

STUDENT ADMINISTRATION AND SUPPORT

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POLICY AND PLANNING

Records	Retention Period	Citations and Notes	Action
Student Administration Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's student administration policies: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's student administration policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy

CORE STUDENT RECORD

Records	Retention Period	Citations and Notes	Action
Core Student Record			
<p>The core record of a student as a learner:</p> <ul style="list-style-type: none"> • student name and identifier • date of birth • address at initial commencement and completion/termination • educational background • course and dates • performance/assessment • name, date, and result of award. 	Permanent	<p>JISC</p> <p><i>This is the minimal record kept to provide references for former students (e.g. name and dates of study, modules studied, and the qualifications conferred)</i></p>	Archive
Records containing personal data on individual students.	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy (unless the information forms part of the core record)

STUDENT DATA ANALYSIS

Records	Retention Period	Citations and Notes	Action
Student Data Analysis			
Individualised Student Record (ISRS). Individualised Learner Records.	End of student relationship + 6 years	JISC	Destroy
Records containing standard analyses of data from individual students' records.	Current academic year + 5 years	JISC	Review
Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request + 1 year	JISC	Destroy
Records documenting 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	JISC	Destroy
Graduate Outcomes Surveys: individual responses.	Current academic year + 1 year	Internal (2015)	Destroy

STUDENT RECRUITMENT

Records	Retention Period	Citations and Notes	Action
Student Recruitment Schemes and Campaigns			
Records documenting the design, operation and summary results of student recruitment schemes and campaigns.	Current academic year + 5 years OR Termination of scheme/campaign + 5 years	JISC	Review
Student Recruitment			
Records documenting the design, organisation and summary results of student recruitment events.	Completion of event + 5 years	JISC <i>Personal data should not be kept longer than needed to administer the event. Data can be anonymised afterwards in order to provide summaries.</i>	Review
Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year	JISC	Destroy
Records documenting the handling of enquiries from prospective students.	Subsequently registered as student: Current academic year + 5 years	Competitive Market Authority	Destroy

Records	Retention Period	Citations and Notes	Action
	Not subsequently registered as student: Current academic year + 1 year		
Summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years	JISC	Destroy

STUDENT ADMISSION

Records	Retention Period	Citations and Notes	Action
Student Admission			
Records documenting the initial assessment of students including: <ul style="list-style-type: none"> • Student Qualifications on Entry • Key Skills Assessments • Care Student Assessments. 	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Records documenting the development and establishment of UWTSD's admission criteria and policies.	Superseded + 10 years	JISC	Review
Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year	The Equality Act 2010	Destroy
Records documenting the administration of the clearing process.	Current academic year + 1 year	JISC	Destroy
Records containing data on overall student numbers.	Current academic year + 1 year	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
Immigration Advice and Compliance			
Records documenting immigration casework/compliance for students, including the retention of immigration permission from students.	Last action on casework + 6 years OR Permanent withdrawal relating to immigration permission + 6 years	OISC Code of Standards: 2016	Destroy

STUDENT ENROLMENT AND INDUCTION

Records	Retention Period	Citations and Notes	Action
Student Enrolment			
Records documenting the enrolment of individual students on programmes.	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Records containing summaries and analyses of data on enrolment of students on programmes.	Current academic year + 5 years	JISC	Destroy
Student Induction			
Records documenting the design, conduct and review of induction programmes for new students.	Completion of induction programme + 5 years	JISC	Destroy
Records documenting the administration of induction programmes and events for new students.	Current academic year + 1 year	JISC	Destroy

STUDENT PROGRESS

Records	Retention Period	Citations and Notes	Action
Student Progress Administration			
Records documenting the academic progress of individual students and formal action taken by UWTSD to deal with unsatisfactory progress.	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy (Factual information forms part of the core record)
Records documenting the transfer of individual students to new programmes or to new courses within programmes.	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy (Factual information forms part of the core record)
Records documenting the withdrawal of individual students from UWTSD.	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy (Factual information forms part of the core record)
Records documenting the termination of individual students' programmes.	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy (Factual information forms part of the core record)

ACADEMIC PROGRAMME ADMINISTRATION

Records	Retention Period	Citations and Notes	Action
Academic Programme Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's academic programme administration policies and procedures: key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's academic programme administration policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Academic Programme Co-ordination			
Records documenting the administration of academic programmes.	Current academic year + 3 years	JISC	Destroy

STUDENT ASSESSMENT AND EXAMINATION

For submitted/completed assessments, see TEACHING - TAUGHT STUDENT ASSESSMENT.

