy</p>	<p>7 years after date of last action</p>

7. MARKETING AND COMMUNICATIONS

Records relating to the marketing of the Bolgatanga Technical University and the programmes offered.

7.1 MULTIMEDIA

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
7.1.1		<p>STAFF AND STUDENTS: FORMAL PORTRAITS Multimedia records of students Or staff that are owned by the Bolgatanga Technical University</p>	<p>Portraits Sports groups Overseas visitors</p>	<p>Retain as public archive</p>	<p>10years from date of last action</p>
7.1.2		<p>STAFF AND STUDENTS: TEACHING AND ADMINISTRATIVE Multimedia records of students or staff that are owned by Bolgatanga Technical University which are used only for teaching or administrative purposes.</p>	<p>Photos on printed Class lists ID photos</p>	<p>Destroy</p>	<p>Until administratively No longer required</p>
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period

7.1.3		EVENTS AND FUNCTIONS – MAJOR Master copies of records in multimedia format dealing with significant events and occasions, such as celebrations to mark major milestones in the history or development of Bolgatanga Technical University	•Photographs Videos DVD	Retain as public archive	10years from date of last action
7.1.4		EVENTS ANDFUNCTIONS – MINOR Records in multi-media format Recording routine operational Functions for staff, students, Stakeholders and/or other customers, e.g., social functions, routine graduation ceremonies, etc.	Photographs Videos DVD	Destroy	Until administratively No longer required
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
7.1.5		ADVERTISING/ COMMERCIALS Master copies of advertisements/commercials used to promote the	Retain as public archive		10years from date of last action

	Bolgatanga Technical University services in multimedia formats.			
7.1.6	IMAGE LIBRARIES Publicity material about which there is an agreement with staff and/or students regarding how long the media can be used.	Photographs Videos—such as Fashion Shows, catering exhibitions• DVD	Destroy	Once period for use has expired
7.2 GRADUATION/MATRICULATION EVENT				
7.2.1	GRADUATION/ MATRICULATION CEREMONY Records relating to the organization of the matriculation and graduation ceremonies	Administrative arrangements (e.g. Speakers, venue, catering) Production of award certificates	Destroy	12 months after date of last action
7.2.2	GRADUATION/ MATRICULATION PROGRAMME	Graduation Programme Vice-Chancellor's Report. Guests speeches	Retain as public archive	10years from date of last action

8. INDUSTRY AND ACADEMIC RELATIONSHIPS

Bolgatanga Technical University's communications, alliances and associations with NAB, NABPTEX and

8.1 INTERNATIONAL AFFAIRS AND INSTITUTIONAL LINKAGES

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
8.1.1		Records documenting major Inputs and involvement Between the University and Other academic institutions in Ghana and overseas, including Liaison on academic and other issues. NOTE: Significant issues are covered within 5.14	Correspondences' Emails Meeting minutes	Destroy	10years from date of last action

8.2 ALLIANCES

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
8.2.1		MEMORANDUM OF UNDERSTANDING The formalisation of alliances between the University and other institutions.	Memoranda of understanding	Retain as public archive	10years from date of last action

8.2.2	ADMINISTRATION Administration of academic and non-academic alliances`	Routine correspondences Reporting arrangements	Destroy	10yearsfrom date of last action	
8.2.3	INVESTIGATION Investigation of mergers and acquisitions with other institutions	Reports	Destroy		
8.3 ASSOCIATIONS					
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
8.3.1	MEMBERSHIP AND PARTICIPATION (MAJOR) Major inputs, involvement and engagement with educational, industry, professional and other associations, bodies, committees, stakeholders and other groups.	<ul style="list-style-type: none"> • Membership details • Correspondence • Email • Meeting minutes 	Retain as public archive	10yearsfrom date of last action	

8.3.2	<p>ADMINISTRATION AND PARTICIPATION (MINOR)</p> <p>Low level participation and Routine administration of Relationships with educational, industry, professional and other associations, bodies, committees and other groups and University members</p>	<ul style="list-style-type: none"> • Correspondence • Email • Meeting minutes 	Destroy	3 years after date of last action
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9. LEGAL

Legal records and processes including copyright, trademark, trust and legal advice.

