

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
1.00	Taught student academic support (unless otherwise stated, includes undergraduate, postgraduate, honours and sub-honours, and Office of Lifelong Learning courses)							
1.10	Taught student academic support	Records of progress meetings and correspondence with students	Staff member corresponding with student, may be school, DOS or another academic	One complete set of such correspondence should be kept. Schools should set a policy as to whether this should be kept at school, subject, tutor or DOS level.	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time for appeals etc
1.2	Agreeing courses	Student information form sent to Director of Studies from Registry	Registry	Director of Studies	Destroy	Immediately		This form no longer exists; information from old forms is accessible via WISARD
1.30	Agreeing courses	Record of Director of Studies approval of the chosen courses	Registry & Director of Studies	Registry	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	If this is the subject of an ongoing dispute at the time of graduation, keep for 6 years after graduation. Otherwise, 1 year is sufficient to allow for any disputes or queries to be raised.

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1.40	Review of unsatisfactory progress	Documentation (including notes of meetings, emails and outcome letter) relating to unsatisfactory progress and measures taken in response to this	College Office	College office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	If this is the subject of an ongoing dispute at the time of graduation, keep for 6 years after graduation. Otherwise, 1 year is sufficient to allow for any disputes or queries to be raised.
1.50	Marking non-assessed coursework	Annotated non-assessed coursework	Student, school or subject area	Student	If student fails to collect work, destroy	6 months	after marking &, if appropriate, results communicated to student	Students are invited to collect this material, but some do not. Tell students that it is University policy to destroy uncollected material of this type after 6 months.
1.60	Marking non-assessed coursework	Staff's record of informal evaluations	Any of tutor, lecturer, course organiser	May be filed at school, subject group or DOS level. However, where they exist, only one complete set of such notes should be kept. Schools should set a policy as to where this should be kept.	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time for disputes to be raised.
2.00	Providing academic support for Widening Participation students							

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2.10	Inviting newly admitted undergraduate Widening Participation students to join the Student Mentoring scheme or attend other Widening Participation event	Letter to recently admitted Widening Participation student offering a place on the Student Mentoring scheme (provides first year undergraduate Widening Participation students with student mentor in a similar field)	Student Recruitment and Admissions	Student Recruitment and Admissions	Destroy	1 year	after creation	Keep previous year's papers to serve as model for following year
2.20	Inviting current students to participate in student mentoring scheme	Email/letter inviting current students to participate in widening participation recruitment events	Student Recruitment and Admissions	Student Recruitment and Admissions (Widening Participation)	Destroy	1 year	after creation	Keep previous year's papers to serve as model for following year
2.30	Inviting newly admitted undergraduate Widening Participation students to join the student mentoring scheme	Entry in database recording student membership of the student mentoring scheme	Student Recruitment and Admissions	Student Recruitment and Admissions (Widening Participation)	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time for follow up studies
2.40	Inviting current students to participate in Student Mentoring scheme	A list of current students working as unpaid volunteers at widening participation recruitment events	Student Recruitment and Admissions	Student Recruitment and Admissions (Widening Participation)	n/a	n/a	n/a	Only current version kept
2.50	Supervising the Widening Participation scheme	e-mail and letters and records documenting the student's participation in the Widening Participation Scheme	Student Recruitment and Admissions, Office of Lifelong Learning	As creator of record	Destroy	1 year	after student's withdrawal from scheme	Allows time for queries to be resolved

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3.00	Taught course delivery (unless otherwise stated, includes undergraduate, postgraduate, honours and sub-honours, and Office of Lifelong Learning courses)							
3.10	Taught course delivery	Undergraduate & Office of Lifelong Learning lecture and tutorial class lists	Any of these: Subject area secretary; School Teaching Office, course organiser, lecturer, tutor, Office of Lifelong Learning (OLL)	Only one set of these should be kept. Schools should set a policy as to the level at which they will be kept.	Destroy	1 year	after creation	Allows time for queries to be resolved
3.20	Taught course delivery	Postgraduate lecture and tutorial class lists (compiled with electronic input from Registry's database)	Any of these: Subject area secretary; school, course organiser, lecturer, tutor	School	Destroy	80 years	after creation	Needed in some cases to produce postgraduate attendance certificate that may be requested at any time in a person's life
3.30	Taught course delivery	Student timetables	College of Medicine and Veterinary Medicine Office	College of Medicine and Veterinary Medicine Office	Destroy	1 year	after creation	No longer needed.
3.40	Taught course delivery	Locally held student contact details, eg subject area-specific enrolment form collected from students enrolled on course	School or subject area	Any of these: Subject area secretary; School Teaching Office, Course Organiser, lecturer, tutor, Office of Lifelong Learning.	Destroy	Immediately		Contact details should be obtained from WISARD

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3.50	Taught course delivery	Mailing list for students enrolled on course	Any of these: Subject area secretary; School Teaching Office, Course Organiser, lecturer, tutor, Office of Lifelong Learning	Any of these: Subject area secretary; School Teaching Office, Course Organiser, lecturer, tutor, Office of Lifelong Learning	Destroy	1 year	after creation	Only really required during course in case of need to contact students. Up-to-date contact details can be obtained from Registry as needed.
3.60	Taught course delivery	Attendance register (not CPD)	Lecturer/tutor	Any of these: Subject area secretary; School Teaching Office, Course Organiser, lecturer, tutor, Office of Lifelong Learning, but only one copy should be kept. Schools should decide a policy on who should keep the register.	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	In some cases attendance can impact on the award of degree. If attendance is not an issue for this course, destroy 1 year after creation to allow time for disputes or queries to be resolved.
3.70	Taught course delivery	Attendance register for CPD events	Lecturer/tutor	Office of Lifelong Learning or other CPD provider	Destroy	5 years	after completion of course	May be needed to issue certificate of attendance
4.00	Taught course assessment (unless otherwise stated, includes undergraduate, postgraduate, honours and sub-honours)							

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4.10	Submission of course work	Record of which students have submitted coursework for assessment	Any of these: Subject area secretary, tutor, lecturer, course organiser	Subject area secretary or School Teaching Office. Schools should decide a policy as to who is responsible for keeping this.	Destroy	6 weeks	after relevant Board of Examiners meeting	
4.20	Taught course assessment	Sample of assessed work for quality assurance purposes	School or subject area	School or subject area. Schools should decide a policy as to who is responsible for keeping this.	Destroy	1 month	after completion of relevant quality assurance process	
4.30	Taught course assessment	Assessed work where the student has lodged an appeal in connection with the assessment	School or subject area	School or subject area. Schools should decide a policy as to who is responsible for keeping this.	Destroy	1 month	after completion of appeal proceedings	
4.40	Taught course assessment	Assessed course work and exam scripts for years 1 and 2 pre-honours students who have not appealed	School or subject area	School or subject area. Schools should decide a policy as to who is responsible for keeping this.	Destroy	2 weeks	after relevant Board of Examiners meeting and publication of course results	

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4.50	Taught course assessment	Assessed research projects, dissertations or equivalent where the student has not appealed	School or subject area	School or subject area. Schools should decide a policy as to who is responsible for keeping this.	Destroy	Minimum 40 days	after relevant Board of Examiners meeting and publication of course results	If the work has value for teaching or its contribution to knowledge, schools or subject groups may decide to retain it in house or transfer it to the Library. See http://www.ed.ac.uk/schools-departments/records-management-section/freedom-of-information/guidance-policies/dissertations for further information. Alternatively, the work may be returned to the student.
4.60	Marking assessed work	Other assessed coursework and exam scripts where the student has not appealed	School or subject area	School or subject area. Schools should decide a policy as to who is responsible for keeping this.	Destroy	6 weeks	after relevant Board of Examiners meeting and publication of course results	
4.70	Marking assessed work	Mark sheets from all assessed work	School Teaching Office or subject area secretary. Copies may also be kept by tutor, lecturer, or course organiser.	1 master set should be kept by subject area secretary or School Teaching Office. Schools should decide a policy as to who is responsible for keeping this.	Destroy	1 year	after graduation, withdrawal or other permanent departure from University	Occasionally appeals have required staff to go back to examine the marks list for each component of course mark. This retention period only applies if the marks are transferred to a spreadsheet/database; if this is the only record destroy after 80 years as this will be part of the core archival student record.

