RECORDS RETENTION SCHEDULE

	Function	Type of Records	Retention Period
STUDENT ADMINISTRATION			
	Course Design: Approved and Not Approved courses	Validation documents, module proformas, MMAP's, definitive documents, module specifications, external comments on proposals	Last student finishes course + 6 years
	Registration	Electronic Student Registration Form	Exit (either graduation, withdrawal or terminations of studies) + 6 years
	Registration	Documents relating to name changes and personalised letters for external agencies	Paper = End of academic year + 6 years Electronic = Exit (either graduation, withdrawal or terminations of studies) + 6 years
	Student Record	Course change forms, mode of study change requests, module enrolment requests, withdrawal and interruption forms and letters relating to this process	Paper = End of academic year + 6 years Electronic = Exit (either graduation, withdrawal or terminations of studies) + 6 years
	Confirming student status	Council Tax exemption forms, confirmation of student status, references and bespoke transcripts	End of academic year + 6 years
	Course Evaluation Surveys	Online PGT and paper UG answer surveys	End of academic year + 6 years
	Timetable	Student Timetable stored in SITS	End of academic year + 6 years

	Postgraduate Research Studies	CRE, MPhil upgrade and viva reports. Submission of thesis paperwork and abstracts for graduation programme	Paper = End of academic year + 6 years Electronic = Exit (either graduation, withdrawal or terminations of studies) + 6 years
	Correspondence and information required by external agencies or sponsors	For example, documents required for compliance with the University's Tier 4 sponsor duties	Exit (either graduation, withdrawal or terminations of studies) + 6 years
	Email correspondence	Emails in staff personal and generic Student Administration email addresses, including correspondence with external companies like the UKVI and Student Loans Company, etc	End of academic year + 6 years
	Exam Papers	Examination papers, hard copy and electronic, used on the examination day itself (not the master record, which will be retained by the Faculty)	Paper = immediately after the end of the examination session Electronic = before the start of the next examination session
	Examination Timetable	Examination timetable and attendance lists	End of academic year + 6 years
	Assessments	Board Transcripts, sent to board and paper copies annotated at boards	End of academic year + 6 years
	Progression Outcomes	Students interim and final progression outcomes	Retain permanently
	Academic Advice	Moodle based and other records of academic advice given, and decisions made by FSAA's	End of academic year + 6 years
	Academic Misconduct	Moodle based and other records of academic misconduct and termination outcome letters	End of academic year + 6 years
	Mitigating Evidence	Medical Evidence relating to Appeals and Examinations	Paper = End of academic year + 6 years

			Electronic = Exit (either graduation, withdrawal or terminations of studies) + 6 years
	Appeals Information	Appeals documentation: appeal forms, scanned emails, personal statements, guidance notes and evidence for academic appeals committees, notes from panel meetings, letters detailing outcomes to students, examination incident forms	Paper = End of academic year + 6 years Electronic = Exit (either graduation, withdrawal or terminations of studies) + 6 years
	Awards	Final student transcripts and/or HEAR's including all SITS information that contributes to these records	Retain permanently
	Graduation	Graduation program and annotated version of attendance by students	Retain permanently
	Graduation	Record delivery receipt of certificates sent to absentees from graduation	Graduation + 6 years
	Production of HESA returns	Electronic file submitted to HESA as part of student return	After the appropriate HESA return + 6 years
	Data validation and information on Z and I network drives	Snapshots of SITS data to aid with external returns for HESA / NCTL / SLC. Also, snapshots of data used to help with internal processes, such as roll over of year end / option choice / graduation	End of academic year + 6 years
	Committee papers	Agendas, minutes and papers for committees such as RAG, ROG, Equality and Diversity, NoH EAQC, etc	End of academic year + 6 years
	Health and safety information	New starter induction forms, office risk assessments	End of academic year + 6 years
	Human Resources management documents	Performance and Probation Reviews, Job Descriptions and Person Specifications, staff training records, annual leave records	Exit of staff member + 1 year