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
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9.1 INTELLECTUAL PROPERTY

9.1.1	<p>TRADEMARK AND INTELLECTUAL PROPERTY</p> <p>The Trademarks and Intellectual Property owned by the University.</p>	Bolgatanga Technical University's Logo	Retain as public archive	10years from date of last action
9.1.2	<p>SUMMARY</p> <p>Summary details of copyright licenses and permissions obtained by the University</p>		Destroy	Until administratively no longer required

HUMAN RESOURCE MANAGEMENT					
10.1 PERSONNEL RECORDS–ACADEMIC/NON-ACADEMIC STAFF					
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
10.1.1		Personnel records of individual members of the Teaching and Non-Teaching Staff of the University.	Destroy		25 years after date of last action
11 STRATEGIC PROJECTS					
Records relating to strategic projects within the institution and internal projects within a business unit or team					
11.1 PROJECTS–STRATEGIC					
11.1.1		PLANNING AND OUTCOMES Records relating to the planning, decision making and outcomes from the University projects arising from the strategic goals and objectives of the administration of the university	<ul style="list-style-type: none"> • Meeting minutes • Final reports • Plan 	Retain as public archive	10years from date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
12. PRINT AND PRODUCTION					
The publication, production, print and distribution of the institution's courses and materials					
12.1 PRODUCTION					
12.1.1		PRINTING The management of the printing process.	Destroy		7 years after date of last action
12.1.2		COURSE MASTER COPIES Master production copies of course materials, brochures, student handbooks, etc.	<ul style="list-style-type: none"> • Student Handbooks • Examination papers • Course brochures 	Archive one copy of published/printed material not lodged with Legal Deposit Office	Retain permanently
13. ACCOUNTING AND FINANCE					
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention
		Accounts payable	Creditors' Ledgers	Destroy	7 years
		Accounts receivable ledgers and schedules	Debtors' Ledgers	Destroy	7 years
		Annual audit reports and financial		Retain as public	Permanent
		Annual audit records, including work papers and other documents that		Destroy	7 years after completion of audit
		Annual plans and budgets		Destroy	2 years
		Bank statements and		Destroy	7 years
		Employee expense reports	Staff Medical Expenses, Allowance	Destroy	7 years

	General Ledgers	Fuel and Maintenance allowance	Permanent
	Interim financial	Destroy	7 years
	Notes receivable ledger and schedules	Destroy	7 years

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
		Investment records		Destroy	7 years after sale of investment
		Internal Audit work papers and findings		Destroy	7 years after completion
		Investment schedules and documents	Retain as public archive		7 years
		Published accounts (including		Destroy	Signed copy permanently (spare stock may be needed for several years)
		Periodic accountancy reports		Destroy	File copies for 7 years
		Tax returns and books		Destroy	7 years
		Contracts with customers		Destroy	7 years
		Contracts with suppliers		Destroy	7 years
		Contracts with agents		Destroy	7 years
		Licensing agreements		Destroy	7 years

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention
		Rental and		Destroy	7 years
		Indemnities and guarantees		Destroy	7 years
		Large Capital Works contracts	Liability Retention Period	Destroy	15years
		Tender documents		Destroy	7 years
		Bank statements		Destroy	7 years
		Instructions to banks		Destroy	7 years
14. TAX RECORDS					
	16.1	IRS Rulings		Retain as	Permanent
		Excise Tax Records		Destroy	7 years
		Tax Bills, Receipts, Statements		Destroy	7 years
		Tax Returns Income, Franchise, Property		Retain as public archive	Permanent
		Tax Work paper Packages Originals		Destroy	7 years
		Sales/ Use Tax Records		Destroy	7 years

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention
		Annual Information Returns– Federal and State		Retain as public archive	Permanent
		IRS or other Government Audit Records		Retain as public archive	Permanent
15. PAYROLL DOCUMENTS					
		Employee Authorization		Destroy	4 years after termination
		Payroll Deduction		Destroy	Termination+7
		IPPD Forms		Destroy	Termination+7
		Garnishments, Attachments		Destroy	Termination+7 years
		Labour Distribution Cost		Destroy	7 years
		Payroll Registers (gross and net)		Destroy	7 years
		Unclaimed Wage Records		Destroy	6 years
		Time Cards/Sheets		Destroy	2 years

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention
16. LEGAL RECORDS					
		Legal Memoranda and Opinions (including all		Destroy	10 years after close of matter
		Litigation Files		Destroy	Permanent
		Court Orders		Destroy	Permanent

		Requests for Departure from Records Retention		Destroy	10years
17. INSURANCE					
		Insurance Policies		Retain as public archive	Permanent
		Insurance Certificates		Retain as public archive	Permanent
		Reports of accidents or		Destroy	7yrs

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention
		Annual loss summaries		Destroy	10years
		Audits and Adjustments		Destroy	3 years After final adjustments
		Claims Files (including correspondence, medical records, injury documentation, etc.)		Retain as public archive	Permanent
		Group Insurance Plans– Retirees			Permanent or 6 years after death of last eligible participant
		Group Insurance plans– Active Employees		Destroy	Until plan is amended or terminated
		Inspections		Destroy	3 years
Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention

		Insurance Policies (including expired policies)		Retain as public archive	Permanent
		Journal Entry Support Data		Destroy	7 years
		Loss Runs		Destroy	10years
		Releases and Settlements		Destroy	25years