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4.80	Marking assessed work	Record (eg spreadsheet or database) of the individual marks awarded for pieces of work assessed for a single course	School Teaching Office or subject area secretary. Copies may also be kept by tutor, lecturer, or course organiser.	1 master set should be kept by subject area secretary or School Teaching Office. Schools should decide a policy as to who is responsible for keeping this.	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Occasionally appeals have required staff to go back to examine the marks list for each component of course mark. This retention period only applies if the marks are transferred to a spreadsheet/database; if this is the only record destroy after 80 years as this will be part of the core archival student record.
4.90	Marking assessed work (taught postgraduates, pre-2005)	For taught postgraduates who graduated before 2005, record of total mark and grade awarded for each course studied, or for projects or dissertations	School or subject area secretary.	1 complete set must be kept within schools; schools should decide a policy as to who is responsible for keeping this.	University Archive	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Needed for transcripts and part of the core archival student record
4.10	Marking assessed work (taught postgraduates, 2005 and later)	For taught postgraduates who graduated in 2005 or after, record of total mark and grade awarded for each course studied, or for projects or dissertations	School or subject area secretary.	Registry	University Archive	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Needed for transcripts and part of the core archival student record
4.11	Marking assessed work (MBChB students)	For MBChB students, assessment record	College Office	College Office	University Archive	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Needed for transcripts and part of the core archival student record

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4.12	Marking assessed work (Moray House School of Education)	For students with the Moray House School of Education, record of total mark and grade awarded for each course studied, or for projects or dissertations	School	School	University Archive	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Needed for transcripts and part of the core archival student record
4.13	Marking assessed work (undergraduates graduating from 2005 onwards)	For undergraduate honours and sub-honours courses with a graduation date from 2005 onwards, record of total mark and grade awarded for each course studied, or for projects or dissertations	School Teaching Office or subject area secretary	Registry	University Archive	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Needed for transcripts and part of the core archival student record
4.14	Marking assessed work (undergraduate honours courses pre-2005)	For undergraduate honours courses with a graduation date before 2005, record of total mark and grade awarded for each course studied, or for projects or dissertations	School Teaching Office or subject area secretary	Subject area secretary or School Teaching Office. 1 complete set must be kept; schools should decide a policy as to who is responsible for keeping this.	University Archive	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Needed for transcripts and part of the core archival student record
4.15	Marking assessed work (undergraduate sub-honours courses pre-2005)	For undergraduate sub-honours courses with a graduation date before 2005, record of total mark and grade awarded for each course studied	School Teaching Office or subject area secretary	Registry	University Archive	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Needed for transcripts and part of the core archival student record

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4.16	Marking assessed work (certificate and diploma students)	For certificate and diploma students, record of total mark and grade awarded for each course studied, plus record of qualification for diploma or certificate	School	School	University Archive	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Needed for transcripts and part of the core student record
4.17	Resubmission of coursework	Correspondence and decision as to whether student can resubmit coursework	School Teaching Office or subject area secretary	Subject area secretary or School Teaching Office. Schools should decide a policy as to who is responsible for keeping this.	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Allows time to resolve any issues or queries
4.18	Distributing examination papers to examiners and external examiners	Record of which scripts have been sent to which examiner and which external examiner	School Teaching Office	School Teaching Office	Destroy	4 months	after relevant Board of Examiners meeting	In line with time scales set out in Assessment Regulations
4.19	Marking assessed work	External examiners' reports	School Teaching Office or subject area secretary	School Teaching Office	Destroy	6 years	After creation	Recommendation of Quality Assurance and Enhancement Committee so that new external examiners can see their predecessors comments and follow up on ongoing issues. Professional, statutory or accrediting bodies may have retention requirements beyond this that require a longer retention period in certain cases.

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4.20	Checking initial record of mark	Entry in spreadsheets/database confirming mark has been recorded accurately	School Teaching Office or subject area secretary	Subject area secretary or School Teaching Office; whichever keeps the master record of marks	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues or queries
4.21	Awarding concessions (ie authority for a student's programme of study to deviate from the prescribed norm)	Record of concessions to which a student is entitled and associated correspondence	School Teaching Office	School Teaching Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues or queries
4.22	Special circumstances	Papers relevant to special circumstances or potential for special circumstances for individual students eg doctor's notes, correspondence with student about difficulties	Secretary to the relevant Special Circumstances Committee, Director of Studies, course director, other relevant person	One master set should be kept; school should set policy as to where it should be kept	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues or queries
4.23	Special circumstances	Minutes and papers of Special Circumstances Committee	Secretary to the relevant Special Circumstances Committee	Secretary to the relevant Special Circumstances Committee.	Destroy	5 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 8 years after last contact	Can be useful for precedent purposes
4.24	Special circumstances	Documents passing Special Circumstances Committee recommendations to Board of Examiners	Secretary to the relevant Special Circumstances Committee, Secretary to the relevant Board of Examiners	Secretary to the relevant Special Circumstances Committee and to the relevant Board of Examiners.	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues or queries. Sets should be kept by both committees so that we have a record both of what was sent and what was received.

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4.25	Agreeing course marks and classifications	Minutes and papers of Board of Examiners meetings	School Teaching Office or subject area secretary	Subject area secretary or School Teaching Office. Schools should decide a policy as to who is responsible for keeping this.	Destroy	5 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 8 years after last contact	Can be useful for precedent purposes
5.00	Credit course assessment (Office of Lifelong Learning)							
5.10	Gathering coursework and monitoring coursework submission (courses up to and including academic year 2004/5)	Record of which students have submitted coursework for assessment	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	5 years	After submission date	Ties in with the time allowed for a student to complete a certificate.
5.20	Gathering coursework and monitoring coursework submission (courses from academic year 2005/6 onwards)	Record of which students have submitted coursework for assessment	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	4 years	After submission date	Ties in with the time allowed for a student to complete a certificate.
5.30	Marking assessed work	Annotated student work, evaluated for assessment	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	4 months	after relevant Assessment Board meeting	Originally a recommendation of the Assessment Regulations; now a Records Management Section responsibility.
5.40	Marking assessed coursework (courses up to and including academic year 2004/5)	Assessment forms	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	5 years	after relevant Assessment Board meeting	Ties in with the time allowed for a student to complete a certificate.

