



**London
South Bank
University**

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LONDON SOUTH BANK UNIVERSITY

STUDENT RECORDS RETENTION SCHEDULE

**A tool to manage student-related records held on paper, electronically,
audio-visually, in databases, emails and websites.**

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What is a Records Retention Schedule?

A Records Retention Schedule is a tool which lists how long an organisation needs to keep its records. The Student Records Retention Schedule lists how long the University needs to keep student-related records. It can be used by any member of staff who creates, keeps and manages records.

Did you know that not all records need keeping?

You don't need to consult this Schedule for all your records. Some records can be disposed of once they've been used or they've become out-of-date, for example;

- Administrative material such as day files, room bookings, catering orders, travel and meeting arrangements, memos, routine enquiries, circulation notices, fax cover sheets, compliment slips, Post-it™ notes, All Staff notices, staff publications, newsletters and prospectuses,
- External publications like brochures, catalogues, price-lists and magazines,
- Duplicates, copies and superseded draft documents.

How do I use the Schedule?

- The Schedule **APPLIES ONLY TO OFFICIAL (OR MASTER COPY) RECORDS** which can be **IN ANY MEDIA** including those held on paper, electronically, audio-visually, in databases, emails and websites.
- The Schedule is divided into four groups – **LEARNING and TEACHING, RESEARCH, STUDENT ADMINISTRATION and STUDENT SUPPORT.**
- To locate records you can glance through the Schedule using the four groups as a guide (see page 5) or you can use the 'Search' function in Word (Press 'Ctrl' and 'F') and type in a search word.
- Each record in the Schedule has a **MINIMUM RETENTION** listed next to it, which tells you the **MINIMUM AMOUNT OF TIME** that record(s) should be kept by departments/faculties.
- Each record also has an **ACTION** next to it, which tells you what to do once the minimum retention period has been completed. Actions will be either to **DESTROY, REVIEW, UNIVERSITY ARCHIVES, STUDENT ARCHIVES, RESEARCH OPEN or STUDENT RECORD SYSTEMS.**
- The action **DESTROY** requires the secure disposal of the record(s), for example, by shredding or confidential disposal.
- The action **REVIEW** requires departments/faculties to decide whether the record(s) needs to be kept any longer because it may have some further business use before it's disposed of securely.
- The actions **UNIVERSITY ARCHIVES, STUDENT ARCHIVES or RESEARCH OPEN** requires departments or schools to send the record(s) either to the University Archives (contact archives@lsbu.ac.uk for details), Student Archives or to transfer to Research Open when they are able to be archived.
- The **WHY?** column tells you the reason why your record(s) has to be kept for as long as it does.
- If you can't find your record(s) please contact the Data Protection and Information Compliance Officer.

How does the Schedule help?

- It is essential in managing the student-institution relationship.
- It provides intellectual and physical control of the University's records.
- It reduces storage, printing, copying and retrieval costs.
- It guarantees the University keeps critical legal evidence and helps staff confidently destroy records.
- It assists the University to fulfil its own policies.
- It helps preserve records of long-term historical or business value.
- It implements good practice required by the GDPR and Data Protection Act 2018, and ensures compliance with Section 46 of the Freedom of Information Act 2000 and ISO: 15489 (the International Standard for Records Management).

How was the Schedule developed?

The Schedule is based on the Joint Information Systems Committee (JISC) HEI Records Retention Schedule and further developed by professional guidance, codes of practice, standards, legislation, risk factors, business requirements and research gathered from best practice in the University sector and internal Information Audits.

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The records in this group document student support services.

1. LEARNING and TEACHING

OFFICIAL COPY OF RECORD(S)	MINIMUM RETENTION	ACTION	WHY?
1.1 Learning and Teaching Policies and Regulations			
Academic Board minutes and terms of reference.	Permanent.	University Archives.	Archival value. JISC guidance.
Academic regulations for taught programmes and research degrees.	Permanent.	University Archives.	Archival value. JISC guidance.
Learning and Teaching strategy.	Until superseded + 10 years.	Review.	JISC guidance.
1.2 Quality and Standards			
QAA institutional and subject review reports and other external teaching quality reviews and audits.	Current academic year + 5 years.	Review.	JISC guidance.
Quality and Standards Committee minutes and terms of reference.	Permanent.	University Archives.	Archival value. JISC guidance.
School Academic Standards Committee, Annual Monitoring Committee and Quality and Standards Implementation Committee terms of reference.	Until superseded.	Destroy.	JISC guidance.
School Academic Standards Committee, Annual Monitoring Committee and Quality and Standards Implementation Committee minutes.	Current academic year + 5 years.	Review.	JISC guidance.
1.3 Curriculum Development and Review			

