**Archive deposit form**

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| --- | --- | --- | --- |
| **Document name** | Archive deposit form | **Document reference** | UA DF001 |

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| --- |
| **Part A – Box details** |
| 1. **Your archive reference (Check with University Archivist and Records Manager)**
 |  |
| 1. **Brief description**
 |  |
| 1. **Contents**
 |  |
| 1. Do any of the contents of the archive relate to a European Union (EU) funded project? (Tick correct box)
 | **Yes** [ ]  | **No** [ ]  |
| 4b. Project name(s) |       |
| 4c. Project period(s) |       |
| 1. Do any of the contents of the archive from part of the university’s historical record? (Tick correct box)
 | **Yes** [ ]  | **No** [ ]  |
| 4b. Which contents? |       |
| **Part B – Retention** |
| 1. **Classification (See Appendix 2)**
 |  |
| 1. **Retention period**
 |  |
| 1. **Desired destruction date**
 |  |
| **Part C – Contact details** |
| **Name of contact** |  |
| **Department** |  |
| **Date** |  |
| **Part D – Approval** |
| 9. Archive deposit approved by the University Archivist and Records Manager? (Tick correct box) | **Yes** [ ]  | **No** [ ]  |
| **Name**  |  |
| **Date** |  |

**Please complete this form, print out and place inside box**

**Box label**

**Archive deposit form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document name** | Archive box label | **Document reference** | UA BL001 |

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| **Part A – Box details** |
| **Archive reference (see form above)** |  |
| **Part B – Retention** |
| **Classification (See Appendix 2)** |  |
| **Desired destruction date** |  |
| **Part C – Contact details** |
| **Department** |  |
| **Date** |  |

|  |  |  |  |
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| **Document name** | Archive box label | **Document reference** | UA BL001 |

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| **Part A – Box details** |
| **Archive reference (see form above)** |  |
| **Part B – Retention** |
| **Classification (See Appendix 2)** |  |
| **Desired destruction date** |  |
| **Part C – Contact details** |
| **Department** |  |
| **Date** |  |

**Please complete these labels, print out and affix one to top and one to side of box**

**Appendix I – The archive deposit process**

|  |
| --- |
| Complete Parts A, B and C |
|  |
| Email form to recordsmanager@uhi.ac.uk to verify Part A, Sections 5a and 5bComplete and approve Part D. If any of the contents relate to a European Union (EU) funded project then email form to gayle.sinclair@uhi.ac.uk to verify Part A, Sections 4a, 4b and 4c |
|  |
|  |
| Records management will confirm form and notify Reception, who will contact the off-site storage provider and arrange for boxes to be collected and deposited in the off-site storage area.Boxes are allocated a sequential number and the UHI spreadsheet is updated with the UHI and archive box numbers for future reference. |

Note

All fields MUST be completed and a copy of this form sent to the University Archivist and Records Manager for approval prior to deposit. Incomplete or incorrect forms will be returned to the named contact in Part C above.

It is important that records are kept for the correct period of time. Records shall only be kept for the time prescribed within the approved [retention and disposal policy](https://myuhi.sharepoint.com/%3Aw%3A/g/EZc8vXj3ABZOodpAgvRFnuUBBYxY57Bt7IRMsFZxwCU9Dg). At the end of the retention period, boxes will automatically be disposed of in an appropriate manner.

Appendix I provides an illustration of the archive deposit process.

**Appendix 2 – Information classification**

|  |  |
| --- | --- |
| **Classification term** | **Use for** |
| **Highly confidential** | medical information (occupational health reports); correspondence with legal counsel and the police; passwords and other forms of access control credentials; grievance and disciplinary proceedings; commercial contracts over £1 million; banking and credit card details; counselling records; accident reports; research data containing personal information |
| **Confidential** | audit reports; intellectual property; commercial contracts under £1 million; employment contracts; strategic planning, forecasting; procurement documentation; research grant applications; examination results; student transcripts; payroll details; research data |
| **General** | budget and performance indicators; staff directory; lecture notes; audit reports; procedures; internal newsletters; academic standards and quality regulations; organisational charts |
| **Public** | university news; university prospectus; course information; published research; university website; opening hours; press releases; main policies |
| **Personal** | invitations to meetings; staff social events |