

Records Management Project 2015

JISC Retention Schedule, adapted for University use

Schedule 5: Student Administration & Support

The assumption has been made that records disposal is based on a single activity at the end of each academic (AY) or financial year (FY), so unless otherwise stated values refer to **full** academic or financial years, plus the current academic or financial year.

EXAMPLE:

Procurement Records: Selection of Suppliers: Proposals

Recommended Retention Period = Creation +1 Financial Year

Therefore a record of a Supplier Proposal made on 23rd October 2009 should be retained until the end of the financial year 2010-11 (i.e. 31st July 2011).

Note: final column indicates source: J = JISC schedule; U = University schedule

5.1 Student Welfare Service Management

Records	Retention Period	Statutory Demand	Notes	Source
Development of services	Permanent	No		J
Key document and review document	Permanent	No		J
Other records	Creation +10 AY	No		J

5.2 Student Liaison

Liaising with student representative bodies

Records	Retention Period	Statutory Demand	Notes	Source
Liaison with students regarding institutional operations and administration	Permanent	No		J
Student satisfaction surveys <ul style="list-style-type: none">Survey dataCollated statistics/reportsStaff/Student bodies –meeting papers	Creation +1 AY Permanent Permanent	No No No		J

5.3 Student Admission & Registration

Records	Retention Period	Statutory Demand	Notes	Source
Assessment of external qualifications	Permanent	No		J
Collated statistics	Permanent	No		J
Creation of student records	Permanent	No		J
Student Register	Permanent	No		J
Co-ordination of student funding arrangements	Creation +5 AY	No		J

5.4 Student Administration

Records	Retention Period	Statutory Demand	Notes	Source
Maintenance of individual student records	Permanent	No		J
Student Files	Termination of relationship +6 AY	No		J
Student Register	Permanent	No		J
Requests for references/confirmation of attendance and responses	Completion of request +1 AY	No		J
Requests for transcripts/confirmation of attendance/results and responses	Completion of request +1AY	No		J
Records	Retention Period	Statutory Demand	Notes	Source
Application Forms: current students	Hard copy forms: Duration of the course: All forms will shortly be received electronically	No		U
Enrolment forms	Forms are completed on-line	No		U
Sponsor Letters	Destroy at Faculty level	No	no copies kept by Faculty – letters sent direct to Finance	U
SLC Letters	Destroy at Faculty level	No	no copies kept by Faculty – letters	U

			sent direct to Finance	
Photocopies of Qualifications	Duration of the course at Faculty level	No	Records held by Academic Registry. Faculty can destroy copies	U
References (students who have completed) (during course)	One year after receipt of request Duration of the course	No		U
Occupational Health Checks	Duration of course	No		U
Manual Handling Records	Duration of course	No		U
SCC forms	Duration of the course	No		U
Correspondence with student and tutor records	Maximum – duration of course	No		U
Change of address forms	On student records system (SITS)	No	Destroy paper record once information entered on SITS	U
Disability Statements (copy kept by Faculty)	Duration of course	No		U
Coursework Receipts	Current academic year +1	No		U
Disciplinary paperwork	If case is cleared – <i>no</i> paperwork retained. If disciplinary upheld – letter to student stays on file for duration of the student's studies. Evidence & minutes – keep for 6 years. (Summary of the hearing is sent to Student Services –	No		U

	Complaints and Appeals.)			
Medical Notes and other documentary evidence for claims of exceptional circumstances	Current academic year	No		U
Exam Board minutes	Permanent record	No		U
Transcripts	Permanent Record – now held on SITS	No		U
Records of module marks	Paper copies of module marks pre-dating their recording on Student record System – permanent record	No		U
Pass lists	Pre-SITS – permanent record	No		U
Signed exam board summary of decisions and external examiner signature forms for external examiners not in attendance	Post SITS implementation – permanent record	No		U
<i>Student Attendance – International student sign-in sheets</i>	<i>Duration of the course + 1 Retention period under review 17/2/17</i>	No		U
Item of assessed work normally returned to students	Current academic year plus one year ¹	No	Non-retention policy by the University. ² Students must collect work by	U

¹ Or such longer period as may be required by a regulatory or professional body

² Where a student has submitted an appeal about an assessment, his/her work should be retained until the case has been resolved. Therefore, as soon as the faculty is notified of the appeal they should take steps to ensure that any of the student's work that is held by the faculty is retained in case it needs to be made available during the investigation.

			the end of the academic year.	
Record of assessment feedback on work normally returned to students	Current academic year + 1 AY	No	Retained by University until after completion of examination board process plus 15 days.	U
Examination papers and assignment briefs	Current academic year plus one year.	No		U
Course-related committee papers	Permanent in electronic form	No		U
Student Course Guides (formerly Handbooks)	Permanent	No	kept electronically and a copy of each Guide must be sent by the Faculty each year to Academic Registry to be archived. Copies of any Course Definitive Documents predating the introduction of the Student Course handbook should be sent to the Information Manager's office for the historical record	U
Course development papers	Date of Approval + 6 AY	No		U
Correspondence with external examiners, professional bodies and other papers regarding modifications to courses:	Creation + 6 AY	No		U

5.5 Student Discipline

Records	Retention Period	Statutory Demand	Notes	Source
Conduct of disciplinary proceedings against students	Termination of relationship +6 AY	No		J
Student Disciplinary Case files	Termination of relations +6 AY	No		J

5.6 Student Associations & Activities

Records	Retention Period	Statutory Demand	Notes	Source
Formation, management and operation of student unions and associations	Permanent	No		J
Organisations of student activities and events e.g. Rag Week	Permanent	No		J
Student Union newspapers/magazines	Permanent	No		J
Event programmes	Permanent	No		J

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