Learning and Teaching Committee, Academic Planning Committee, School Learning and Teaching Committee, Collaborations Committee terms of reference.	Until superseded.	Destroy.	JISC guidance.
Learning and Teaching Committee, Academic Planning Committee, School Learning and Teaching Committee, Collaborations Committee minutes.	Current academic year + 5 years.	Review.	JISC guidance.
School reviews and curriculum and teaching performance review reports and audits.	Current academic year + 10 years.	Review.	JISC guidance.
Institutional collaborations agreements, database entries and progressions accords.	End of agreement + 6 years.	Destroy.	Limitation Act 1980.
Learning & Teaching Enhancement strategy.	Until superseded + 10 years.	Review.	JISC guidance.
Learning & Teaching Enhancement guidance, specifications and handbook.	Until superseded + 5 years.	Review.	JISC guidance.
1.4 Programme Development, Approval, Accreditation and Review			
Programme accreditation and approval.	Life of programme + 10 years.	Destroy.	JISC guidance.
Records informing professional bodies of accreditation.	Current academic year + 5 years.	Destroy.	JISC guidance.
Programme guides.	Life of programme.	Review.	JISC guidance.
Programme data and statistics.	Current academic year + 5 years.	Destroy.	JISC guidance.
Internal programme review reports and audits.	Current academic year + 5 years.	Destroy.	JISC guidance.
Staff feedback on programmes.	Current academic year + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Student feedback on programmes.	Analysis complete.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.

1.5 Taught Course Development, Delivery and Review			
Taught course accreditation and approval.	Life of course + 10 years.	Destroy.	JISC guidance.
Taught course review reports.	Current academic year + 5 years.	Review.	JISC guidance.
Taught course data and statistics.	Current academic year + 5 years.	Review.	JISC guidance.
Taught course guides.	Life of course.	Review.	JISC guidance.
Recording lectures procedures.	Until superseded + 3 years.	Review.	JISC guidance.
Taught course materials, including Unit guides, presentations, handouts and e-learning materials on Moodle.	Life of course.	Review.	JISC guidance.
Exam papers accessible in finder database.	Current academic year + 5 years.	Review.	JISC guidance.
Timetables and class lists.	Current academic year.	Destroy.	JISC guidance.
Student attendance registers.	Current academic year + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Student work placement policy and guidance.	Until superseded + 5 years.	Review.	Allows time to resolves any issues.
Student work placement records, including those abroad.	Current academic year + 6 years.	Destroy.	Limitation Act 1980. GDPR and Data Protection Act 2018 data protection principles.
Nursing/clinical work placement records which record the practical hours completed within the hospital/community setting.	End of student relationship + 80 years.	Destroy.	Required to demonstrate the student has met professional registration requirements.
1.6 Assessment Administration			
Course / Unit marks.	Permanent. (See 3.5 Core Student Records)	Student Archives / Student Record System (QLS).	Archival value. GDPR and Data Protection Act 2018 data protection principles.
Assessment and examination procedures including disability & dyslexia support marking guidelines.	Until superseded + 10 years.	Review.	JISC guidance.

Schedules for submission, marking and return of coursework.	Current academic year.	Destroy.	JISC guidance.
Late submission of coursework and extension to dissertation submission forms.	After relevant Examination Board meeting + 6 months.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Examination organisation including script distribution lists, student attendance registers, invigilator training, candidate numbers and venue arrangements.	Current academic year + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Records of submitted coursework for assessment.	After relevant Examination Board meeting + 6 months.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Marked assessments contributing to final awards such as coursework, portfolios, dissertations and project work including cover sheets.	Mark awarded.	Return to student.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
	If unclaimed, keep for 6 months after assessment is marked.	Destroy.	
Marked examination scripts.	After relevant Examination Board meeting + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Examination invigilators records.	After relevant Examination Board meeting + 6 months.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
External Examiner Nominations Committee terms of reference.	Until superseded.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
External Examiner Nominations Committee minutes.	Current academic year + 5 years.	Review.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.

