

Committee retention scheduling

Not all committee agendas, minutes and papers produced by the School need to be kept permanently. The main committees of the School receive papers containing a large amount of detailed information from which the historical record of the School can be sourced. The committees listed below will be kept permanently.

COMMITTEE PAPERS FOR PERMANENT RETENTION

- Court of Governors and its directly reporting committees
 - Chair and Vice-Chair Selection Committee
 - Nominations Committee
- Council and its directly reporting committees
 - Audit Committee
 - Estates Strategy Committee
 - Ethics Policy Committee
 - Finance Committee
 - Remuneration Committee
 - Health and Safety Committee
- Academic Board and its directly reporting committees
 - Academic Nominations Committee
 - Academic and Student Affairs Committee
 - Academic Planning and Resources Committee
 - Agenda Committee
 - Research Committee
- School Management Committee (and predecessors to this committee)

A record copy of the papers of these committees should be transferred to the School's Archives, either in paper or electronic form yearly at the end of the academic year.

OTHER COMMITTEE PAPERS

Long term committees, boards and working groups

Other committees, boards and working groups with a life over three years should keep records for current year plus nine. Once the committee, board or working group is no longer active, the last sets of papers should be sent to offsite storage if paper or transferred to the School's Records Manager/LSE Archivist/Governance Team if electronic to be destroyed at the end of their retention period.

Short term committees, boards and working groups

Other committees, boards and working groups with a life of three years or under should when no longer active transfer papers to offsite storage if paper, or to the School's Records Manager/LSE Archivist/Governance Team if electronic. They will then be kept for current year plus 6.