

Description of Record
Teaching
Learning, Teaching & Assessment strategy
Development of internal quality assurance processes
Conduct and results of internal and external Quality reviews
Curriculum development
Statistics (student numbers, etc.)
Teaching materials
Reviews, reports and feedback on degree programmes (Annual Review)
Degree programme assessments, development and final versions (verification)
Assessment Moderation
Samples of assessed work
Assessment marks
Assessment Appeals
Student Administration
Student administration strategy and policy documents
Student administration strategy audits and reviews
Student recruitment campaigns
Admission criteria
Clearing process administration
Student registration summaries and analyses
Student induction programme design
Records documenting the handling of applications for admission: unsuccessful applications
Student photographs (Individual or groups)
Individual Student Files
Application Forms - Enrolled Students
Application Form - Non Enrolled Students
Interview Data
Enrolment Data and Signed forms
Identity as a student
Programme and module enrolment
Assessment marks
Financial Support Record
Entry Qualifications
Identification and Proof of residence
HESA Data
Withdrawal and Interruption forms
SLC File uploads
Graduate Contact Details
Tuition Fee payments & Debt Collection
Engagement Monitoring Data
Criminal convictions
Assessments
Assessment Regulations
Selection and appointment of external examiners
Coursework Submissions
Pass/award lists
Award ceremony administration
Student Voice
Internal Student surveys & Feedback
External Student Surveys (NSS and Graduate Outcomes)

Student Support Services
Support services strategy and policy documents
Support services strategy reports and audit
Student support services proposals and development
Support services performance, audit and reviews
Complaints
Public Relations
Strategy and policy documents
Strategy and policy review and audit
Corporate identity design and style guides
Commercial
Corporate event sponsorship
Nominations and decisions on honorary awards
Marketing
Strategy and policy documents
Strategy and policy review and audit
General Marketing Campaigns
Communications to Schools / Colleges
Prospectus
Pre Contract Information
Competitor Analysis
HE Sector Relations
Strategy and policy documents
Strategy and policy review and audit
Alumni Relations
Strategy and policy documents
Strategy and policy review and audit
Personal data on alumni
Alumni surveys
Individual survey responses
Strategic planning and performance management
Strategy and policy documents
Strategy and policy review and audit
Governance
Records documenting the establishment and development of governance structure
Appointments to governing body
Governing body minutes, agendas and reports
Establishment and terms of reference of executive committees
Executive Committees minutes, agendas and reports
Appointment and designation of institution's senior officers
Academic Board
IAG
Student Partner Meeting minutes, agendas and reports
School committees minutes, agendas and reports
Risk Management
Strategy and policy documents
Strategy and policy review and audit
Records documenting identified risks and risk assessments
Disaster response and recovery plans
Quality Management
Strategy and policy documents

Strategy and policy review and audit
Quality audits and resultant actions
Audit
Strategy and policy documents
Strategy and policy review and audit
Audits and resultant actions
HE Regulator Relations
Strategy and policy documents
Strategy and policy review and audit
Requests for information from HE regulators and responses
Formal HE surveys and responses
HE regulator reviews of Futureworks and responses
Health and Safety Management
Strategy and policy documents, implementation plans, documents relating to development of strategy and polic
Health and Safety training
Risk assessments (including control measures and action)
Health and safety inspections
Records of accidents, diseases and dangerous occurrences, and their Investigation
Emergency Planning
Arrangements with external emergency services
Security Management
Security inspections
Property access controls (e.g. access / key registers)
Security pass lists
Routine security surveillance
Security breaches
Finance
Strategy and policy documents
Strategy and policy review and audit
Financial audits
Issue and processing of invoices
Expenses
Petty cash
Preparation of annual accounts
Annual statutory body funding
Grant funds
Tax returns
Bank account administration
Standing orders, direct debits
Purchase/ sale of investments
Human Resources
Strategy and policy documents
Strategy and policy review and audit
Management succession plans
Job specifications & Advertising
Unsuccessful employment applications
Successful applications
Successful applications supporting (references, etc.)
Unsolicited applications
Induction programmes
Workforce training

Performance assessment (such as probation reviews, annual review records, etc.)
Contracts of employment
Terms and conditions changes
Disciplinary proceedings
Sickness absence
Statutory leave
Major injuries / accidents affecting ability to work
Termination of employment
Remuneration structure
Pay reviews
Hours monitoring
ICT Management
Strategy and policy documents
Strategy and policy review and audit
IT systems management
Software licences management
ICT security arrangements
User accounts
System monitoring
Security breaches

Retention Period
Superseded + 10 years
Retain whilst current
Current academic year + 5 years
Superseded + 10 years
Current academic year + 5 years
Life of delivery of programme (+1 year)?
Current academic year + 5 years
Life of programme
Current academic year + 2 years
Current academic year + 2 years
Current academic year + 50 years
Current academic year + 6 years
Superseded + 10 years
Superseded + 10 years
Current academic year + 5 years
Superseded + 10 years
Current academic year + 1 year
Current academic year + 6 years
Superseded + 5 years
End of contact with applicant + 1 year
Current academic year + 6 years, or retained and disposed of in accordance with the terms
Completion + 10 years
Completion + 50 years
Completion + 50 years
Completion + 50 years
Completion + 10 years
Completion + 10 years
Completion + 10 years
Current year + 5 years
Completion + 5 years
Completion + 5 years
Completion + 2 years
Completion + 5 years
Completion + 2 years
Admissions outcome + 1 year if not enrolled; Completion + 1 year if enrolled
Permanent
Termination of appointment+ 10 years
5 years
Permanent
Completion + 1 year
Completion + 5 years
Permanent