Appointment of external examiners.	End of appointment + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
External examiners reports.	Current academic year + 5 years.	Destroy.	Allows new external examiners to follow-up ongoing issues.
Examination Board terms of reference.	Until superseded.	Destroy	JISC guidance.
Examination Board minutes.	Current academic year + 5 years.	Destroy	JISC guidance.
Extenuating circumstances records.	Completion of course + 6 years.	Destroy.	Limitation Act 1980. GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Samples of marked assessments for QAA audits.	Current academic year + 5 years.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Validations.	Current academic year + 6 years.	Review.	Limitation Act 1980.
Departmental lists of marks awarded to assessments and examination scripts.	Until marked assessments and scripts are disposed of.	Destroy.	Limitation Act 1980. GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Pass Lists and Transcripts.	Permanent (See 3.5 - Core Student Records).	Student Archives/ Student Record System (QLS).	Archival value. GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Student prizes.	Permanent (See 3.5 - Core Student Records).	Student Archives/ Student Record System (QLS).	Archival value.

2. RESEARCH

OFFICIAL COPY OF RECORD(S)	MINIMUM RETENTION	ACTION	WHY?
2.1 Research Policy, Strategy and Procedures			
Research policy and safeguarding good scientific practice policy.	Permanent.	University Archives.	Archival value. JISC guidance.
Regulations for research degrees.	Until superseded + 10 years.	Review.	JISC guidance.
Implementing the research concordat at London South Bank University - handbook for contract research staff and their supervisors.	Until superseded + 10 years.	Review.	JISC guidance.
2.2 Research Performance			
Research performance review reports and audits.	Current academic year + 10 years.	Review.	JISC guidance.
2.3 Research Quality and Standards			
Research Committee and Research Degrees Committee terms of reference.	Permanent.	University Archives.	Archival value. JISC guidance.
Research Committee and Research Degrees Committee minutes.	Permanent.	University Archives.	Archival value. JISC guidance.
Research Ethics Committee, Research Degrees Sub-Committees for Engineering, Science and Technology and Economics and Social Research minutes and terms of reference.	Current academic year + 5 years.	Review.	JISC guidance.
Code of Practice For Investigations on Human Participants and Handling and Disposal of Human Bodily Fluids.	Until superseded + 6 years.	Review.	Limitation Act 1980.

Research quality review reports and audits.	Current academic year + 5 years.	Review.	JISC guidance.
2.4 Research Business Development			
Research partnership arrangements.	Life of arrangement + 6 years.	Review.	Limitation Act 1980. JISC guidance.
Knowledge Transfer Project annual reviews.	Permanent.	University Archives. Send one copy only.	Archival value.
2.5 Research Project Development			
Research development and collaboration project files.	Completion of project + 6 years if successful. Current year + 5 years if unsuccessful.	Review. Review.	Limitation Act 1980. JISC guidance.
Completed research degree forms, funding applications and grant proposals.	Completion of project + 6 years if successful. Current year + 3 years if unsuccessful.	Review. Destroy.	JISC guidance. GDPR and Data Protection Act 2018 data protection principles.
Notification of grants and awards.	Completion of project + 6 years.	Review.	Limitation Act 1980. GDPR and Data Protection Act 2018 data protection principles.
2.6 Research Projects Conduct (N.B. Retention differs depending on the legal/regulatory frameworks, sponsor's conditions and the commercial, political or ethical sensitivity for particular types of research.)			
Research project data.	Completion of project + 6 years.	Review.	Limitation Act 1980. GDPR and Data Protection Act 2018 data protection principles.
Data Subject consent forms.	Current year + 3 years.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Progress reports to sponsors.	Current academic year + 2 years.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.