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5.50	Marking assessed coursework (courses from academic year 2005/6 onwards)	Assessment forms	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	4 years	after relevant Assessment Board meeting	Ties in with the time allowed for a student to complete a certificate.
5.60	Marking assessed work (courses up to and including academic year 2004/5)	Record of the individual marks awarded for pieces of work assessed for a single course	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	5 years	after relevant Assessment Board meeting	Ties in with the time allowed for a student to complete a certificate.
5.70	Marking assessed work (courses from academic year 2005/6 onwards)	Record of the individual marks awarded for pieces of work assessed for a single course	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	4 years	after relevant Assessment Board meeting	Ties in with the time allowed for a student to complete a certificate.
5.80	Marking assessed work	Office of Lifelong Learning record of credit courses studied and mark and grade awarded for each course	Office of Lifelong Learning	Office of Lifelong Learning	University Archive	80 years	after creation	Part of the core archival student record
5.90	Determining eligibility of students for extension on coursework (courses up to and including academic year 2004/5)	Extension request form completed by student, supporting documentation and decision by course organiser	Office of Lifelong Learning (in "Extensions" file)	Office of Lifelong Learning	Destroy	5 years	after relevant Assessment Board meeting	Ties in with the time allowed for a student to complete a certificate.
5.10	Determining eligibility of students for extension on coursework (courses from academic year 2005/6 onwards)	Extension request form completed by student, supporting documentation and decision by course organiser	Office of Lifelong Learning (in "Extensions" file)	Office of Lifelong Learning	Destroy	4 years	after relevant Assessment Board meeting	Ties in with the time allowed for a student to complete a certificate.

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5.11	Awarding concessions (ie authority for a student's programme of study to deviate from the prescribed norm) (courses up to and including academic year 2004/5)	Record of concessions to which a student is entitled	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	5 years	after relevant Assessment Board meeting	Ties in with the time allowed for a student to complete a certificate.
5.12	Awarding concessions (ie authority for a student's programme of study to deviate from the prescribed norm) (courses from academic year 2005/6 onwards)	Record of concessions to which a student is entitled	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	4 years	after relevant Assessment Board meeting	Ties in with the time allowed for a student to complete a certificate.
5.13	Issuing record of credit for Office of Lifelong Learning students	Database reports showing Office of Lifelong Learning students who have earned any credit (Reports run off in September/October) and students who have earned 60 credits (reports run off annually before December).	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	1 year	after creation	Needed for administrative reasons only
5.14	Agreeing course marks and classifications (courses up to and including academic year 2004/5)	Minutes of Assessment Board meetings	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	5 years	after meeting	Ties in with the time allowed for a student to complete a certificate.

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5.15	Agreeing course marks and classifications (courses up to and including academic year 2004/5)	Minutes of Assessment Board meetings	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	4 years	after meeting	Ties in with the time allowed for a student to complete a certificate.
6.00	Supervising research students							
6.10	Appointing supervisor	Relevant documentation, including postgraduate application form, record of an interview with student and identity of supervisor	College Office	College Postgraduate Office	Destroy	10 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	May be needed to identify someone as a referee
6.20	Appointing supervisor for research student	Record of which school takes the lead record if student is being supervised jointly by members of more than one School.	College Office and/or School Offices	College Postgraduate Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Allows time to resolve any issues or queries
6.30	Providing advice to research students	Produced early during the first year, a written plan for the student's research goals, including specific milestones and deadlines (revised periodically)	Supervisor(s) and Postgraduate Director/Head of Graduate School/Postgraduate Adviser (depending on the School's structure), and may be printed and kept in file by subject area secretary.	School office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Allows time to resolve any issues or queries
6.40	Providing advice to research students in the course of their work	Correspondence and other documentation concerning research and progress meetings	Supervisor(s) and Postgraduate Director/Head of Graduate School/Postgraduate Adviser (depending on the School's structure), and may be printed and kept in file by subject area secretary. The College Postgraduate Office also regularly offers advice.	1 complete master set must be kept. Schools should set policy as to whose responsibility it is to keep it.	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Allows time to resolve any issues or queries

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7.00	Assessing research degree students							
7.10	Conducting First Year Review	Documentation of First Year Review, including report submitted and signed by all supervisors, a college-based assessment of student's First Year Review, and a letter of outcome (confirming degree registration or recommending registration for a different degree)	Supervisor(s), College Postgraduate Office, and School Postgraduate Director/Head of Graduate School/School Postgraduate Adviser (depending on the School's structure)	College Postgraduate Office	Destroy	10 years if PhD; 5 years if Masters	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Potential input into references
7.20	Appealing against outcome of First Year Review	Documentation of appeal against outcome of First Year Review, including letter from student and letter of outcome	Supervisor(s), College Postgraduate Office, and School Postgraduate Director/Head of Graduate School/School Postgraduate Adviser (depending on the School's structure)	College Postgraduate Office	Destroy	10 years if PhD; 5 years if Masters	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Potential input into references
7.30	Appealing against outcome of First Year Review	Minutes, papers and associated correspondence of University Postgraduate Appeals Committee	Academic Affairs	Academic Affairs	Destroy	5 years	after closure of case	Allows time for student to have graduated and any issues or queries to be resolved.

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7.40	Annual report	Documentation of assessment of Annual Report, including a written report submitted and signed by all supervisors and the Postgraduate Director, evaluating research progress against the timetable drafted at the beginning of study and a letter of outcome regarding student's continuing status	Supervisor(s), College Postgraduate Office, and School Postgraduate Director/Head of Graduate School/School Postgraduate Adviser (depending on the School's structure)	College Postgraduate Office	Destroy	10 years if PhD; 5 years if Masters	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Possible use for references
7.50	Monitoring research student progress	Entries on spreadsheets monitoring progress per school	College Postgraduate Office	College Postgraduate Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Allows time to resolve any queries
7.60	College response to annual report	Letter from College Postgraduate Office offering assistance to School and research student if the annual report was disappointing	College Postgraduate Office	College Postgraduate Office	Destroy	10 years if PhD; 5 years if Masters	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	May be relevant to reference
7.70	Appealing against outcome of Annual Report	Documentation of appeal against outcome of Annual Report, including letter from student and letter of outcome.	Supervisor(s), College Postgraduate Office, and School Postgraduate Director/Head of Graduate School/School Postgraduate Adviser (depending on the School's structure)	College Postgraduate Office	Destroy	10 years if PhD; 5 years if Masters	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	May be relevant to reference

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7.80	Appealing against outcome of Annual Report	Minutes, papers and associated correspondence of University Postgraduate Appeals Committee	Academic Affairs	Academic Affairs	Destroy	5 years	after closure of case	Allows time for student to have graduated and any issues or queries to be resolved.
8.00	Final research degree assessment							
8.10	PhD assessment	Thesis submitted for research degree (successful students)	Student, College Postgraduate Office	Edinburgh University Library	Retain	permanently		One of the core research resources of the University
8.20	PhD assessment	Thesis submitted for research degree (unsuccessful students)	Student	Student, but if not collected by them, College Postgraduate Office	Destroy	1 year	after examination	Allows time for the student to collect the thesis. Students should be offered the return of their thesis, and told that if it is not collected within a year, it will be destroyed.
8.30	Final research degree assessment	Documentation associated with final assessment of research degree, such as examiners' reports/comments, letter of outcome, or confirmation that a PhD contains work of publishable quality	Supervisor(s), College Postgraduate Office, and School Postgraduate Director/Head of Graduate School/School Postgraduate Adviser (depending on the School's structure)	College Postgraduate Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Allows time to resolve any issues or queries

