**Procedure for amending the University of Warwick Records Retention Schedule (RRS)**

The following template must be utilised when putting forward new entries, or revisions, for inclusion in the [University Records Retention Schedule (RRS)](https://warwick.ac.uk/services/idc/recordsmanagement). The annotated table below provides guidance on completing the different columns in the RRS. A blank RRS template is included on page two which can be adapted when preparing draft entries. In all cases when changes are proposed to the RRS the University’s guidance on [how to set a retention period](https://warwick.ac.uk/services/idc/recordsmanagement) should be followed. Once a draft entry has been completed (or if a request is being made to delete an entry) please contact [University Records Management](mailto:RecordsManagement@warwick.ac.uk).

If the retention period is derived from legislation, regulation, contractual or professional obligations please cite the specific Act (and where possible section therein) in this column. If you are able to hyperlink the citation to a source on the internet (e.g. legislation.gov.uk ) then that will also help the user of the RRS e.g.

[S.5 Limitations Act 1980](https://www.legislation.gov.uk/ukpga/1980/58)

If the retention is derived from the legitimate business needs of the University please state: Best Practice at the University of Warwick

| **BUSINESS AREA** | **ACTIVITY** | **RECORD GROUP** | **RETENTION PERIOD** | **ACTION AT END OF RETENTION PERIOD** | **CITATION** |
| --- | --- | --- | --- | --- | --- |
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Please include the [Destroy](https://warwick.ac.uk/services/sim/guidance/recordsmanagement) link which directs to the Information Classification and Handling Procedure.

Alternatively if you feel the records may be of historical significance please include the following entry in the RRS: [Contact University Archives](mailto:archives@warwick.ac.uk)

Follow the University’s guidance (and quick guide) on how to set a retention period which are set out on the [University’s Records Management internet pages](https://warwick.ac.uk/services/idc/recordsmanagement).

Provide the name of the record and a description of the purpose for which it was created.

Set out the business activity to which the record relates.

Check the contents page of the RRS to see if the record belongs to a business area that is already listed in the RRS and then include its name in this column.

If it is not listed then include it in the draft entry and it will be introduced in to the RRS.

| **BUSINESS AREA** | **ACTIVITY** | **RECORD GROUP** | **RETENTION PERIOD** | **ACTION AT END OF RETENTION PERIOD** | **CITATION** |
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**BLANK UNIVERSITY OF WARWICK RETENTION SCHEDULE TEMPLATE – FOR COMPLETION FOR NEW ENTRIES/REVISED ENTRIES**

**N.B.** Please adapt the blank RRS template according to the number of entries that you are putting forward. [The published University RRS](https://warwick.ac.uk/services/idc/recordsmanagement) provides examples of the style used to describe records at the University. Once the proposed entry has been approved by [University Records Management](mailto:RecordsManagement@warwick.ac.uk) it will be included in the RRS and published on the University’s Records Management internet pages.