

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
A01.01	The development of the institutions informal internal quality assurance processes			
A01.01.01	The development of the institutions informal internal quality assurance processes	While current	Institutional Business Requirement	Review for archival value
A01.01.02	The conduct and results of external and formal internal reviews and audits of teaching quality and standards, and responses to the results	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
A01.02	The design and conduct of student experience surveys			
A01.02.01	The development of the institutions taught curriculum	Permanent	Institutional Business Requirement	
A01.02.02	The monitoring of external developments and trends to inform the development of the institutions taught curriculum	Current academic year + 5 years	Institutional Business Requirement	
A01.03	Routine and ad hoc feedback on the institutions taught curriculum from staff, external examiners and others			
A01.03.01	Routine and ad hoc feedback on the institutions taught curriculum from staff, external examiners and others	Current academic year + 5 years	Institutional Business Requirement	
A01.03.02	The conduct and results of formal reviews of the institutions taught curriculum, and the responses to the results	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
A01.04	The development of the institutions taught programmes			
A01.04.01	The development of the institutions taught programmes	Permanent	Institutional Business Requirement	Move to archive after 2yrs
A01.04.02	The monitoring of external developments and trends to inform the development of the institutions taught programmes: includes the monitoring of developments in other he institutions	Current academic year + 1 year	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
A01.05	Taught Programme Approval and Accreditation			
A01.05.01	The process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies	Permanent	Institutional Business Requirement	Move to archive after 2yrs
A01.06	Taught Programme Review			
A01.06.01	Records containing data on, and analyses of, student numbers and other taught programme statistics	Current academic year + 5 years	Institutional Business Requirement	
A01.06.02	Routine solicited feedback on taught programmes from staff and examiners: individual feedback	Current academic year + 5 years	Institutional Business Requirement	or Life of course + 1 year
A01.06.03	Routine solicited feedback on taught programmes from students: individual feedback	Completion of analysis of feedback	Institutional Business Requirement	
A01.06.04	Records containing (anonymised) summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students	Current academic year + 5 Years	Institutional Business Requirement	or Life of course + 1 year
A01.06.05	Reports of routine internal, reviews of taught programmes, and documentation of formal independent reviews of taught programmes and the responses to the results	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
A01.07	Taught Module Development			
A01.07.01	The development of the institutions taught modules	Permanent	Institutional Business Requirement	Move to archive after 2yrs
A01.07.02	The monitoring of external developments and trends to inform the development of the institutions taught modules: includes the monitoring of developments in other he institutions	Current academic year + 1 year	Institutional Business Requirement	

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A01.08	Taught Module Preparation and Delivery			
A01.08.01	The development of taught module materials: including final versions of taught module materials	Life of module	Institutional Business Requirement	Review for archival value
A01.08.02	Working papers documenting the planning and conduct of teaching events	Current academic year + 1 year	Institutional Business Requirement	
A01.09	Taught Module Review			
A01.09.01	Records containing data on, and analyses of, student numbers and other taught module statistics	Current academic year + 5 years	Institutional Business Requirement	
A01.09.02	Routine solicited feedback on taught modules from staff and examiners: individual feedback	Current academic year + 5 years	Institutional Business Requirement	
A01.09.03	Routine solicited feedback on taught modules from students: individual feedback	Completion of analysis of feedback	Institutional Business Requirement	
A01.09.04	Records containing (anonymised) summaries and analyses of routine solicited feedback on taught modules from staff, examiners and students	Current academic year + 5 years	Institutional Business Requirement	
A01.09.05	The conduct and results of routine internal reviews and formal independent reviews of taught modules, and the responses to the results	Current academic year + 5 years	Institutional Business Requirement	Review for archival value

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A01.10	Taught Module Assessment			
A01.10.01	The development of taught module assessments: including final versions	Life of module	Institutional Business Requirement	Review for archival value
A01.10.02	Taught module students submitted/completed assessments: undergraduate	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
A01.10.03	Taught module students submitted/completed assessments: postgraduate	Completion of student's programme + 3 years	Institutional Business Requirement	
A01.10.04	Marks awarded to submitted/completed assessments, including reviews in response to notifications of mitigating circumstances and academic appeals	Permanent	Limitation Act 1980 c58 s 5	
A01.10.05	Awards and classifications	Permanent	Limitation Act 1980 c58 s 6	
A01.11	Taught Student Academic Support			
A01.11.01	Feedback on academic progress, and general academic guidance and support, given to individual taught students	Completion of student's programme + 6 years	Limitation Act 1980 c58 s 5	
A01.11.02	Guidance provided for students on entering placements	Superseded + 5 years	Institutional Business Requirement	Review for archival value

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A01.12	Validation and Review Meetings			
A01.12.01	Meetings held in preparation for programme validations	Permanent	Institutional Business Requirement	
A01.12.02	Meetings held in preparation for programme reviews	Permanent	Institutional Business Requirement	
A01.13	Fitness to Practice (excluded students)			
A01.13.01	Record of decision to fail a student due to their failure to meet fitness to practice requirements	Permanent	Protocol for sharing information on students found unfit to practice on courses leading to a registered profession.	The protocol set out that The Medical Schools Council, Dental Schools Council, Pharmacy Schools Council, Veterinary Schools Council and participating schools will not use the data supplied for any purpose other than that set out in the protocol.
A01.13.02	Documents supporting procedure to declare a student unfit to practice on courses leading to entry to a registered profession	Completion of procedure letter, issued + 1 month	Protocol for sharing information on students found unfit to practice on courses leading to a registered profession.	The protocol set out that The Medical Schools Council, Dental Schools Council, Pharmacy Schools Council, Veterinary Schools Council and participating schools will not use the data supplied for any purpose other than that set out in the protocol.