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8.40	Final research degree assessment	Dissertation	Student	School		Minimum 4 months	After relevant meeting of Board of Examiners	Previously required in the Assessment Regulations; responsibility transferred to Records Management Section. If the work has value for teaching or its contribution to knowledge, schools or subject groups may decide to retain it in house or transfer it to the Library. See http://www.recordsmanagement.ed.ac.uk/InfoStaff/FOIstaff/Dissertations/Dissertations.htm for further information. Alternatively, the work may be returned to the student.
8.50	Final research degree assessment	Record of dissertation or thesis title	Postgraduate Director/Head of Graduate School/Postgraduate Adviser (depending on the School's structure) and the College Postgraduate Studies Committee	College Postgraduate Office	University Archives	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	The dissertation title may include scientific characters which cannot be recorded electronically in central databases.
8.60	Appealing against outcome of final research degree assessment	Documentation of handling of appeal against outcome of research degree final assessment, including letter from student and letter of outcome.	Supervisor(s), College Postgraduate Office, Postgraduate Director/Head of Graduate School/Postgraduate Adviser (depending on the School's structure), Academic Affairs	Academic Affairs	Destroy	5 years	after closure of case	Allows time for student to have graduated and any issues or queries to be resolved.
8.70	Appealing against outcome of final research degree assessment	Minutes of University Postgraduate appeals committee	Academic Affairs	Academic Affairs	Destroy	5 years	after creation	Allows time for student to have graduated and any issues or queries to be resolved.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
9.00	Student recruitment: corresponding with prospective students (Office of Lifelong Learning, postgraduate and undergraduate)							
9.10	Enquiries from prospective students	Correspondence with prospective students which includes specific admission guidance	Any of these: Student Recruitment and Admissions, College Admissions Office, Schools, Course organisers, Head of Departments, Office of Lifelong Learning, International Office or College Postgraduate Office.	The creator of the record. For records created in schools, 1 master set to be kept; schools to set policy on where this should be kept.	Destroy	4 years	after receipt of enquiry	Allows time for deferred entry student to make application, discover outcome and complain.
9.20	Enquiries from prospective students	Details of people who have enquired about courses or programmes	Office of Lifelong Learning, Student Recruitment and Admissions and all other parts of the University in their own local recruitment activities.	The relevant section of the University	Destroy	2 years	after end of relevant academic year	Mailing lists are only useful if constantly refreshed. Contact details of enquirers from whom nothing has been heard should be dropped from mailing lists for data quality and data protection reasons. If a dataset is required for management reporting purposes, the name, email address and all address information except the first three digits of the postcode should be deleted from the dataset. The remaining data can be kept for as long as it is required for management reports.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
10.00	Administering recruitment events							
10.10	Inviting prospective students to recruitment events/ offering to visit high schools in recruitment events	Letter or e-mail to prospective students inviting them to a recruitment event, or a letter to a particular high school offering to visit, and the e-mail reply/paper reply/online booking	Student Recruitment and Admissions and other areas that carry out such activities	The area that organises the event in question	Destroy	1 year	after event	May be needed as model for following year
10.20	Inviting prospective students to recruitment events/ offering to visit high schools in recruitment events	Record of attendees at a particular recruitment event	Student Recruitment and Admissions, International Office, College, Schools or Heads of subject area	Organiser of event	Destroy	No later than 2 years	after event	May have a short-term value for reference purposes
10.30	Inviting current students to participate in recruitment events, including Widening Participation events	Email/letter inviting current students to participate in recruitment events, eg student-led tours on campus, Widening Participation events and student "shadowing"	Student Recruitment and Admissions	Student Recruitment and Admissions	Destroy	1 year	after event	May be needed as model for following year
10.40	Inviting current students to participate in recruitment events	A list of current students or alumni speaking at recruitment events as paid University ambassadors	Student Recruitment and Admissions	Student Recruitment and Admissions	See retention schedule for HR records			
10.50	Inviting current students to participate in recruitment events	A list of current students working as unpaid volunteers at recruitment events, including Widening Participation events	Student Recruitment and Admissions	Student Recruitment and Admissions	Destroy	3 years	after mid-semester break of first semester	May be needed for reference purposes while students concerned are still at University and eligible to assist again.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
10.60	Recruitment activities	Request for prospectuses	Student Recruitment and Admissions	Student Recruitment and Admissions	Destroy	6 months	after prospectus is sent out	Large volume of records with little subsequent value
11.00	Administering Widening Participation recruitment							
11.10	Identifying prospective Widening Participation students	Contact details of school students wishing to register with a Widening Participation initiative like LEAPS or Pathways to the Professions for students subsequently admitted to the University	Student Recruitment and Admissions (Widening Participation)	Student Recruitment and Admissions	Destroy	5 years	after academic year when student identified	Enables long-term tracking of students who took part in these initiatives
11.20	Identifying prospective Widening Participation students	Name and contact details of school students wishing to register with a Widening Participation initiative like LEAPS or Pathways to the Professions for students not admitted to the University	Student Recruitment and Admissions (Widening Participation)	Student Recruitment and Admissions	Destroy		when student not admitted to University or 2 years after creation	No further relevance to the University
11.30	Offering aid with completing application	Letter offering students assistance with completing their application	Student Recruitment and Admissions (Widening Participation)	Student Recruitment and Admissions	Destroy	1 year	after creation	May be used as model for following year
11.40	Offering aid with completing application	Record that this particular prospective Widening Participation student has submitted application	Student Recruitment and Admissions (Widening Participation)	Student Recruitment and Admissions	Destroy	1 year	after creation	General statistical information may be needed after this, but not information on the identities of the individuals

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
11.50	Surveying applicants	Completed survey	Student Recruitment and Admissions	Student Recruitment and Admissions	Destroy	3 months	after summary record is created	Once you have a summary of feedback, there is little value in keeping individual forms
12.00	Longitudinal analysis of recruited students' academic performance							
12.10	Longitudinal assessment of recruited students and academic success	Raw electronic data comprising student results from Registry, student application details from the relevant version of the EUCLID database, relevant admission/recruitment/tracking information from any other database, and government census information.	Student Recruitment and Admissions	Student Recruitment and Admissions	Destroy	1 year	after creation	Raw data has little value once cleansed dataset exists
12.20	Longitudinal assessment of recruited students and academic success	Cleansed, debugged data for production of Analysis of Student Participation (ASP).	Student Recruitment and Admissions	Student Recruitment and Admissions	University Archive	15 years	after creation	Long-term research value
12.30	Longitudinal assessment of recruited students and academic success	Analysis of Student Participation	Student Recruitment and Admissions	Student Recruitment and Admissions	University Archive	15 years	after creation	Long-term research value
13.00	Admission to undergraduate degree							

