

KUMASI TECHNICAL UNIVERSITY



DOCUMENT RETENTION AND DISPOSAL POLICY

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1.0 Purpose

To define retention periods and disposal actions for Kumasi 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 and 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.

3.0 Definitions

Public Records and Archives Administration: The Department of Civil Service responsible for managing public records and setting standards around public records under the direction of the Vice-Chancellor.

Director: The Director of PRAAD, with the function of exercising leadership in the management of recordkeeping 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 education institution, unless the records have become part of the records of that institution. Teaching materials of staff and research materials generated by staff are not public records.

NCTE: National Council for Tertiary Education.

NAB: National Accreditation Board.

NABPTEX: National Board for Professional and Technical Examination

3.0 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 digitize 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 retention 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. If the University chooses to digitize any of its public records, it will do so in accordance with the current Digitization Standard issued by PRAAD ACT 535, 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 Vice-Chancellor of PRAAD for appraisal.

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

4.0 Procedures

4.1 Responsibilities

- i. The following responsibilities exist for the University's public records:
 - (a) The Registrar shall be responsible for the following:
 - 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;
 - University staff are informed and trained to manage records in accordance with this Policy;
 - University students records are managed and protected in accordance with this Policy;
 - Managing Academic Board records;
 - Managing records of employees;
 - The University's public records are transferred and appraised by the Director of PRAAD where required; and
 - 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 and meetings of Key Officers of the University;
- (d) The Director of Planning and Quality Assurance shall be responsible for 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) All Deans and Heads of Department shall be responsible for managing the administration and general housekeeping records specific to their functional area of management;
- (g) 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
- (h) 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 (Act 535), laws Record Retention; annually review the Record Retention and Disposal Programme and monitor their compliance with this Policy. **See Appendix I**

Appendix1 Kumasi Technical University Document Retention and Disposal Schedule

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
1. STUDENTS ACADEMIC RECORD					
The academic records for student including assessments and grades gained during the course as well as certification attained					
1.1 ACADEMIC RECORD					
	1.1.1	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 • Certificates • Testimonials 	In case of permanent closure of the University, transfer to the tertiary education organisation that takes over the courses of study or, if there is none, transfer to the Ministry of Education.	Retain permanently

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
2. STUDENT ADMINISTRATION					
Administrative services provided to students while studying at the University					
2.1 DISCIPLINARY MATTERS					
	2.1.1	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
	2.1.2	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

