

Description of Record	Retention Period	Official Copy Holder	Location
Teaching			
Learning, Teaching & Assessment strategy	Superseded + 10 years	Academic Registry	SharePoint
Development of internal quality assurance processes	Retain whilst current	Academic Registry	SharePoint
Conduct and results of internal and external Quality reviews	Current academic year + 5 years	Academic Registry	SharePoint
Curriculum development	Superseded + 10 years	Academic Registry	SharePoint
Statistics (student numbers, etc.)	Current academic year + 5 years	Academic Registry	SharePoint
Teaching materials	Life of delivery of programme (+1 year)?	Academic Team	VLE
Reviews, reports and feedback on degree programmes (Annual Review)	Current academic year + 5 years	Academic Registry	SharePoint
Degree programme assessments, development and final versions (verification)	Life of programme	Academic Registry	SharePoint
Assessment Moderation	Current academic year + 2 years	Academic Team	SharePoint
Samples of assessed work	Current academic year + 2 years	Academic Team	SharePoint
Assessment marks	Current academic year + 50 years	Academic Registry	SRS
Assessment Appeals	Current academic year + 6 years	Academic Registry	SharePoint
Student Administration			
Student administration strategy and policy documents	Superseded + 10 years	Academic Registry	SharePoint
Student administration strategy audits and reviews	Superseded + 10 years	Student Services Team	SharePoint
Student recruitment campaigns	Current academic year + 5 years	Marketing & Recruitment Team	CRM / SharePoint
Admission criteria	Superseded + 10 years	Academic Registry	SharePoint
Clearing process administration	Current academic year + 1 year	Admissions Team	SharePoint
Student registration summaries and analyses	Current academic year + 6 years	Academic Registry	SharePoint
Student induction programme design	Superseded + 5 years	Student Services Team	SharePoint
Records documenting the handling of applications for admission: unsuccessful applications	End of contact with applicant + 1 year	Admissions Team	Admissions Database
Student photographs (Individual or groups)	Current academic year + 6 years, or retained and disposed of in accordance with the terms of the specific collection notice.	Student Services Team	SharePoint
Individual Student Files			
Application Forms - Enrolled Students	Completion + 10 years	Student Services Department	SharePoint
Application Form - Non Enrolled Students	Completion + 10 years	Student Services Department	SharePoint
Interview Data	Completion + 10 years	Student Services Department	SharePoint
Enrolment Data and Signed forms	Completion + 10 years	Academic Registry	SharePoint
Identity as a student	Completion + 50 years	Academic Registry	SRS
Programme and module enrolment	Completion + 50 years	Academic Registry	SRS
Assessment marks	Completion + 50 years	Academic Registry	SRS
Financial Support Record	Completion + 10 years	Student Services Department	SRS
Entry Qualifications	Completion + 10 years	Academic Registry	SharePoint
Identification and Proof of residence	Completion + 10 years	Student Services Department	SharePoint
HESA Data	Current year + 5 years	Academic Registry	SharePoint
Withdrawal and Interruption forms	Completion + 5 years	Student Services Department	SharePoint
SLC File uploads	Completion + 5 years	Academic Registry	SharePoint
Graduate Contact Details	Completion + 2 years	Academic Registry	SharePoint
Tuition Fee payments & Debt Collection	Completion + 5 years	Finance Team	SRS
Engagement Monitoring Data	Completion + 2 years	Student Services Department	SharePoint
Criminal convictions	Admissions outcome + 1 year if not enrolled; Completion + 1 year if enrolled	Vice Principal's Office	SharePoint
Assessments			
Assessment Regulations	Permanent	Academic Registry	SharePoint
Selection and appointment of external examiners	Termination of appointment+ 10 years	Academic Registry	Quality Archive
Coursework Submissions	5 years	Academic Team	VLE
Pass/award lists	Permanent	Academic Registry	SRS
Award ceremony administration	Completion + 1 year	Student Services Department	SharePoint
Student Voice			
Internal Student surveys & Feedback	Completion + 5 years	Academic Registry	SharePoint
External Student Surveys (NSS and Graduate Outcomes)	Permanent	Academic Registry	SharePoint
Student Support Services			
Support services strategy and policy documents	Superseded + 10 years	Academic Registry	SharePoint
Support services strategy reports and audit	Current academic year + 10 years	Student Services Department	SharePoint
Student support services proposals and development	Life of service	Student Services Department	SharePoint