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
13.10	Processing applications from UCAS & GTTR, transfers from other universities and clearing	UCAS data on EUCLID	Student Recruitment and Admissions	Student Recruitment and Admissions	Anonymise EUCLID data by removing name, email address and all address information apart from the first 3 characters of the postcode	1 year	after end of academic year when application made	
13.20	Processing applications from UCAS & GTTR, transfers from other universities and clearing	Applications documentation including UCAS & GTTR form data, interview notes and correspondence with applicant for new UF "on course" and applications rejected at confirmation stage	College Admissions Office and Schools may print paper copies locally. Directors of Studies may also receive a copy of the UCAS form.	Registry & College Admissions Office	Destroy	1 year	after end of academic year when application made	Kept for one year to check concessions information, or to deal with feedback or appeals.
13.30	Processing applications from UCAS, GTTR, transfers from other universities and clearing	Applications documentation including UCAS & GTTR form data, interview notes and correspondence with applicant for rejected applications at offer stage, declined applications and withdrawn applications	College Admissions Office and Schools may print paper copies locally. Directors of Studies may also receive a copy of the UCAS form.	Registry & College Admissions Office	Destroy		At end of that admissions cycle	
13.40	Processing applications from UCAS, GTTR, transfers from other universities and clearing	Anonymised EUCLID data	Student Recruitment and Admissions	Student Recruitment and Admissions	Destroy	10 years	after creation	Used for management information and historic research

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
13.50	Processing acceptances from new students	Named entry in local spreadsheet/database in College Admissions Office, giving details of students who have accepted offers ("firm unconditional")	College Admissions Office	College Admissions Office	Destroy		by end of students' first semester	Only needed for managing admissions process and allocating directors of studies
13.60	Allocating Directors of Studies	List of which student has which Director of Studies	Whichever one of the following allocates Director of studies in particular case: either College or "chief DoS" in a particular School Teaching Office. The Director of Studies affiliated with a student is also recorded on the Registry database.	Registry	Destroy	10 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 13 years after last contact	May be needed to identify someone as a referee
13.70	Allocating Directors of Studies	Letter to student informing them of the Director of Studies	College Admissions Office	College Admissions Office	Destroy	1 year	after creation	May be needed as model for following year
14.00	Postgraduate admission							
14.10	Processing applications: students who are not offered or do not take up places	Log of applications received, applications, transcripts of previous study, references, interview notes, recommendation to admit/reject, outcome letters, response from student	School, College Office.	School	Destroy		At end of that admissions cycle	If students reapply they will need to make a new application submission
14.20	Processing applications: students who attend	Log of applications received, applications, transcripts of previous study, references, interview notes, recommendation to admit/reject, outcome letters, response from student	School, College Office.	School	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
14.30	Assessing proposal for collaborative ad hoc research degree	Application to be considered as a collaborative postgraduate student, agreement from other institution involved, recommendation to accept/refuse, outcome letter	Academic Affairs, school, college	Whichever area led on negotiating and drawing up the agreement	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve queries or issues.
15.00	Sponsoring students for immigration purposes							
15.1	Confirmation of identity	Copies of passport and ID card	Schools (PGR), Colleges (UG & PGT), Registry	Registry	Destroy	1 year	after non-registration, graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Required by UK Borders Agency.
15.2	Issuing certificates of acceptance for studies	Confirmation of acceptance for studies (CAS), CAS number	Schools (PGR), Colleges (UG & PGT), Registry	Registry	Destroy	2 years	after rejection of offer, graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve queries or issues
15.3	Monitoring attendance	Records of attendance or unauthorised absence of students sponsored for immigration purposes	Schools, Colleges	Schools, Colleges	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve queries or issues. UK Border Agency Guidance for Sponsor Applications.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
16.00	Administering medical or background checks, including Disclosure Scotland							
16.1	Requesting medical or background checks	Enhanced disclosure consent, certificate of disclosure/enhanced disclosure, record of Protecting Vulnerable Groups (PVG) disclosure, declaration of criminal offences, medical certificate, outcome letters	Relevant College Admissions Office, school and Student Recruitment and Admissions	College Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Complex cases may be fully anonymised and retained as precedents for 10 years.
16.2	Requesting medical or background checks	Disclosure Scotland information giving details of offences etc	Relevant College Admissions Office, school and Student Recruitment and Admissions	Relevant College Admissions Office, school and Student Recruitment and Admissions	Destroy	Immediately	on completion of admissions process (including time for appeals/complaints)	
16.3	Assessing eligibility/fitness in complex cases	Minutes of appropriate committee meeting assessing the certificate in question	Relevant College Admissions Office, school or Student Recruitment and Admissions	Relevant College Admissions Office, school and Student Recruitment and Admissions	Destroy	6 years	after creation	Based on JISC recommendation for fitness to practise records, http://www.jiscinfonet.ac.uk/partnerships/records-retention-he/managing-student-records
17.00	Fitness to practise							
17.1	Ensuring ethical practice	Code of conduct signed by student	School (not all schools will have these)	School	Destroy	1 year	after end of academic year concerned	As this has to be signed annually, the following year's form supersedes the predecessor year. The retention for a year allows time to resolve queries and issues.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
17.2	Ensuring fitness to practise	Minutes and papers of fitness to practise committees	College	College	Destroy	6 years	after last action on file	Recommended by JISC student records guidance, http://www.jiscinfonet.ac.uk/partnerships/records-retention-he/managing-student-records
17.3	Ensuring fitness to practise	Minutes and papers of fitness to practise appeal committees	Academic Affairs, College	Academic Affairs	Destroy	6 years	after last action on file	Recommended by JISC student records guidance, http://www.jiscinfonet.ac.uk/partnerships/records-retention-he/managing-student-records
18.00	Admission to study with the Office of Lifelong Learning							
18.1	Enrolment	Completed enrolment form, HESA form	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	1 year	after end of current year	As students have to enrol at least once a year new forms supersede previous ones
19.00	Receiving visiting students							
19.1	Processing applications from international visiting students	Visiting student application form, transcript, references, check lists, records of assessment process, records of outcome	Relevant College Office and International Office. If the application is successful, a copy of the application form is sent to the DoS. A copy of the acceptance letter is sent to Registry.	Relevant College Office	Destroy		At end of academic year of proposed visit	Information required by University about individual students is transferred to Registry database, so no need to keep the forms.
19.2	Assessing visiting students	Record of courses taken and marks and grades achieved for study carried out from 1983 onwards	School	College Office	University Archives	80 years	after end of academic year of visit	Only record of student's studies; may be needed in later life.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
19.3	Assessing visiting students	Record of courses taken and marks and grades achieved for study carried out before 1983	School	Registry	University Archives	80 years	after end of academic year of visit	Only record of student's studies; may be needed in later life.
20.00	Finance							
20.1	Determining fee status and fees due	Student's fee status and funding arrangements (including back history). Current status is in DACS, but history is obtained from fees status form	Fees Office (Registry)	Fees Office (Registry)	Destroy	7 years	after creation	Standard retention period for financial records
20.2	Determining fee status and fees due	Fees status and funding arrangements in Office of Lifelong Learning database	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	7 years	after creation	Standard retention period for financial records
20.3	Determining fee status and fees due	Nightly update to Finance of fees changes	Fees Office (Registry)	Finance	Destroy	7 years	after receipt	Standard retention period for financial records
20.4	Collecting fee	Details of student fees sponsor	Finance	Finance	Destroy	7 years	After creation	Standard retention period for financial records
20.5	Collecting fee	Direct debit mandate & payment information	Finance	Finance	Destroy	7 years	after creation	Standard retention period for financial records
20.6	Collecting fee	Record of payment requested	Finance or Office of Lifelong Learning	Finance or Office of Lifelong Learning	Destroy	7 years	after issue of invoice	Standard retention period for financial records
20.7	Collecting fee	Record of payments received from student or sponsor	Finance or Office of Lifelong Learning	Finance	Destroy	7 years	after receipt	Standard retention period for financial records
20.8	Collecting fee	Record of failure to collect payment, correspondence with student and other parties about recovering the debt	Finance	Finance	Destroy	7 years	after debt paid	Standard retention period for financial records

