

# ADMISSIONS RECORDS RETENTION SCHEDULE

	Record Description	Retention Period	Trigger	Action at end of retention period	Additional information
1	Email enquiries from prospective/current applicants and related correspondence	Academic year received +2 years	End of academic year	Destroy	
2	Processing electronic applications (eg UG/PGCE) for admission: <b>successful applications who <u>do not</u> register. [Deemed to be applications that go UF with a registration status of X or Y]</b>	Completion of admissions cycle + 1 year  Note: Any successful applicants who <b>DO</b> register will be dealt with by Student Administration as the Admission CAP record forms part of the Student record.	End of admissions cycle	Anonymise SITS data by removing name, email address, address apart from first 3 characters of postcode	Kept for one year to deal with any re-applications.  Anonymised data used for management information and historic research.
3	Processing electronic applications for admission: <b>unsuccessful applications. [Deemed to be applications that do not go UF]</b>	Completion of admissions cycle + 1 year	End of admissions cycle	Anonymise SITS data by removing name, email address, address apart from first 3 characters of postcode	Kept for one year to deal with feedback or appeals.  Anonymised data used for management information and historic research.
4	Processing paper applications (eg APL/PGT) for admission: <b>successful applications who <u>do not</u> register. [Deemed to be applications that go UF with a registration status of X or Y]</b>	Immediate  Completion of admissions cycle + 1 year	Destroy paper copies.  Delete record from z:\drive	On receipt, scan to make electronic copy.	Kept for one year to check concessions information (APL).

		Note: Any successful applicants who <b>DO</b> register will be dealt with by Student Administration as the Admission CAP record forms part of the Student record.	electronic copy.	Anonymise SITS data by removing name, email address, address apart from first 3 characters of postcode	Anonymised data used for management information and historic research.
5	Processing paper applications (eg APL/ PGT) for admission: <b>Unsuccessful applications. [Deemed to be applications that do not go UF]</b>	Completion of admissions cycle + 1 year	End of admissions cycle	Destroy	Any applicant wishing to re-apply will have to complete a new application.
6	Records documenting the administration of Clearing applicants.	First semester	End of First semester	Destroy	All necessary detail should be in SITS so paperwork only required for responding to queries at start of term.
7	DBS issue number and date	As points 2 and 3 above	As points 2 and 3 above	As points 2 and 3 above	
8	DBS checks requiring Disclosure panel	End of admission cycle	End of admissions cycle (including time for appeals)	Destroy	Complex cases may be fully anonymised and retained as precedents.
9	Hope on-line UG and PGCE applications selection system	Completion of Admissions cycle	End of Admissions cycle	Destroy	This system is refreshed yearly with the removal of the previous year's applications data.