Support services performance, audit and reviews	Current academic year + 5 years	Student Services Department	SharePoint
Complaints	Last action + 6 years	Vice Principal	SharePoint
Public Relations			
Strategy and policy documents	Superseded + 5 years	Operations Team	SharePoint
Strategy and policy review and audit	Current year + 5 years	Operations Team	SharePoint
Corporate identity design and style guides	Whilst current	Operations Team	SharePoint
Commercial			
Corporate event sponsorship	Termination of relationship+ 5 years	Operations Team	SharePoint
Nominations and decisions on honorary awards	Current academic year + 10 years	Operations Team	SharePoint
Marketing			
Strategy and policy documents	Superseded + 5 years	Marketing & Recruitment Team	SharePoint
Strategy and policy review and audit	Current year + 5 years	Marketing & Recruitment Team	SharePoint
General Marketing Campaigns	Current academic year + 5 years	Marketing & Recruitment Team	CRM / SharePoint
Communications to Schools / Colleges	Current academic year + 5 years	Marketing & Recruitment Team	CRM
Prospectus	Permanent	Marketing & Recruitment Team	SharePoint
Pre Contract Information	Superseded + 20 years	Marketing & Recruitment Team	SharePoint
Competitor Analysis	Current academic year + 5 years	Marketing & Recruitment Team	SharePoint
HE Sector Relations			
Strategy and policy documents	Superseded + 5 years	Academic Registry	SharePoint
Strategy and policy review and audit	Current year + 5 years	Academic Registry	SharePoint
Alumni Relations			
Strategy and policy documents	Superseded + 5 years	Operations Team	SharePoint

Strategy and policy review and audit	Current year + 5 years	Operations Team	SharePoint
Personal data on alumni	Retain whilst current	Academic Registry	SharePoint
Alumni surveys	Completion + 3 years	Academic Registry	SharePoint
Individual survey responses	Completion of survey	Academic Registry	SharePoint
Strategic planning and performance management			
Strategy and policy documents	Superseded + 10 years	Operations Team	SharePoint
Strategy and policy review and audit	Current year + 10 years	Operations Team	SharePoint
Governance			
Records documenting the establishment and development of governance structure	Life of institution	Vice Principal's Office	SharePoint
Appointments to governing body	Termination of appointment + 6 years	Vice Principal's Office	SharePoint
Governing body minutes, agendas and reports	Current year + 50 years	Vice Principal's Office	SharePoint
Establishment and terms of reference of executive committees	Life of committee	Vice Principal's Office	SharePoint
Executive Committees minutes, agendas and reports	Current year + 50 years	Vice Principal's Office	SharePoint
Appointment and designation of institution's senior officers	Termination of appointment + 5 years	Vice Principal's Office	SharePoint
Academic Board	Current year + 50 years	Academic Registry	SharePoint
IAG	Current year + 50 years	Academic Registry	SharePoint
Student Partner Meeting minutes, agendas and reports	Current year + 50 years	Academic Registry	SharePoint
School committees minutes, agendas and reports	Current year + 10 years	Academic Registry	SharePoint
Risk Management			
Strategy and policy documents	Superseded + 5 years	Operations Team	SharePoint
Strategy and policy review and audit	Current year + 5 years	Operations Team	SharePoint
Records documenting identified risks and risk assessments	Superseded + 3 years	Operations Team	SharePoint
Disaster response and recovery plans	Superseded + 1 year	Operations Team	SharePoint
Quality Management			
Strategy and policy documents	Superseded + 5 years	Academic Registry	SharePoint
Strategy and policy review and audit	Current year + 5 years	Academic Registry	SharePoint
Quality audits and resultant actions	Completion + 3 years	Academic Registry	SharePoint
Audit			
Strategy and policy documents	Superseded + 5 years	Operations Team	SharePoint
Strategy and policy review and audit	Current year + 5 years	Operations Team	SharePoint
Audits and resultant actions	Completion + 5 years	Operations Team	SharePoint
HE Regulator Relations			
Strategy and policy documents	Superseded + 5 years	Operations Team	SharePoint
Strategy and policy review and audit	Current year + 5 years	Operations Team	SharePoint
Requests for information from HE regulators and responses	Last action + 1 year	Operations Team	SharePoint
Formal HE surveys and responses	Last action + 1 year	Operations Team	SharePoint
HE regulator reviews of Futureworks and responses	Last action + 5 years	Operations Team	SharePoint
Health and Safety Management			
Strategy and policy documents, implementation plans, documents relating to development of strategy and policy, monitoring, auditing and review processes	Superseded + 50 years	Facilities Team	SharePoint