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
20.9	Collecting fee	Correspondence to business areas about withdrawing/reinstating named student's access to facilities because of non-payment/settlement of debt	Finance, affected business areas	Finance	Destroy	7 years	after creation	Standard retention period for financial records. Local copies of correspondence can be destroyed 6 months after actioning.
20.10	Writing off student bad debt	Record of bad debt written off	Finance, Registry	Finance	Destroy	7 years	after creation	Standard retention period for financial records
20.11	Writing off student bad debt	Debt marker placed on student file during graduation period	Registry	Registry	Destroy	6 years	after creation	Debt not recoverable after this
20.12	Deciding on fee remission	Copy of staff contract, letter making offer to study and outcome	Academic Affairs	Academic Affairs	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues or queries. NB Remission of fees has now been replaced by staff scholarships.
20.13	Deciding on fee waiver	Evidence of eligibility for fee waiver and outcome letter	Registry	Registry	Destroy	1 year	after waiver granted	Allows time to resolve any issues or queries
20.14	Deciding on fee waiver	Evidence of eligibility for fee waiver and outcome letter	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	1 year	after end of relevant academic year	Allows time to resolve any issues or queries
20.15	Requesting payment from students at a local level (for fees not mediated through Registry)	Record of transaction and bill	Local fee-collecting unit and Finance	Local fee-collecting unit	Destroy	7 years	after request issued	Standard retention period for financial records
20.16	Processing payments from students at a local level	Record of payment received	Local fee-collecting unit and Finance	Finance	Destroy	7 years	after payment	Standard retention period for financial records
21.00	Administering financial aid funds/hardship funds							

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
21.1	Inviting applications for financial aid/hardship funds	Correspondence with student, completed application form, evidence of financial position, outcome letter	One of the following: College Office, Registry (including Scholarships and Financial Aid offices and the sections of Registry that administer the UK government Hardship Fund, Government Mature Student Bursaries, and the Common Bursaries Fund). Also, certain sections of the University which have hardship funds which are administered locally, for example the Office of Lifelong Learning (Martha Hamilton Trust).	The section of the University responsible for making a decision on allocation	Destroy	Will depend on terms of grant; if nothing in terms of grant then 7 years	after decision taken	Standard retention period for financial records
21.2	Allocating financial aid/hardship funds	Minutes of decision-making committee	One of the following: College Office, Registry (including Scholarships and Financial Aid offices and the sections of Registry that administer the UK government Hardship Fund, Government Mature Student Bursaries, and the Common Bursaries Fund). Also, certain sections of the University which have hardship funds which are administered locally, for example the Office of Lifelong Learning (Martha Hamilton Trust).	The section of the University responsible for servicing the decision-making committee	Destroy	Will depend on terms of grant; if nothing in terms of grant then 7 years	after decision taken	Standard retention period for financial records

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
21.3	Allocating financial aid/hardship funds	Annual spreadsheet of allocated funds	One of the following: College Office, Registry (including Scholarships and Financial Aid offices and the sections of Registry that administer the UK government Hardship Fund, Government Mature Student Bursaries, and the Common Bursaries Fund). Also, certain sections of the University which have hardship funds which are administered locally, for example the Office of Lifelong Learning (Martha Hamilton Trust).	The section of the University responsible for making a decision on allocation	Destroy	Will depend on terms of grant; if nothing in terms of grant then 7 years	after decision taken	Standard retention period for financial records
21.4	Administering appeal regarding selection for hardship funds	Student request for appeal and outcome letter	One of the following: College Office, Registry (including Scholarships and Financial Aid offices and the sections of Registry that administer the UK government Hardship Fund, Government Mature Student Bursaries, and the Common Bursaries Fund). Also, certain sections of the University which have hardship funds which are administered locally, for example the Office of Lifelong Learning (Martha Hamilton Trust).	Whichever University unit services the relevant appeal-reviewing committee	Destroy	7 years	after decision taken	Standard retention period for financial records
21.5	Administering appeal regarding selection for hardship funds	Minutes of whichever committee conducts the appeal process	A revised committee from the relevant area among the following: most scholarships are administered by Schools; Colleges administer multidisciplinary awards; Scholarships and Financial Aid Office in Registry administers University-wide awards.	Whichever University unit services the relevant appeal-reviewing committee	Destroy	Will depend on terms of grant; if nothing in terms of grant then 7 years	after decision taken	Standard retention period for financial records

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
21.6	Allocating scholarship/grant/bursary	Records arising from assessing applications, including student's proposal, completed application form, correspondence and discussion with student and outcome letter (unsuccessful applicants)	Most scholarships are administered by Schools; Colleges administer multidisciplinary awards; Scholarships and Financial Aid Office in Registry administers University-wide awards.	See creator of record	Destroy	6 months	After award	Allows time to resolve any issues or queries
21.7	Allocating scholarship/grant/bursary/prize	Key records arising from assessing applications, including student's proposal, completed application form, correspondence and discussion with student, committee minutes and outcome letter (successful applicants)	Most scholarships are administered by Schools; Colleges administer multidisciplinary awards; Scholarships and Financial Aid Office in Registry administers University-wide awards.	See creator of record	Destroy	Depends on the terms of the awarding body; if nothing specified keep for 7 years	After award	Portions of the successful application should be kept depend on the terms of the awarding body. For example, if financial need is central to the concept of the award, evidence of that should need to be kept. Another award might require one to keep the student essay, or the front sheet of the successful application form. Any other documentation can be destroyed at the same time as the unsuccessful applicants' information.
21.8	Allocating scholarship/grant/bursary/prize	Committee minutes or selectors' notes (whichever is applicable), recording decision on allocating internal grant/bursary	Most scholarships are administered by Schools; Colleges administer multidisciplinary awards; Scholarships and Financial Aid Office in Registry administers University-wide awards.	Whichever University unit services the relevant decision-making committee.	Destroy	Depends on the terms of the awarding body; if nothing specified keep for 3 years	After award	Allows time for queries or audit