Superseded + 10 years
Current academic year + 10 years
Life of service
Current academic year + 5 years
Last action + 6 years
Superseded + 5 years
Current year + 5 years
Whilst current
Termination of relationship+ 5 years
Current academic year + 10 years
Superseded + 5 years
Current year + 5 years
Current academic year + 5 years
Current academic year + 5 years
Permanent
Superseded + 20 years
Current academic year + 5 years
Superseded + 5 years
Current year + 5 years
Superseded + 5 years
Current year + 5 years
Retain whilst current
Completion + 3 years
Completion of survey
Superseded + 10 years
Current year + 10 years
Life of institution
Termination of appointment + 6 years
Current year + 50 years
Life of committee
Current year + 50 years
Termination of appointment + 5 years
Current year + 50 years
Current year + 50 years
Current year + 50 years
Current year + 10 years
Superseded + 5 years
Current year + 5 years
Superseded + 3 years
Superseded + 1 year
Superseded + 5 years

Current year + 5 years
Completion + 3 years
Superseded + 5 years
Current year + 5 years
Completion + 5 years
Superseded + 5 years
Current year + 5 years
Last action + 1 year
Last action + 1 year
Last action + 5 years
Superseded + 50 years
End of employment + 5 years
Period of relevance + 5 years
Current year + 5 years
Closure of investigation + 40 years
Review of arrangements + 5 years
Whilst current
Creation + 2 years
Expiry of pass + 1 year
Creation + 1 month
Last action + 1 year
Superseded + 10 years
Current year + 10 years
Last action + 6 years
Current financial year + 6 years
Current financial year + 6 years
Current financial year + 6 years
Current financial year + 6 years
Current financial year + 10 years
Current financial year + 6 years
Current tax year + 6 years
Closure of account + 6 years
Life of instruction + 6 years
Current financial year + 6 years
Superseded + 10 years
Current year + 10 years
Superseded + 5 years
Recruited + 5 years
Completion of appointment + 6 months
Termination of employment + 6 years
Termination of employment
Last action + 1 year
Current year + 5 years
Current year / completion of programme+ 5 years

Current year + 6 years
Termination of employment + 6 years
Termination of employment + 6 years
Closure of case + 6 years
Termination of employment + 40 years
Termination of employment + 6 years
Termination of employment + 40 years
Termination of employment + 6 years
Current year + 10 years
Current year + 5 years
Date of record + 2 years
Superseded + 5 years
Current year + 5 years
Decommissioning + 5 years
Whilst current
Decommissioning of system + 5 years
Closure + 1 year
Current year + 1 year
Last action + 1 year

Official Copy Holder	Location
Academic Registry	SharePoint
Academic Team	VLE
Academic Registry	SharePoint
Academic Registry	SharePoint
Academic Team	SharePoint
Academic Team	SharePoint
Academic Registry	SRS
Academic Registry	SharePoint
Academic Registry	SharePoint
Student Services Team	SharePoint
Marketing & Recruitment Team	CRM / SharePoint
Academic Registry	SharePoint
Admissions Team	SharePoint
Academic Registry	SharePoint
Student Services Team	SharePoint
Admissions Team	Admissions Database
Student Services Team	SharePoint
Student Services Department	SharePoint
Student Services Department	SharePoint
Student Services Department	SharePoint
Academic Registry	SharePoint
Academic Registry	SRS
Academic Registry	SRS
Academic Registry	SRS
Student Services Department	SRS
Academic Registry	SharePoint
Student Services Department	SharePoint
Academic Registry	SharePoint
Student Services Department	SharePoint
Academic Registry	SharePoint
Academic Registry	SharePoint
Finance Team	SRS
Student Services Department	SharePoint
Vice Principal's Office	SharePoint
Academic Registry	SharePoint
Academic Registry	Quality Archive
Academic Team	VLE
Academic Registry	SRS
Student Services Department	SharePoint
Academic Registry	SharePoint
Academic Registry	SharePoint

Academic Registry	SharePoint
Student Services Department	SharePoint
Student Services Department	SharePoint
Student Services Department	SharePoint
Vice Principal	SharePoint
Operations Team	SharePoint
Operations Team	SharePoint
Operations Team	SharePoint
Operations Team	SharePoint
Operations Team	SharePoint
Marketing & Recruitment Team	SharePoint
Marketing & Recruitment Team	SharePoint
Marketing & Recruitment Team	CRM / SharePoint
Marketing & Recruitment Team	CRM
Marketing & Recruitment Team	SharePoint
Marketing & Recruitment Team	SharePoint
Marketing & Recruitment Team	SharePoint
Academic Registry	SharePoint
Academic Registry	SharePoint
Operations Team	SharePoint
Operations Team	SharePoint
Academic Registry	SharePoint
Academic Registry	SharePoint
Academic Registry	SharePoint
Operations Team	SharePoint
Operations Team	SharePoint
Vice Principal's Office	SharePoint
Academic Registry	SharePoint
Operations Team	SharePoint
Academic Registry	SharePoint