Final reports of research projects.	Permanent.	Research Open via Symplectic	Research resource. JISC guidance.
2.7 Research Dissemination			
External publications / presentations of research Reports.	Permanent.	Research Open via Symplectic	Research resource. JISC guidance.
University annual research publication.	Permanent.	University Archives. Send one copy only.	Archival value.
2.8 Research Exploitation			
Intellectual Property Rights (IPR) contracts and agreements.	End of contract / agreement + 20 years.	Review.	JISC guidance.
IPR correspondence including patent applications and renewals.	Last action on issue + 5 years.	Review.	JISC guidance.
2.9 Research Programme Review			
Research programme data.	Current academic year + 3 years.	Review.	JISC guidance.
Research programme reviews and audits.	Current academic year + 5 years.	Review.	JISC guidance.
2.10 Research Student Support and Assessment			
Research degree application forms including applications to register for a PhD by published work and applications to register for a higher doctorate.	End of student relationship + 10 years if successful. Current academic year + 1 year if unsuccessful.	Destroy. Destroy.	GDPR and Data Protection Act 2018 data protection principles. Limitation Act 1980. JISC guidance.
1st progress report and other documentation concerning progress.	End of student relationship + 1 year.	Destroy.	Allows time to resolve any issues.
Annual report of degree candidates.	End of student relationship + 10 years.	Destroy.	Possible use for references.
Appeals against outcome of 1st progress report or annual report.	Last action on appeal + 5 years.	Destroy.	Limitation Act 1980.
Applications for ethical review of research projects.	End of student relationship + 1 year.	Destroy.	Allows time to resolve any issues.
Suspensions, extensions and withdrawals, change of mode of study and applications to transfer from MPhil to PhD.	End of student relationship + 6 years.	Destroy.	Limitation Act 1980, GDPR and Data Protection Act 2018 data

			protection principles. JISC guidance.
Appointment of supervisors and examiners, change in supervisory arrangements, brief CV for supervisors and academic advice to individual research students.	End of student relationship + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Research students' examination arrangements.	End of student relationship + 1 year.	Destroy.	Limitation Act 1980. JISC guidance.
Research candidates' declaration forms for thesis and dissertations.	After relevant Examination Board meeting + 6 months.	Destroy.	Allows time to resolve any issues.
MPhil and PhD dissertations and thesis.	Permanent. End of student relationship + 1 year if student is unsuccessful.	Research Open Destroy.	Archival value. JISC guidance.
Thesis examiner report.	End of student relationship + 1 year.	Destroy.	Allows time to resolve any issues.
Joint report to Research Degree Committee.	End of student relationship + 1 year.	Destroy.	Allows time to resolve any issues.
Research students' awards, classifications and dissertation/thesis title.	Permanent. (See 3.5 Core Student Records)	Student Archives / Student Record System (QLS).	Archival value. GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Appeals against outcome of final research degree assessment.	Last action on appeal + 5 years.	Destroy.	Limitation Act 1980.
Research misconduct allegations and investigations – where allegations are not proven	Last action on case + 6 years	Review.	Limitation Act 1980
Research misconduct allegations and investigations – where allegations are proven	Last action on case + 10 years	Review.	Limitation Act 1980

3. STUDENT ADMINISTRATION

OFFICIAL COPY OF RECORD(S)	MINIMUM RETENTION	ACTION	WHY?
3.1 Student Administration Management			
Equality and Diversity Committee minutes and terms of reference.	Current academic year + 5 years. Stored in the University Archives.	Destroy	Archival value.
Access Agreement with the Office for Fair Access.	End of agreement + 6 years.	Destroy.	Limitation Act 1980.
3.2 Student Recruitment			
Recruitment event invitations and University open day records.	End of event + 1 year.	Destroy.	Can be used as reference.
International and UK recruitment strategies.	Until superseded + 10 years.	Destroy.	JISC guidance.
Student Recruitment Committee terms of reference.	Until superseded.	Destroy.	JISC guidance.
Student Recruitment Committee minutes.	Current academic year + 5 years.	Destroy.	JISC guidance.
Recruitment campaign data.	End of event + 5 years.	Review.	JISC guidance.
Promotional materials.	Permanent.	University Archives. Send one copy only.	Archival value.
Prospectuses.	Permanent.	University Archives. Send one copy only.	Archival value.
Prospectus requests.	Prospectus sent + 6 months.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Potential student enquiries.	Current academic year + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.

			JISC guidance.
Widening Participation, Student Mentors records and database.	End of student relationship + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
3.3 Student Admission			
Admissions policy.	Current + 10 years.	Review.	JISC guidance.
Admissions applications (including overseas visiting students).	End of student relationship + 6 years if successful. Current academic year + 1 year if unsuccessful.	Destroy. Destroy.	GDPR and Data Protection Act 2018 data protection principles. Limitation Act 1980. JISC guidance.
Clearing applications.	Current academic year + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Confirmation that applicants meet admissions criteria.	Current academic year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Admissions data.	Current academic year + 1 year.	Destroy.	JISC guidance.
Confirmation letters.	Rejection of offer/End of student relationship + 2 years.	Destroy.	Allows time to resolve any issues.
Pre-registration financial checks.	Check complete + 6 years.	Destroy.	Limitation Act 1980.
Criminal Records Bureau clearance checks.	Check completed + 6 months.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. CRB guidance.
3.4 Student Enrolment			
Student enrolment record.	End of student relationship + 6 years.	Destroy.	Limitation Act 1980. JISC guidance.
Enrolment data and statistics.	Current academic year + 5 years.	Destroy.	JISC guidance.