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
21.9	Allocating scholarship/grant/bursary/prize	Letter to Fees Office doing one of the following: if internal award, instructing them to pay fees with University account; if external award, stating the student will be receiving funding from the external source.	Most scholarships are administered by Schools; Colleges administer multidisciplinary awards; Scholarships and Financial Aid Office in Registry administers University-wide awards.	Fees Office	Destroy	7 years	After award	Standard retention period for financial records
21.10	Allocating scholarship/grant/bursary/prize	List of recipients of named awards	Development and Alumni Services and one of the following: College Office, Scholarships and Financial Aid Office, and Schools.	College Office, Scholarships and Financial Aid Office, or Schools, depending who created the record.	University Archive	Immediately	After award	See archival selection criteria
21.11	Allocating scholarship/grant/bursary/prize	Letter to the donor, listing the recipient(s) for the year (not always part of the process)	Most scholarships are administered by Schools; Colleges administer multidisciplinary awards; Scholarships and Financial Aid Office in Registry administers University-wide awards.	See creator of record	Destroy	1 year	After award	Might be used as model for following year
21.12	Allocating scholarship/grant/bursary/prize	Reports of the project funded by the grant/bursary	Most scholarships are administered by Schools; Colleges administer multidisciplinary awards; Scholarships and Financial Aid Office in Registry administers University-wide awards.	See creator of record	University Archive	Depends on the terms of the awarding body; if nothing specified keep for 7 years	After award	Standard retention period for financial records

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
21.13	Administering appeal regarding selection for scholarship/grant/bursary/prize	All records generated by the appeals process, including request for appeal, minutes and papers for whichever committee conducted the appeal process and outcome letter	Most scholarships are administered by Schools; Colleges administer multidisciplinary awards; Scholarships and Financial Aid Office in Registry administers University-wide awards.	See creator of record	Destroy	Depends on the terms of the awarding body; if nothing specified keep for 7 years	After award	Standard retention period for financial records
22.00	Administering UK student loans							
22.1	Cross-checking with the Student Loan Company whether their listed applicants are registered with the University of Edinburgh	Electronic download of applicants from the Student Loan Company	Registry	Registry	Destroy	4 years	after creation	Students can be reassessed up to 3 years after their initial application
22.2	Annually cross-checking with the Student Loan Company whether they have a correct record of which year and which programme student is on	Information from Student Loan Company detailing their records of what programme and what year students are in	Registry	Registry	Destroy	4 years	after creation	Students can be reassessed up to 3 years after their initial application
23.00	Administering US student loans							
23.1	Administering US student loans	Copy of US student paper application for student loan submitted to US government, letter from US government confirming loan, record of receipt and distribution of cheque and payment of University fees	Fees Office (Registry)	Fees Office (Registry)	Destroy	1 year	After external audit	Must be kept until external audit, which is normally yearly but can happen at irregular intervals

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
24.00	Student registration and matriculation							
24.1	Confirming student fulfils admission/progression criteria	Documents confirming prior qualifications (if new student), English language proficiency or other admissions requirements	College Admissions Office	College Admissions Office	Destroy		At start of academic year following admission	Allows time to resolve any issues or queries
24.2	Confirming student fulfils admission/progression criteria	Record that student has met progression criteria (if continuing student)	College Office; Registry	College Office	Destroy		At start of following academic year	Allows time to resolve any issues or queries
24.3	Confirming student fulfils admission/progression criteria	Record that student has NOT met progression criteria (if continuing student)	College Office; Registry	College Office	Destroy		At start of following academic year	Allows time to resolve any issues or queries
24.4	Generating annual student registration form	Completed registration form	Registry	Registry	Destroy	2 years	after receipt	ie keep for current academic year plus one to allow time to resolve any issues or queries
24.5	Administering student financial check before registration	Tuition fee form part 1	Registry	Registry	Destroy	1 year	after receipt	Key information transferred to Registry database. Allows time to resolve any issues or queries.
24.6	Administering student financial check before registration	Tuition fee form part 2	Finance	Finance	Destroy	7 years	After creation	Standard retention period for financial records
24.7	Administering new student registration	"Previous qualifications and related data" form, signed by student (includes sensitive questions such as disability)	Registry	Registry	Destroy	1 year	After receipt	Information transferred to Registry database. Allows time to resolve any issues or queries.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
24.8	Confirming new student attendance	Confirmation of student attendance sent to Registry	If undergraduate, confirmation sent by Director of Studies via WISARD; if postgraduate taught students, confirmation sent by Programme Director	Registry	Destroy	1 year	After receipt	Allows time to resolve any issues or queries
24.90	Administering continuing student registration	Record of mailing registration form	Registry	Registry	Destroy	Immediately	On receipt of completed form	No longer needed.
24.10	Administering continuing student registration	Confirmed/revised registration form signed by student	Registry	Registry	Destroy	2 years	after receipt	ie keep for current academic year plus one to allow time to resolve any issues or queries
24.11	Administering continuing student registration	"Intention to return to study" form signed by continuing student	Registry	Registry	Destroy	1 year	After receipt	Allows time to resolve any issues or queries
24.12	Matriculating students	Record of matriculated status	Registry	Registry	University Archives	80 years	After creation	Core historic student record. From 1968 to 1994 the matriculation records are on paper and microfiche; paper copy preferred for Archive. Before 1968, the matriculation records are the Matriculation Indices, signed by students.
25.00	Course administration							
25.1	Organising work placements (nursing programmes)	Record of practical hours completed within the hospital/community setting	One or more of the following: Course organiser, School Teaching Office, Subject area secretary.	School should take a policy decision on who is responsible for this.	Destroy	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	May be required to demonstrate that student has met professional registration requirements

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
25.2	Organising work placements	Record of organised course-related work placements	One or more of the following: Course organiser, School Teaching Office, Subject area secretary. In the case of Medicine: College Office	Relevant part of University	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	May be required to demonstrate that student has met course requirements
25.3	Organising time abroad	Record of organised time-abroad placements	One or more of the following: Head of subject area, course organiser, School Teaching Office, Subject area secretary	Relevant part of University	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	May be required to demonstrate that student has met course requirements
25.4	Organising time abroad	All correspondence regarding coordinating time abroad stored in electronic and paper form	One or more of the following: Head of subject area, course organiser, School Teaching Office, Subject area secretary	Relevant part of University	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues or queries
25.5	Organising time abroad	Detailed record of academic achievement during time abroad	College Office	College Office	Destroy	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Part of the core archival student record
25.6	Issuing attendance certificate for postgraduate student	Attendance certificate for postgraduate student	College Postgraduate Office	School or College Postgraduate Office	Destroy	6 months	After creation	Can be recreated using data preserved under retention schedule.
26.00	Holding examinations							