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	2.1.3	<p>DISCIPLINARY HEARINGS (MAJOR)</p> <p>Disciplinary hearings where a student is found to have committed a breach and a serious disciplinary action is taken.</p> <p>These include records concerning investigations, charges, inquiries and punishments as well as matters that have been referred to external bodies for investigation.</p>	<ul style="list-style-type: none"> • Advice of allegation and response • Reports • Investigations • Signed statements • Inquiry records • Referrals to external bodies • Records of remedial and/or disciplinary action. • Submissions in relation to disciplinary action. 	Destroy	10 years after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	2.1.4	<p>DISCIPLINARY HEARINGS (MINOR)</p> <p>Disciplinary hearings where a student is found to have committed a breach but minor or no disciplinary action is taken.</p>	<ul style="list-style-type: none"> • Advice of allegation and response • Reports • Investigations • Signed statements • Inquiry records • Referrals to external bodies • Records of remedial and/or disciplinary action. • Submissions in relation to disciplinary action. 	Destroy	7 years after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	2.1.5	COUNSELLING AND SUPPORT SERVICES Person(s) to whom student can go to for advice regarding a problem or concern they have in the study environment.	Notes of discussion	Destroy	2 years after the issue has been resolved
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 filed within a student's enrolment application.		Destroy	6 years after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	2.2.2	<p>APPLICATION: UNSUCCESSFUL</p> <p>Enrolment records, including all supporting applications, confirmation of a student's eligibility to study and other documentation filed within a student's enrolment application.</p>		Destroy	1 year after the date of last action
	2.2.3	<p>PAYMENTS</p> <p>Invoicing and receipting of students fees and charges for other services, e.g. applications for remarking of scripts etc.</p>		Destroy	7 years after date of last action
	2.2.4	<p>CREDIT TRANSFERS</p> <p>Records relating to the management and approval of student applications for credit transfers.</p>		Destroy	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 STUDENT RECORD ADMINISTRATION					
	2.3.1	MAINTENANCE Additions/amendments to the student's record between the period of admission and graduation	<ul style="list-style-type: none"> • Applications for credit • Applications for concessions • Applications for reassignment • Late deletions • 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 Retention Period
2.4 SCHOLARSHIPS					
	2.4.1	MANAGEMENT Records relating to the management of scholarships, awards, bursaries and fellowships.	<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 etc.	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 Retention Period
	2.4.4	UNSUCCESSFUL APPLICATIONS Records relating to unsuccessful applications and nominations to receive scholarships, awards, bursaries or fellowships.	<ul style="list-style-type: none"> • Unsuccessful applications or nominations • Notifications • Supporting documentation. 	Destroy	3 months after date of last action
3. STUDENT SERVICES					
Services rendered to students by the University					
3.1 SUPPORT SERVICES					
	3.1.1	MANAGEMENT OF SERVICES Provision of services such as career advisory services, student learning support centres, religious services and disability support etc.	<ul style="list-style-type: none"> • Application forms • Client files 	Destroy	7 years after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	3.1.2	PLACEMENTS / INDUSTRIAL ATTACHMENTS RECORDS Records relating to work placements for course work for students including the name and contact details of the industry / organization the student is placed.		Destroy	7 years after date of last action
	3.1.3	INTERNATIONAL LINKAGES Monitoring of international students	<ul style="list-style-type: none"> • 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 helpdesk and call centre services, e.g. recording of details about calls, etc	<ul style="list-style-type: none"> • Recorded phone calls • Email enquiries • Correspondence 	Destroy	2 years from date of last action
3.3 DISABILITY, HUMAN RIGHTS & EQUITY					

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	3.3.1	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					
	3.4.1	APPOINTMENT REGISTERS Management of patient bookings	<ul style="list-style-type: none"> Appointment books Appointment registers 	Destroy	2 years from date of last action
	3.4.2	Components of the Patient File include but are not limited to: <ul style="list-style-type: none"> Consents Referrals – received and sent Correspondence Assessments Investigations and results Diagnoses 	PATIENT FILES NOTE: Includes Counselling Services	Destroy or discharge	10 years beginning on the day after the date shown in the health information as the most recent date on which a provider provided services to that individual.

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
		<p>Treatment/care/management plans including records of:</p> <ul style="list-style-type: none"> • Treatment/care provided • Other procedures and therapies • Progress/review • Medication • Discharge letters. 	<p>PATIENT FILES</p> <p>NOTE: Includes Counselling Services</p>	<p>Destroy or discharge</p>	<p>10 years beginning on the day after the date shown in the health information as the most recent date on which a provider provided services to that individual.</p>

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
3.5 STUDENT 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
	3.5.2	<p>COMPLAINT MANAGEMENT</p> <p>Complaints received about the accommodation or the students occupying the accommodation.</p>	<ul style="list-style-type: none"> • Complaint forms • Correspondence about complaints 	Destroy	5 years after complaint was closed

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
4. PROGRAMMES AND COURSES					
The management of proposals and standards – unit teaching, learning, tutorial academic support, auditing and research relating to specific programmes.					
4.1 STANDARDS					
	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

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	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 	Destroy	3 years after date the proposal was rejected
	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