Records	Retention Period	Citations and Notes	Action
Assessment Administration Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's academic assessment administration policies: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's academic assessment administration policies: working papers.	Issue of policy + 1 year	JISC	Destroy
Records documenting the development of UWTSD's procedures relating to academic assessment administration.	Issue of procedures + 1 year	JISC	Destroy
Master copies of procedures relating to academic assessment administration.	Superseded + 10 years	JISC	Review
External Examiner Administration			
Records documenting the selection and appointment of external examiners.	End of appointment + 6 years	Internal (2015)	Destroy

Records	Retention Period	Citations and Notes	Action
Records documenting liaison with external examiners on administrative matters.	Current academic year + 1 year	JISC	Destroy
Examination Invigilator Administration			
Records documenting the selection and appointment of examination invigilators.	Current academic year + 1 year	JISC	Destroy
Records documenting the design and delivery of training for examination invigilators.	Current academic year + 1 year	JISC	Destroy
Assessment Administration			
Records documenting the control of examination papers and examination scripts.	Current academic year + 1 year	JISC	Destroy
Records documenting the timetabling of examinations.	Current academic year + 1 year	JISC	Destroy
Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Current academic year + 1 year	JISC	Destroy
Records documenting individual students' attendance at	Current academic year + 1 year	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
examinations, and the handling of reports of mitigating circumstances.			
Records documenting the collation of examination results and compilation of pass lists and individual notifications of results.	Current academic year + 1 year	JISC	Destroy
Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	Current academic year + 1 year	JISC	Destroy
Records documenting the issue of awards lists and individual notifications of awards.	Current academic year + 1 year	JISC	Destroy
Qualification Lists/Pass Lists/Awards lists.	Permanent	JISC	Archive
Dissertations			
Certain specified examples of past dissertations made available as examples to students of an excellent display of academic rigor.	Current academic year + 1 year	JISC	Review
Examination Board Administration			
Records documenting the arrangements for meetings of an Examination Board.	Current year + 1 year	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
Records documenting the conduct of the business of an Examination Board: agenda, minutes and papers.	Current academic year + 6 years	JISC	Destroy
Records documenting the conduct of the business of an Examination Board: correspondence and other records relating to the preparation of Examination Board business or to actions to be taken (or not taken) as a result of Examination Board decisions.	Current academic year + 6 years	JISC	Destroy

ACADEMIC AWARDS ADMINISTRATION

Records	Retention Period	Citations and Notes	Action
Academic Award Administration Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's academic award administration policies and procedures (and master copies): key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's academic award administration policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Academic Award Conferment			
Records documenting the notification of awards to students and the issue of awards certificates.	Conferment of award + 1 year	JISC	Destroy
Records documenting the process of inviting, receiving and considering nominations for honorary awards.	Conferment of award + 1 year	JISC	Review
Records documenting offers of honorary awards and responses received.	Conferment of award + 1 year	JISC	Review

Records	Retention Period	Citations and Notes	Action
Award Ceremony Administration			
Records documenting the organisation of award ceremonies.	Completion of ceremony + 1 year	JISC	Destroy
Final award ceremony brochures.	Permanent	Internal (2015)	Archive
Records documenting the production of award certificates.	Completion of ceremony + 3 years	Internal (2015)	Review
Records documenting the mailing of award certificates to students who do not attend ceremonies.	Completion of ceremony + 1 year	JISC	Destroy
Prizes Administration			
Records documenting nominations for prizes, the consideration of nominations and notifications to recipients of prizes.	Current academic year + 5 years	JISC	Destroy
List of prize winners.	While prize is awarded	JISC	Destroy
Award Documentation Requests			
Records documenting the handling of individual students' requests for statements of results/transcripts.	Last action on request + 1 year	Internal (2015)	Archive
Records documenting the handling of requests for confirmation of individual students' awards,	Last action on request + 1 year	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
attendance or conduct from individuals, employers and other educational institutions.			