Signed intention to return to study form.	Current academic year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
New student induction programmes and events.	Current academic year + 5 years.	Destroy.	JISC guidance.
Student entry in University Phonebook.	End of student relationship + 3 months.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
3.5 Student Records			
Core student record held on either paper or QLS containing; Forename – preferred and formal, surname, previous surname, title, gender, date of birth, nationality, photograph, place of birth, matriculation number, domicile on programme entry, address at graduation, date of matriculation each year, programme interruption start date, readmission of student date, method of study, qualifications on entry, previous institution attended – name and address, transferred credit, post/undergraduate programme(s) followed by the student, courses followed by the student, marks and grades obtained for each course, overall result for the course e.g. pass/fail, title of qualification achieved, classification of award achieved, other award information e.g. thesis title, date of graduation, medals and prizes.	Permanent.	Student Record System (QLS). Student Archives (For those held on paper).	Archival value. GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Tuition fee regulations.	Current academic year + 6 years.	Review.	Limitation Act 1980.
Tuition fee payments and refund request forms.	End of student relationship + 6 years.	Destroy.	Taxes Management Act 1970. Value Added Tax Act 1994. HM Customs & Excise Notice 700/21. Limitation Act 1980. JISC guidance.

LEA correspondence.	End of student relationship + 6 years.	Destroy.	Limitation Act 1980.
Access to learning fund and bursary guidelines.	Until superseded + 6 years.	Review.	Limitation Act 1980.
Scholarship, grant, access to learning fund and bursary applications.	Current academic year + 6 years if successful. Decision + 3 years if unsuccessful.	Destroy. Destroy.	Limitation Act 1980. GDPR and Data Protection Act 2018 data protection principles.
Student Loan Company cross-checking and updates.	Current academic year + 4 years.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Student, employer and third party transcript / confirmation requests.	Last action on request + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Student requests for replacement of award.	Last action on request + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Letters concerning student's bona fides e.g. visa applications, council tax certificates.	Current academic year + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Requests from taught undergraduate and postgraduate for references and references given.	Current academic year + 5 years.	Destroy.	Allows time for follow up requests.
Requests from research postgraduates for references and references given.	Current academic year + 10 years.	Destroy.	Allows time for follow up requests.
HESA Destination of Leavers from Higher Education research (DLHE - previously First Destination Supplement).	Completion of analysis.	Destroy.	JISC guidance.
HESA DLHE survey statistics.	Current academic year + 5 years.	Review.	JISC guidance.
HESA Student Return and Continuing Education Student Return information.	Current academic year + 20 years.	Review.	Allows time for reference.
3.6 Student Accommodation			
Accommodation rules and regulations.	Until superseded + 6 years.	Review.	Limitation Act 1980.

Accommodation guide.	Permanent.	University Archives. Send one copy only.	Archival value.
Accommodation enquiries.	Current academic year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Completed accommodation application forms.	Current academic year + 1 year if successful. Decision + 6 months if unsuccessful.	Destroy. Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Room allocations and deposit requests.	Allocations published + 6 months.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Accommodation appeals.	Last action on appeal + 6 months.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Accommodation payments.	Current financial year + 7 years.	Destroy.	Taxes Management Act 1970. Value Added Tax Act 1994. HM Customs & Excise Notice 700/21. JISC guidance.
Accommodation contracts, termination forms and deposit records.	End of academic year in which student is resident in halls + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Completed room transfer forms.	Current academic year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
3.7 Student Progress			
Individual student academic progress reports.	End of student relationship + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Programme / course transfers and withdrawals.	End of student relationship + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.

			JISC guidance.
Medical reports, consent forms and correspondence.	End of student relationship + 6 years.	Destroy.	Limitation Act 1980.
Re-enrolment declarations.	End of student relationship + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Aegrotat degrees.	End of student relationship + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. Limitation Act 1980.
Informing professional bodies of accreditation.	End of student relationship + 1 year.	Destroy.	Allows time to resolve any issues.
3.10 Student Disciplinary Cases			
Student discipline procedures.	Until superseded + 5 years.	Review.	JISC guidance.
Student disciplinary records.	Last action on case + 6 years.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. Limitation Act 1980. JISC guidance.
3.11 Student Academic Appeals			
Academic appeals regulations.	Until superseded + 5 years.	Review.	JISC guidance.
Student academic appeals.	Last action on case + 6 years.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. Limitation Act 1980. JISC guidance.
3.12 Student Complaints			
Student complaints procedures and guidance.	Until superseded + 5 years.	Review.	JISC guidance.

