

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
B03.01	Student Recruitment			
B03.01.01	The design, conduct, organisation, and summary results of student recruitment schemes and campaigns	Current academic year + 5 years or Termination of scheme/campaign + 5 years	Institutional Business Requirement	Review for archival value
B03.01.02	The design, operation and summary results of student recruitment schemes	Completion of event + 5 years	Institutional Business Requirement	Review for archival value
B03.01.03	The issue of student recruitment materials in bulk to schools and other organisations	Current academic year	Institutional Business Requirement	If any personal data is involved this should not be kept longer than is needed to administer the event. Data can be anonymised afterwards in order to provide summaries. Review for archival value
B03.01.04	The handling of enquiries from prospective students (subsequently registered as student)	Current academic year + 5 years	Competitive Market Authority	Where students did not subsequently enrol at the institution the records can be retained Current academic year + 1 year
B03.01.05	Summaries and analyses of enquiry, recruitment and retention data	Current academic year + 5 years	Institutional Business Requirement	
B03.02	Student Admission			
B03.02.01	The development and establishment of the institutions admission criteria and policies	Superseded + 10 years	Institutional Business Requirement	Review for archival value
B03.02.02	The handling of applications for admission: successful applications	End of student relationship + 6 years	Limitation Act 1980 c58 s 5	
B03.02.03	The handling of applications for admission: unsuccessful applications	Current academic year + 1 year	The Equality Act 2010	Minimum: Actions under discrimination legislation must usually be brought within 6 months
B03.02.04	The administration of the clearing process	Current academic year + 1 year	Institutional Business Requirement	
B03.02.05	Records containing data on overall student numbers	Current academic year + 1 year	Institutional Business Requirement	

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B03.03	Student Registration			
B03.03.01	The registration of individual students on programmes	Termination of student relationship + 6 years	Limitation Act 1980 c58 s 5	
B03.03.02	Records containing summaries and analyses of data on registration of students on programmes	Current academic year + 5 years	Institutional Business Requirement	
B03.04	Student Induction			
B03.04.01	The design, conduct and review of induction programmes for new students	Completion of programme + 5 years	Institutional Business Requirement	Review for archival value
B03.04.02	The administration of induction programmes and events for new students	Current academic year + 1 year	Institutional Business Requirement	
B03.05	Student Records Administration			
B03.05.01	Records containing personal data on individual students	Permanent	Limitation Act 1980 c58	Retention must comply with the provisions of 1998 c29
B03.05.02	Disclosure and barring service (dbs - formerly crb) checks carried out on students	6 months	Institutional Business Requirement	For successful checks keep number issued on each individuals record
B03.05.03	Records containing standard analyses of data from individual student records	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
B03.05.04	The handling of requests for ad hoc analyses of data from individual students records	Last action on request + 1 year	Institutional Business Requirement	

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B03.05	Student Records Administration continued...			
B03.05.05	The handling of individual students/employers requests for statements of results/transcripts and requests for confirmation of individual students awards, attendance or conduct from employers and other educational institutions	Last action on request + 1 year	Institutional Business Requirement	Detailed references should only be provided for a maximum of 3 years
B03.05.06	The design and conduct of graduate outcomes surveys and (anonymised) summaries and analyses of the results of first destination surveys	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
B03.05.07	Graduate outcomes surveys: individual responses	Completion of analysis of responses	Institutional Business Requirement	These should not be kept longer than necessary and this should be stated in the Privacy Notice when the data was collected. After this period responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.
B03.05.08	Counselling and Mental Health Client Notes	Last contact + 6 years	Limitation Act 1980 c58	
B03.06	Student Progress Administration			
B03.06.01	The academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress, the transfer of individual students to new programmes or to new courses within programmes, the withdrawal of individual students from the institution, and the termination of individual students programmes	Termination of relationship with student + 6 years	Limitation Act 1980 c58 s 5	
B03.07	Student Disciplinary Case Handling			
B03.07.01	The conduct and results of disciplinary proceedings against individual students	Last action on case + 6 years	Limitation Act 1980 c58	
B03.08	Student Academic Appeal Handling			
B03.08.01	The handling and results of academic appeals by individual students	Last action on case + 6 years	Limitation Act 1980 c58	
B03.09	Student Complaint Handling			
B03.09.01	The handling of formal complaints made by individual students against the institution	Last action on case + 6 years	Limitation Act 1980 c58	
B03.09.02	The handling of complaints by individual students where the formal complaints procedure is not initiated	Last action on complaint + 3 years	Institutional Business Requirement	