STUDENT DISCIPLINARY, APPEALS AND COMPLAINTS HANDLING

Records	Retention Period	Citations and Notes	Action
Student Disciplinary and Appeals Case Handling			
Records documenting the conduct and results of disciplinary proceedings against individual students and academic appeals.	Last action on case + 6 years	Limitation Act 1980 c.58 s.5	Review
Student Complaint Handling			
Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	JISC	Destroy
Records documenting the handling of formal complaints made by individual students against UWTSD.	Last action on case + 6 years	Limitation Act 1980 c.58 s.5	Review

STUDENT SUPPORT SERVICES

For academic support, see TEACHING - TAUGHT STUDENT ASSESSMENT and RESEARCH - REPORTING AND REVIEW.

Records	Retention Period	Citations and Notes	Action
Student Support Services Strategy, Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's student services strategy and policies: key records.	Superseded + 3 years	JISC	Review
Records documenting the development and establishment of UWTSD's student services strategy, policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Student Support and Welfare Management			
Student counselling services: case notes, letters to doctors, etc.	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Records relating to the provision of Sports and Recreational facilities.	Current Year + 3 years	JISC	Destroy
Records relating to careers advice.	End of student relationship + 3 years	The Equality Act 2010	Destroy
Safeguarding and support records (including Prevent records).	Last action + 6 years	Limitation Act 1980 c.58 s.5	Destroy

Records	Retention Period	Citations and Notes	Action
Learning Support Strategy, Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's learning support strategy, policies and procedures: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's learning support strategy, policies, and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to learning support.	Superseded + 5 years	JISC	Review
Learning Support Resource Development			
The types of records produced will depend on the type of resource being developed.	Life of resource + 2 years OR Current year + 1 year	JISC	Destroy
Learning Support Administration			
Records relating to Learning Support for Students with specific needs.	Current year + 7 years	The Equality Act 2010	Destroy

STUDENT FINANCIAL SUPPORT

Records	Retention Period	Citations and Notes	Action
Student Financial Support Administration Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's student financial support policies: key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's student financial support policies: working papers.	Issue of policy + 1 year	JISC	Destroy
Records documenting the development of UWTSD's procedures relating to student financial support.	Issue of procedures + 1 year	JISC	Destroy
Master copies of procedures relating to student financial support.	Superseded + 5 years	JISC	Review
Financial Aid Funds Administration			
Records documenting the provision of financial aid funds to individual students.	Current financial year + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Crisis/Hardship Funds Administration			

Records	Retention Period	Citations and Notes	Action
Records documenting the provision of crisis/hardship payments to individual students.	Current financial year + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Bursaries Administration			
Records documenting the award of bursaries to individual students.	Current financial year + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Scholarships and Fellowships Administration			
Records documenting the award of scholarships and fellowships to individual students.	Current financial year + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Student Financial and Employment Support			
Records of administration of Student Financial and employment support such as: <ul style="list-style-type: none"> • New Deal Records • Modern Apprenticeship Records • Access Fund Applications. 	Current year + 6 years	JISC	Destroy

TUITION FEES

Records	Retention Period	Citations and Notes	Action
Tuition Fees Administration Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's tuition fees policies: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's tuition fees policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to tuition fees administration.	Superseded + 10 years	JISC	Review
Tuition Fee Remission			
Records documenting the handling of applications for remission of tuition fees: successful applications.	Determination of application + 6 years	Limitation Act 1980 c.58 s.5	Destroy
Records documenting the handling of applications for remission of tuition fees: unsuccessful applications.	Determination of application + 1 year	JISC	Destroy
Tuition Fee Collection			

Records	Retention Period	Citations and Notes	Action
Records documenting the collection of tuition fees.	Current academic year + 1 year	JISC	Destroy

STUDENT RELATIONS

Records	Retention Period	Citations and Notes	Action
Student Relations Strategy, Policy and Procedures Development			
Records documenting the development and establishment of UWTSD's student relations strategy and policies: key records.	Superseded + 5 years	JISC	Review
Records documenting the development and establishment of UWTSD's student relations strategy, policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to student relations.	Superseded + 3 years	JISC	Review
Student Relations Management			
Records documenting the establishment and operation of staff-student liaison committees.	Life of committee + 3 years	JISC	Review
Records documenting the design and conduct of student surveys.	Completion of survey + 5 years	JISC	Review
Results of student surveys: individual responses.	Completion of analysis of survey responses	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
Results of student surveys: summaries and analyses of responses.	Completion of survey + 5 years	JISC	Review
Records documenting the design of, and overall response to, student suggestion schemes.	Closure of scheme + 5 years	JISC	Review
Records documenting the handling of suggestions from individual students.	Last action on suggestion + 1 year	JISC	Destroy