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	4.2.5	<p>STUDENT EVALUATION: RAW DATA</p> <p>Questionnaires, surveys and other data capture mechanisms used in the evaluation of programmes and courses by students.</p>		Destroy	3 months after date of last action
	4.2.6	<p>MONITORING</p> <p>External monitoring of courses and programmes including any liaison with NCTE/NAB/NABPTEX.</p>	<ul style="list-style-type: none"> • Correspondence • Draft reports and feedback 	Destroy	7 years after date of last action
	4.2.7	<p>FINAL MONITORING REPORTS</p> <p>Final monitoring reports produced as a result of monitoring of courses and programmes.</p>	Final monitoring reports	Retain as public archive	10 years after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	4.3.1	<p>EXAMINATION MANAGEMENT</p> <p>The entire process of managing examinations. From setting, approval, through to the setting and marking of examinations, including management of requests for remarks, reconsiderations, re-sits and deferrals.</p>	<ul style="list-style-type: none"> • Requests • Administrative documentation 	Destroy	7 years after date of last action
	4.3.2	<p>EXAMINATION PAPERS</p> <p>Marked examination papers / scripts.</p>	Marked exam papers	Destroy / return to student	2 years after completion of programme
	4.3.3	<p>GRADING / MARKING</p> <p>The grading and marking of individual assessment components of a subject or course.</p>	<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

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	4.3.4	Student's Thesis/project	Thesis (Student's Project Work).	Retain soft copies as public documents	Destroy hard copy after 7 years 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	12 months after date of last action
	4.3.6	GRADUATION AND CERTIFICATION The management of the process of student applications for graduation or other conferral of qualifications.	<ul style="list-style-type: none"> • Application forms • Administrative documentation 	Destroy	7 years after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
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 months after date of last action
	4.4.2	LEARNING DESIGN The design, development and revision of learning materials produced by the NCTE/NAB/NABPTEX.	<ul style="list-style-type: none"> • Learning guides • Assessment booklets • Course Outline 	Destroy	12 months after date of last action

Class	Sub Class	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	10 years 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	12 months 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 Significant University level policies, processes, procedures, manuals, guidelines and standards of practice. Include decision making and rationale on which decisions were based, minutes and agenda of key management meetings and discussions of Council and Academic Board at the executive and key management level.	<ul style="list-style-type: none"> • Council Manual • Academic Board regulations • Enrolment Policy • Disciplinary Policy 	Retain as public archive	Until superseded and administratively no longer required for reference purposes

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	5.1.2	<p>QUALITY MANAGEMENT SYSTEM Major quality management system reviews</p>		Retain as public archive	10 years after date of last action
	5.1.3	<p>MONITORING AND MODERATION Monitoring and moderation conducted to ensure that the NCTE/NAB/NABPTEX is compliant with requirements by statutory bodies and internal Quality Management Systems.</p>		Destroy	7 years after date of last action

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	10 years 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>	<ul style="list-style-type: none"> • Complaint documentation and associated background information • Records outlining identification and resolution of issues • Interview notes 	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 outline the ongoing monitoring of issues that result in significant changes to policies, procedures, strategy, risk and compliance etc.</p>	Reports to do with the monitoring of significant issues	Retain as public archive	10 years 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 issues that have no impact on policies, procedures, strategy, risk and compliance etc.</p>	<p>Low-level monitoring reports</p>	<p>Destroy</p>	<p>2 years after date of last action</p>
	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 	<p>Destroy</p>	<p>7 years from date of last action</p>

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
5.2 CONSULTANT SERVICES					
	5.2.1	CONSULTANTS REPORTS Reports evaluating the projects and services carried out by consultants	Reports	Destroy	7 years after date of last action
5.3 PLANNING					
	5.3.1	STRATEGY Strategic documentation relating to directional positioning of the ITP including scoping documents, official positioning, government and official briefings, official responses. Long and medium term planning (and projects supporting the development of this planning)	<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

