Records Management Project 2015

JISC Retention Schedule, adapted for University use

Schedule 1: Teaching & Learning Performance Management

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

1.1 Teaching and Learning Strategy Development & Implementation

Records	Retention Period	Statutory Demand?	Notes	Source
Definition of strategic goals and objectives for teaching and learning, and formulation of plans to achieve these goals and objectives.	Permanent	No		J
Teaching & Learning Strategy	Permanent	No		J

1.2 Teaching and Learning Performance Management

Records	Retention Period	Statutory Demand	Notes	Source
Monitoring, inspection and assessment of examination and other procedures which led to awards, to ensure consistency and quality	Permanent	No		J
Teaching Assessment Exercises	Permanent	No		J
Teaching Assessment Exercises –Final Reports	Permanent	No		J
Teaching Assessment Exercises –other records	Creation +5 AY	No		J
Subject Reviews	Permanent	No		J

Subject Review –Self Assessment Documents	Permanent	No		J
Subject Review –Final Report	Permanent	No		J
Subject Review –other records	Creation +5 AY	No		J

1.3 Curriculum Development

Records	Retention Period	Statutory Demand	Notes	Source
Monitoring of curriculum trends	Creation +5 AY	No		J
Monitoring and evaluation of curricula in other institutions	Creation + 5 AY	No		J
Design of new curricula	Permanent	No		J
• Reports and other key documents	Permanent	No		
• Other records	Active	No		
Monitoring, evaluation and development of existing curricula	Permanent	No		J
• Reports and other key documents	Permanent	No		
• Other records	Active	No		

1.4 Course Development

Records	Retention Period	Statutory Demand	Notes	Source
Identification and analysis of market needs for new courses	Creation + 5 AY	No		J
Monitoring and analysis of enquiries about courses and qualifications	Creation + 5 AY	No		J
• Enquiry forms	Creation +1 AY	No		
• Collated data – reports/statistics	Creation +5 AY	No		
Monitoring and assessment of courses offered by other institutions	Creation +2 AY	No		J
Definition and development of new courses	Permanent	No		J
• Course outlines	Permanent	No		
• Course guides	Permanent	No		

Records	Retention Period	Statutory Demand	Notes	Source
• Prospectuses	Permanent	No		
• Other records	Creation +5 AY	No		
Review and redesign of existing courses	Permanent	No		J
• Course outlines	Permanent	No		
• Course guides	Permanent	No		
• Prospectuses	Permanent	No		
• Other records	Creation +5 AY	No		

1.5 Course Accreditation

Records	Retention Period	Statutory Demand	Notes	Source
Identification of accreditation requirements for new courses, and obtaining accreditation	Active	No		J
Course accreditation submissions	Active	No		J
Managing changes in the external accreditation requirements of existing courses	Active	No		J

1.6 Course Preparation & Delivery

Records	Retention Period	Statutory Demand	Notes	Source
Preparation and delivery of courses	Permanent	No	Samples only	J
Course notes	Permanent	No	Samples only	J
Lecture notes	Permanent	No	Samples only	J
Seminar notes	Permanent	No	Samples only	J
Assignments	Permanent	No	Samples only	J
Hand-outs	Permanent	No	Samples only	J
Presentation materials	Permanent	No	Samples only	J
Reading lists	Permanent	No	Samples only	J

1.7 Course Review

Records	Retention Period	Statutory Demand	Notes	Source
Collection, analysis and review of feedback on courses	Active +2 AY	No		J

Staff course review reports	Creation +1 AY	No		J
Examiners' course review reports	Creation +1 AY	No		J
Student course feedback forms	Creation +1 AY	No		J
Collated data – reports/statistics	Active +2 AY	No		J

1.8 Examination Setting & Marking

Records	Retention Period	Statutory Demand	Notes	Source
Definition of examination/assessment rules	Permanent	No		J
Examination rules/protocols	Permanent	No		J
Design of examinations and assessments	Permanent	No		J
Examination papers	Permanent	No		J
Selection of external examiners	Current Academic Year (CAY) +1 AY	No		J
Invitations to potential examiners	CAY+1AY	No		J
Marking of examinations • Examination scripts/assignments	At least 6 months after determination of award [1]	No		U
Marking of examinations • Examiners' marking sheets • Examiners' notes • Examiners' reports	CAY +6 AY CAY +6 AY CAY +6 AY	No No No		J

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[1] Revised in line with Code of Conduct of Examinations 2017. Exceptions apply where regulatory bodies require a longer retention, or samples are retained for audit purposes. Where a representation has been made against the recommendation of an Examination Board, the scripts and other examination material should be retained until at least six months after the conclusion of the representation.

Communication of examination results to students	Permanent	No		J
Pass lists	Permanent	No	For provision of references and confirmation of qualifications	J
Processing of complaints and appeals about examination procedures and results	Settlement +6 AY	Yes	Limitation Act 1980	J
Complaints files	Settlement +6 AY	Yes	Limitation Act 1980	J
Appeals files	Settlement +6 AY	Yes	Limitation Act 1980	J

1.9 Course Administration

Records	Retention Period	Statutory Demand	Notes	Source
Timetabling of courses	Current Academic Year (CAY) +1 AY	No		J
Course timetables	CAY +1 AY	No		J
Assignment of students to classes/groups	CAY +1 AY	No		J
Class lists	CAY +1 AY	No		J
Tutorial lists	CAY +1 AY	No		J
Monitoring of student attendance	CAY +1 AY	No		J
Student attendance registers	CAY +1 AY	No		J
Monitoring of submission of assignments by students	CAY +1 AY	No		J
Course assignment registers	CAY +1 AY	No		J

1.10 Student Assessment

Records	Retention Period	Statutory Demand	Notes	Source
Design of assessment methods and standards	Permanent	No		J
Assessment Standard documents	Permanent	No		J
Communication of assessment methods and standards to students	Creation +2 AY	No		J

1.11 Examination Administration

Records	Retention Period	Statutory Demand	Notes	Source
Timetabling of examinations	Current Academic Year (CAY) +1 AY	No		J
Examination timetables	CAY +1 AY	No		J
Examination notices	CAY +1 AY	No		J
Assignment of invigilators	Active	No		J

1.12 Awards Administration

Records	Retention Period	Statutory Demand	Notes	Source
Organisation of award ceremonies	Permanent	No		J
Programmes	Permanent	No		J

1.13 Conferment of awards

Records	Retention Period	Statutory Demand	Notes	Source
Confirmation of student awards	Permanent	No		J
Pass lists	Permanent	No		J
Graduation certificates	Permanent	No		J
Awards lists	Permanent	No		J
Graduation lists	Permanent	No		J
Nomination and selection of candidates for honorary awards	Permanent	No		J
Award certificates	Permanent	No		J
Awards lists	Permanent	No		J

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