Health and Safety training	End of employment + 5 years	Facilities Team	SharePoint
Risk assessments (including control measures and action)	Period of relevance + 5 years	Facilities Team	SharePoint
Health and safety inspections	Current year + 5 years	Facilities Team	SharePoint
Records of accidents, diseases and dangerous occurrences, and their investigation	Closure of investigation + 40 years	Facilities Team	SharePoint
Emergency Planning			
Arrangements with external emergency services	Review of arrangements + 5 years	Facilities Team	SharePoint
Security Management			
Security inspections	Whilst current	Facilities Team	SharePoint
Property access controls (e.g. access / key registers)	Creation + 2 years	Facilities Team	SharePoint
Security pass lists	Expiry of pass + 1 year	Facilities Team	SharePoint
Routine security surveillance	Creation + 1 month	Facilities Team	SharePoint
Security breaches	Last action + 1 year	Facilities Team	SharePoint
Finance			
Strategy and policy documents	Superseded + 10 years	Finance Committee	SharePoint
Strategy and policy review and audit	Current year + 10 years	Finance Committee	SharePoint
Financial audits	Last action + 6 years	Finance Team	Accounts Office
Issue and processing of invoices	Current financial year + 6 years	Finance Team	Accounts Office
Expenses	Current financial year + 6 years	Finance Team	Accounts Office
Petty cash	Current financial year + 6 years	Finance Team	Accounts Office
Preparation of annual accounts	Current financial year + 6 years	Finance Team	Accounts Office
Annual statutory body funding	Current financial year + 10 years	Finance Team	Accounts Office
Grant funds	Current financial year + 6 years	Finance Team	Accounts Office
Tax returns	Current tax year + 6 years	Finance Team	Accounts Office / Online
Bank account administration	Closure of account + 6 years	Finance Team	Accounts Office / Online
Standing orders, direct debits	Life of instruction + 6 years	Finance Team	Accounts Office / Online
Purchase/ sale of investments	Current financial year + 6 years	Finance Team	Accounts Office
Human Resources			
Strategy and policy documents	Superseded + 10 years	Vice Principal's Office	SharePoint
Strategy and policy review and audit	Current year + 10 years	Vice Principal's Office	SharePoint
Management succession plans	Superseded + 5 years	Vice Principal's Office	SharePoint
Job specifications & Advertising	Recruited + 5 years	Vice Principal's Office	SharePoint
Unsuccessful employment applications	Completion of appointment + 6 months	Vice Principal's Office	SharePoint
Successful applications	Termination of employment + 6 years	Vice Principal's Office	SharePoint
Successful applications supporting (references, etc.)	Termination of employment	Vice Principal's Office	SharePoint
Unsolicited applications	Last action + 1 year	Vice Principal's Office	SharePoint
Induction programmes	Current year + 5 years	Vice Principal's Office	SharePoint
Workforce training	Current year / completion of programme+ 5 years	Vice Principal's Office	SharePoint
Performance assessment (such as probation reviews, annual review records, etc.)	Current year + 6 years	Vice Principal's Office	SharePoint
Contracts of employment	Termination of employment + 6 years	Vice Principal's Office	SharePoint
Terms and conditions changes	Termination of employment + 6 years	Vice Principal's Office	SharePoint

Disciplinary proceedings	Closure of case + 6 years	Vice Principal's Office	SharePoint
Sickness absence	Termination of employment + 40 years	Vice Principal's Office	Breathe HR
Statutory leave	Termination of employment + 6 years	Vice Principal's Office	Breathe HR
Major injuries / accidents affecting ability to work	Termination of employment + 40 years	Vice Principal's Office	Breathe HR
Termination of employment	Termination of employment + 6 years	Vice Principal's Office	Breathe HR
Remuneration structure	Current year + 10 years	Vice Principal's Office	SharePoint
Pay reviews	Current year + 5 years	Vice Principal's Office	Breathe HR
Hours monitoring	Date of record + 2 years	Vice Principal's Office	Breathe HR
ICT Management			
Strategy and policy documents	Superseded + 5 years	Operations Team	SharePoint
Strategy and policy review and audit	Current year + 5 years	Operations Team	SharePoint
IT systems management	Decommissioning + 5 years	Facilities Team	SharePoint
Software licences management	Whilst current	Facilities Team	SharePoint
ICT security arrangements	Decommissioning of system + 5 years	Facilities Team	SharePoint
User accounts	Closure + 1 year	Facilities Team	SharePoint
System monitoring	Current year + 1 year	Facilities Team	SharePoint
Security breaches	Last action + 1 year	Facilities Team	SharePoint