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
5.4 ADMINISTRATIVE COMMITTEE					
	5.4.1	MEETINGS Documentation that provides an official record of all management team meetings	<ul style="list-style-type: none"> • Agenda • Minutes • Reports and decisions 	Retain as public archive	10 years after date of last action
6.1 GOVERNANCE AND MANAGEMENT BODIES					
	6.1.1	GOVERNING BODY STRUCTURE The records relating to the authority, structure, membership and other administration of the NTCE/ NAB/NABPTEX governing body or bodies.	<ul style="list-style-type: none"> • Advertising • Balloting • Nominations • Results 	Destroy	10 years 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>	<ul style="list-style-type: none"> • Advertising • Balloting • Nominations • Notices • Papers • Results • Tally sheets 	Destroy	3 months 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	10 years 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 Documentation that provides an official record of all meetings held by Council and the Board.</p>	<ul style="list-style-type: none"> • Agenda • Signed minutes • Matters arising • Associated reports 	Retain as public archive	10 years from date of last action
	6.1.5	<p>COMMITTEE MEETINGS The proceedings and activities of the Committees of the Academic Board including its decisions.</p>	<ul style="list-style-type: none"> • Agenda • Minutes • Reports and decisions • Membership lists 	Retain as public archive	10 years from date of last action
	6.1.6	<p>SUB-COMMITTEE MEETINGS The proceedings and activities of sub-committees, ad-hoc committees and/or working parties.</p>	<ul style="list-style-type: none"> • Agenda • Minutes • Reports and decisions • Membership lists 	Retain as public archive	12 months after date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	6.1.7	EXECUTIVE MEETINGS (MAJOR) The proceedings of executive meetings that document resource and policy decisions and rationale on which decisions were based.	<ul style="list-style-type: none"> • Agenda • Minutes 	Retain as public archive	10 years from date of last action
	6.1.8	EXECUTIVE MEETINGS (MINOR) The proceedings of executive meetings that document routine administrative decisions.	<ul style="list-style-type: none"> • Agenda • Minutes 	Destroy	12 months after date of last action
	6.1.9	ADMINISTRATION Records that facilitate meetings.	<ul style="list-style-type: none"> • 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	GOVERNMENT RELATIONSHIPS (MAJOR) – IMAGE LIBRARIES Policy submissions, discussion and contribution to policy interpretations and rulings, significant submissions and input on legislation and significant correspondence with the government and its agencies.	<ul style="list-style-type: none"> • Correspondence (including email) • Minutes • Reports 	Retain as public archive	10 years from date of last action
	6.2.2	GOVERNMENT RELATIONSHIPS – MINOR Routine and administrative correspondence between the NCTE/NAB/NABPTEX and the government and its agencies	<ul style="list-style-type: none"> • Correspondence (including email) 	Destroy	7 years after date of last action
7. MARKETING AND COMMUNICATIONS					
Records relating to the marketing of the Kumasi 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</p> <p>Multimedia records of students or staff that are owned by the Kumasi Technical University</p>	<ul style="list-style-type: none"> • Portraits • Sports groups • Overseas visitors 	Retain as public archive	10 years from date of last action
	7.1.2	<p>STAFF AND STUDENTS: TEACHING AND ADMINISTRATIVE</p> <p>Multimedia records of students or staff that are owned by Kumasi Technical University which are used only for teaching or administrative purposes.</p>	<ul style="list-style-type: none"> • Photos on printed class lists • ID photos 	Destroy	Until administratively no longer required

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	7.1.3	<p>EVENTS AND FUNCTIONS – MAJOR</p> <p>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 Kumasi Technical University</p>	<ul style="list-style-type: none"> • Photographs • Videos • DVD 	Retain as public archive	10 years from date of last action
	7.1.4	<p>EVENTS AND FUNCTIONS – MINOR</p> <p>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.</p>	<ul style="list-style-type: none"> • 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 Kumasi Technical University services in multimedia formats.		Retain as public archive	10 years from date of last action
	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.	<ul style="list-style-type: none"> • 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 organisation of the matriculation and graduation ceremonies.	<ul style="list-style-type: none"> • Administrative arrangements (e.g. Speakers, venue, catering) • Production of award certificates 	Destroy	12 months from date of last action