Student complaints.	Last action on case + 6 years if formal complaints procedure initiated. Last action on case + 3 years if formal complaints procedure is not initiated.	Destroy. Destroy.	GDPR and Data Protection Act 2018 data protection principles. Limitation Act 1980. JISC guidance.
3.16 Student Relations			
Staff and student liaison committees.	Current academic year + 3 years.	Review.	JISC guidance.
Election of student representatives to executive committees or governing body.	Completion of next election.	Destroy.	JISC guidance.
Student Satisfaction survey report.	Current academic year + 5 years.	Review.	JISC guidance.
3.15 Award Ceremonies			
Graduation ceremony registration form.	End of student relationship + 1 year.	Destroy.	Allows time to resolve any issues.
Graduation ceremony fee payment.	Current financial year + 6 years.	Destroy.	Taxes Management Act 1970. Value Added Tax Act 1994. HM Customs & Excise Notice 700/21. JISC guidance.
Honorary Awards Joint Committee minutes and terms of reference.	Permanent.	University Archives.	Archival value. JISC guidance.
Award ceremony organisation (including honorary degrees).	Completion of ceremony + 1 year.	Destroy.	JISC guidance.
Record of certificates sent to students who did not attend award ceremonies.	Completion of ceremony + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Award ceremony programmes and graduation lists (including honorary degrees).	Permanent.	University Archives. Send one copy only.	Archival value. JISC guidance.
3.17 Alumni Relations			
Alumni enquiries and feedback.	Current academic year + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.

			JISC guidance.
Alumni surveys results.	Completion of survey + 3 years.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Completed alumni association membership forms and alumni change of details forms.	Details added to alumni database.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. JISC guidance.
Alumni events including invitations and attendees.	Completion of event + 1 year.	Destroy.	JISC guidance.
Alumni publications.	Permanent.	University Archives. Send one copy only.	Archival value. JISC guidance.

4. STUDENT SUPPORT

OFFICIAL COPY OF RECORD(S)	MINIMUM RETENTION	ACTION	WHY?
4.1 Student Support Services Management			
Student Charter including the Student Code of Professional Conduct.	Permanent.	University Archives.	Archival value. JISC guidance.
Support services data and statistics.	Current academic year + 1 year.	Destroy.	JISC guidance.
Support services review reports and audits.	Current academic year + 10 years.	Review.	JISC guidance.
Mental health policy for students.	Until superseded + 10 years.	Review.	JISC guidance.
4.2 Student Support Services Promotion			
Promotional and guidance materials including handbooks.	Until superseded.	Review.	JISC guidance.
4.3 Student Support Services Delivery			
Careers service student records.	Current academic year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Dyslexia and disability support student records including information from individual students, schools, institutions, doctors, access centres, educational psychologists or other professionals who have assessed the student, information passed to academic/administrative staff about	End of student relationship + 5 years.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. Limitation Act 1980. JISC guidance.

special needs of individual students, and disability support assessment application and record of adjustment.			
Disabled student's allowance records.	Audited + 1 year.	Destroy.	GDPR and Data Protection Act 2018 data protection principles.
Individual student counselling records.	Last contact + 5 years.	Destroy.	GDPR and Data Protection Act 2018 data protection principles. British Association of Counselling and Psychotherapy guidance.
4.4 Students' Union			
SU relations management procedures and strategy.	Current + 5 years.	Review.	JISC guidance.
Code of Practice on SU finances.	Current + 5 years.	Review.	Education Act 1994. JISC guidance.
SU Constitution.	Permanent.	University Archives.	Archival value. JISC guidance.
SU election records.	Current year + 2 years.	Destroy.	Education Act 1994. JISC guidance.
SU affiliations.	Current year + 2 years.	Destroy.	Education Act 1994. JISC guidance.
Complaints against the SU.	Last action on complaint + 6 years.	Destroy.	Education Act 1994. Limitation Act 1980. JISC guidance.
SU publications.	Permanent.	University Archives Centre Send one copy only.	Archival value.