

6.4 DIT Records Retention Schedules

Within the Institute Record Retention Schedules are already in place and currently available in the following areas:

- 6.4.1 [Buildings](#)
- 6.4.2 [Employee Assistance](#)
- 6.4.3 [Financial Management & Accounting](#)
- 6.4.4 [Governing Body](#)
- 6.4.5 [HR \(incl. Health & Safety and Staff Development\)](#)
- 6.4.6 [Information Services](#)
- 6.4.7 [Internal Audit](#)
- 6.4.8 [Library Services](#)
- 6.4.9 [Payroll](#)
- 6.4.10 [Procurement](#)
- 6.4.11 [Property & Facilities](#)
- 6.4.12 [Records Management](#)
- 6.4.13 [Research & Enterprise](#)
- 6.4.14 [Student Disciplinary Records](#)
- 6.4.15 [Student Records](#)