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B03.10	Course Administration			
B03.10.01	The timetabling of teaching and management of teaching space	Current academic year	Institutional Business Requirement	
B03.10.02	Class / tutorial lists	Current academic year	Institutional Business Requirement	
B03.10.03	Schedules for submission, marking and return of coursework	Current academic year	Institutional Business Requirement	
B03.10.04	Individual students submission of coursework	Current academic year + 1 year	Institutional Business Requirement	Absolute maximum retention period - 2 years
B03.10.05	Individual students attendance	Current academic year + 1 year	Institutional Business Requirement	
B03.10.06	The organisation of students work placements	Completion of work placement + 2 years	Institutional Business Requirement	
B03.10.07	The handling of individual students/employers' requests for statements of results/transcripts and requests for confirmation of individual students awards, attendance or conduct from employers and other educational institutions	Last action on request + 1 year	Institutional Business Requirements	
B03.11	Assessment Administration			
B03.11.01	The development and establishment of the institutions assessment and examination rules and procedures	Superseded + 10 years	Institutional Business Requirement	Review for archival value
B03.11.02	The selection and appointment of external examiners	Termination of appointment + 1 year	Institutional Business Requirement	

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B03.11	Assessment Administration continued...			
B03.11.03	Liaison with external examiners on administrative matters	Current academic year + 1 year	Institutional Business Requirement	
B03.11.04	The selection and appointment of examination invigilators	Current academic year + 1 year	Institutional Business Requirement	
B03.11.05	The design and delivery of training for examination invigilators	Current academic year + 1 year	Institutional Business Requirement	
B03.11.06	The control of examination papers and examination scripts	Final exam board + 1 year	Institutional Business Requirement	Can be securely destroyed after 3 months if an appropriate risk assessment has been undertaken by the school or department - Year 2 records may be retained if appropriate for up to 1 year after the student has graduated
B03.11.07	The timetabling of examinations	Current academic year + 1 year	Institutional Business Requirement	
B03.11.08	The organisation of examination facilities, including special arrangements for students with special needs	Current academic year + 7 years	Equality Act 2010 c15	
B03.11.09	Individual students attendance at examinations, and the handling of reports of mitigating circumstances	Current academic year + 1 year	Institutional Business Requirement	Minimum
B03.11.10	The collation of examination results and compilation of pass lists and individual notifications of results	Current academic year + 1 year	Institutional Business Requirement	
B03.11.11	Individual students submission of assessed work and handling of reports of mitigating circumstances	Current academic year + 1 year	Institutional Business Requirement	

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B03.11	Assessment Administration continued...			
B03.11.12	The issue of awards lists and individual notifications of awards	Current academic year + 1 year	Institutional Business Requirement	
B03.11.13	Qualification lists/pass lists/awards lists	Permanent	Institutional Business Requirement	Consider Implications of Limitations Act 1998 c29
B03.12	Award Ceremony Administration			
B03.12.01	The organisation of award ceremonies	Completion of ceremony + 2 years	Institutional Business Requirement	
B03.12.02	The production of award certificates	Completion of ceremony + 2 years	Institutional Business Requirement	
B03.12.03	The mailing of award certificates to students who do not attend ceremonies	Completion of ceremony + 2 years	Institutional Business Requirement	
B03.12.04	Planning and Branding Templates	Permanent	Institutional Business Requirement	
B03.13	Student Relations Management			
B03.13.01	The establishment and operation of staff-student liaison committees	Life of committee + 3 years	Institutional Business Requirement	Review for archival value
B03.13.02	The operation of staff-student liaison committees	Current academic year + 3 years	Institutional Business Requirement	Review for archival value
B03.13.03	The appointment/election/designation of members of governing body and committees, training undertaken by individual members of a statutory committee and register of interests of members of the institutions governing body	Termination of appointment + 6 years	Institutional Business Requirement	
B03.13.04	The design, development and delivery of training for elected student representatives	Superseded + 1 year	Institutional Business Requirement	
B03.13.05	The design and conduct of student surveys	Completion of survey + 5 years	Institutional Business Requirement	Review for archival value

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B03.13	Student Relations Management continued...			
B03.13.06	Results of student surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
B03.13.07	Results of student surveys: summaries and analyses of responses	Completion of survey + 5 years	Institutional Business Requirement	Review for archival value
B03.13.08	The design of, and overall response to, student suggestion schemes	Closure of scheme + 5 years	Institutional Business Requirement	Review for archival value
B03.13.09	The handling of suggestions from individual students	Last action on suggestion + 1 year	Institutional Business Requirement	