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	7.2.2	GRADUATION/ MATRICULATION PROGRAMME	<ul style="list-style-type: none"> • Graduation Programme • Vice-Chancellor's Report. • Guests speeches 	Retain as public archive	10 years from date of last action
8. INDUSTRY AND ACADEMIC RELATIONSHIPS					
Kumasi Technical University's communications, alliances and associations with NAB, NABPTEX and NCTE					
8.1 INTERNATIONAL AFFAIRS AND INSTITUTIONAL LINKAGES					
	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	<ul style="list-style-type: none"> • Correspondences • Emails • Meeting minutes 	Destroy	10 years 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.	<ul style="list-style-type: none"> • Memoranda of understanding 	Retain as public archive	10 years from date of last action
	8.2.2	ADMINISTRATION Administration of academic and non-academic alliances.	<ul style="list-style-type: none"> • Routine correspondences • Reporting arrangements 	Destroy	7 years after date of last action
	8.2.3	INVESTIGATION Investigation of mergers and acquisitions with other institutions	Reports	Destroy	10 years from date of last action
8.3 ASSOCIATIONS					

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
	8.3.1	<p>MEMBERSHIP AND PARTICIPATION(MAJOR)</p> <p>Major inputs, involvement and engagement with educational, industry, professional and other associations, bodies, committees, stakeholders and other groups.</p>	<ul style="list-style-type: none"> • Membership details • Correspondence • Email • Meeting minutes 	Retain as public archive	10 years from 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
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
9.1 INTELLECTUAL PROPERTY					
	9.1.1	TRADEMARK AND INTELLECTUAL PROPERTY The Trademarks and Intellectual Property owned by the University.	Kumasi Technical University's Logo "Nimdee Hyiren"	Retain as public archive	10 years from date of last action
	9.1.2	SUMMARY Summary details of copyright licences and permissions obtained by University.		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 Kumasi Technical University	<ul style="list-style-type: none"> • Meeting minutes • Final reports • Plan 	Retain as public archive	10 years from date of last action
	11.1.2	ADMINISTRATION Records relating to the administration of the University – wide project arising from strategic goals and objectives of Kumasi Technical University	<ul style="list-style-type: none"> • Meeting minutes • Reports • Documentation • Plan 	Destroy	12 months after 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 institutions 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 Period
		Accounts payable ledgers and schedules	Creditors' Ledgers	Destroy	7 years
		Accounts receivable ledgers and schedules	Debtors' Ledgers	Destroy	7 years
		Annual audit reports and financial statements		Retain as public archive	Permanent
		Annual audit records, including work papers and other documents that relate to the audit		Destroy	7 years after completion of audit
		Annual plans and budgets		Destroy	2 years
		Bank statements and cancelled cheques		Destroy	7 years
		Employee expense reports	Staff Medical Expenses, Night Allowance	Destroy	7 years
		General Ledgers	Fuel and Maintenance Allowance		Permanent
		Interim financial statements		Destroy	7 years
		Notes receivable ledgers 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 Annual reports)		Destroy	signed copy permanently (spare stock may be needed for several years to meet casual requests)
		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 Period
		Rental and hire purchase agreements		Destroy	7 years
		Indemnities and guarantees		Destroy	7 years
		Large Capital Works contracts	Liability Retention Period	Destroy	15 years
		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 public archive	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 Workpaper Packages Originals		Destroy	7 years
		Sales/Use Tax Records		Destroy	7 years

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
		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 Deduction Authorization		Destroy	4 years after termination
		Payroll Deduction		Destroy	Termination + 7 years
		IPPD Forms		Destroy	Termination + 7 years
		Garnishments, Assignments, Attachments		Destroy	Termination + 7 years
		Labour Distribution Cost Records		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 Period
16. LEGAL RECORDS					
		Legal Memoranda and Opinions (including all subject matter files)		Destroy	10 years after close of matter
		Litigation Files		Destroy	Permanent
		Court Orders		Destroy	Permanent
		Requests for Departure from Records Retention Plan		Destroy	10 years
17. INSURANCE					
		Insurance Policies		Retain as public archive	Permanent
		Insurance Certificates		Retain as public archive	Permanent
		Reports of accidents or incidents		Destroy	7 yrs

Class	Sub Class	Description of Records	Examples	Disposal Action	Minimum Retention Period
		Annual loss summaries		Destroy	10 years
		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 Period
		Insurance Policies (including expired policies)		Retain as public archive	Permanent
		Journal Entry Support Data		Destroy	7 years
		Loss Runs		Destroy	10 years
		Releases and Settlements		Destroy	25 years