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
26.1	Enrolment	Form sent to students intending to take examination, completed by student	School Teaching Office	School Teaching Office	Destroy	4 months	After relevant Board of Examiners meeting	In line with time scales previously set out in the Assessment Regulations; responsibility for recommendation subsequently transferred to Records Management Section
26.2	Enrolment	Entry on School Teaching Office local database/spreadsheet recording examination enrolments	School Teaching Office	School Teaching Office	Destroy	4 months	After relevant Board of Examiners meeting	In line with time scales previously set out in the Assessment Regulations; responsibility for recommendation subsequently transferred to Records Management Section
26.3	Students with special needs	Documents informing examination organisers about students' special needs and records showing adaptations made	Disability Office, School Teaching Office, Examinations Office, and College Office	Registry (Examinations)	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues or queries
26.4	Monitoring examinations	Examination attendance forms	Examinations Office, Registry and Office of Lifelong Learning	School Teaching Office, Office of Lifelong Learning	Destroy	At end of diet		Only referred to at examination time.
26.5	Monitoring examinations	Record of late arrival at examination	Examinations Office, Registry and Office of Lifelong Learning	School Teaching Office, Office of Lifelong Learning	Destroy	At end of diet		Only referred to at examination time.
26.6	Monitoring examinations	Form signed by student if student does not have matriculation card at examinations	Registry (Examinations)	Registry (Examinations)	Destroy	At end of diet		Only referred to at examination time.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
26.7	Monitoring examinations	Invigilation report	Registry (Examinations), with a copy sent to relevant School or Office of Lifelong Learning	Registry (Examinations) or Office of Lifelong Learning	Destroy	4 months	After relevant Board of Examiners meeting	In line with time scales previously set out in the Assessment Regulations; responsibility for recommendation subsequently transferred to Records Management Section
26.8	Inviting student to re-sit examination	Letter inviting student to resit examination & student reply, if any	Registry (Examinations)	Registry (Examinations)	Destroy	1 year	After creation	Allows time to resolve any issues or queries
27.00	Student academic appeals							
27.1	Student academic appeals: cases	All records generated by appeal process	One or more of the following: College Director of Quality Enhancement, Associate Dean of College (if undergraduate), Academic Affairs	Associate Dean (College Office), Academic Affairs	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues or queries
28.00	Progress administration							
28.1	Identifying unsatisfactory academic performance and progress	All records of review of progress, including correspondence and outcome letters	Head of College, Director of Studies/Supervisor, and College Office	College Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues or queries
29.00	Administering change of programme							
29.1	Student transfer to different programme	Letter from Head of receiving College granting permission to student to move to another programme	Head of College, College Office, and Director of Studies/Supervisor	College Office	Destroy	1 year	after creation	Allows time to resolve any issues or queries

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
29.2	Student transfer to different programme	Document informing Registry of student transfer to different programme	Registry	Registry	Destroy	1 year	After receipt	Allows time to resolve any issues or queries
29.3	Student transfer to different programme	Document informing Fees Office of fees change ensuing from student transfer to different programme	Registry and Fees Office	Registry	Destroy	7 years	After receipt	Standard retention period for financial records
29.4	Student transfer to different programme	Document informing Student Loan Company of fees change ensuing from student transfer to different programme	Registry and Fees Office	Registry	Destroy	7 years	After creation	Standard retention period for financial records
29.5	Assessing course credit to be transferred	Document informing Registry of transferred credit	Registry, College Office, and School Office	Registry	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	May have a bearing on later years of study; retention for 1 year after graduation allows time to resolve any issues & queries
30.00	Administering temporary withdrawals							
30.1	Processing application for temporary withdrawal	Application, correspondence, supporting documentation, minutes relating to request for extension/suspension and outcome	College office or College Postgraduate Office. Copies also potentially kept by the School Office and/or the Director of Studies/supervisor.	College Office/College Postgraduate Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	May have a bearing on later years of study; retention for 1 year after graduation allows time to resolve any issues & queries
30.2	Implementing temporary withdrawal	Notice sent to Registry of temporary withdrawal	Registry	Registry	Destroy	1 year	After receipt	Allows time to resolve any issues or queries
31.00	Administering permanent withdrawals							

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
31.1	Administering permanent withdrawals from University	Correspondence concerning decision to withdraw	College office or College Postgraduate Office. Copies also potentially kept by the School Office and/or the Director of Studies/supervisor.	College Office/College Postgraduate Office	Destroy	1 year	After end of consideration of issue	Allows time to resolve any issues or queries
31.2	Administering permanent withdrawals from University	Notification to Registry of permanent withdrawal of student	Registry	Registry	Destroy	1 year	After receipt	Allows time to resolve any issues or queries
32.00	Administering non-voluntary withdrawals for academic reasons							
32.1	Administering withdrawals for academic reasons	Record of consideration of issue (eg minutes of relevant committee), decision and outcome letter	Director of studies/Supervisor, Head of School, and College Office/College Postgraduate Studies Committee	College Office	Destroy	5 years	After withdrawal	Students can contest termination for up to five years.
32.2	Administering withdrawals for academic reasons	Notification to Registry of withdrawal for academic reasons	Registry	Registry	Destroy	1 year	Receipt	Allows time to resolve any issues or queries
32.3	Administering appeals against withdrawal for academic reasons	All records generated by appeal process	Academic Affairs, Director of studies/Supervisor, Head of School, and College Office/College Postgraduate Studies Committee.	Academic Affairs	Destroy	5 years	After withdrawal	Students can contest termination for up to five years.
33.00	Administering re-admission after voluntary withdrawal							
33.1	Administering re-admission after voluntary withdrawal	Student application for readmission and college response	College Office	College Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve any issues & queries

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
33.2	Administering re-admission after voluntary withdrawal	Notification to Registry of student re-admission after temporary withdrawal	Head of College; Registry	Registry	Destroy	1 year	After receipt	Allows time to resolve any issues or queries
34.00	Award of aegrotat degrees							
34.1	Administering award of aegrotat degrees	Correspondence with student regarding possibility of aegrotat degree, assessment of eligibility, proposal to Senate and outcome letter	College Office (Associate Dean)	College Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University	Allows time to resolve any issues or queries
35.00	Student discipline: cases							
35.1	Administering discipline locally	Record of entire process of administering discipline locally	Authorised Officer	Authorised Officer	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	May have a bearing on later years of study; allows time to resolve any issues & queries
35.2	Administering discipline locally	Informal local spreadsheet recording quantity and form of discipline issues in a particular location	Authorised Officer and Accommodation Services Student Welfare Administrator	Authorised Officer	Destroy	10 years	After creation	Allows for compilation of statistics
35.3	Administering discipline pertaining to accommodation	Evidence, proceedings, correspondence and record of outcomes	Accommodation Services	Accommodation Services	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	May have a bearing on later years of study; retention for 1 year after graduation allows time to resolve any issues & queries

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
35.4	Semi-formal disciplinary meeting: two Associate Deans from the College (undergraduate only)	Correspondence, record of meeting and outcome letter	College Office	College Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	May have a bearing on later years of study; retention for 1 year after graduation allows time to resolve any issues & queries
35.5	Disciplinary Hearing	Minutes of the Discipline Committee and all other records of disciplinary process, including outcome letter	Discipline Committee	Academic Affairs	Destroy	5 years	After closure of case	Allows time for student to have graduated and any issues or queries to be resolved.
35.6	Administering appeals against disciplinary verdict	Notice of Appeal, report of authorised officer, appeal proceedings and correspondence with student and Senate about appeal	Discipline Committee (Academic Affairs) and College Office	Academic Affairs	Destroy	5 years	After closure of case	Allows time for student to have graduated and any issues or queries to be resolved.
36	Student complaints							
36.1	Informal complaint to the person directly responsible	Correspondence and papers documenting receipt and initial handling of complaint	Relevant member of staff	Relevant member of staff	Destroy	5 years	After resolution of complaint	Allows time to resolve any issues or queries
36.2	Complaints investigated by local area (including Accommodation Services)	Full record of handling of complaint, including internal correspondence, minutes and outcome letter	The relevant school, subject area or college.	The area that led on the investigation	Destroy	5 years	After resolution of complaint	Allows time to resolve any issues or queries
36.3	Admissions complaint	Full record of handling of complaint, including internal correspondence, minutes and outcome letter	Student Recruitment and Admissions	Student Recruitment and Admissions	Destroy	5 years	After resolution of complaint	Allows time to resolve any issues or queries

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
36.4	Formal complaint to the University Secretary's Office	Full record of handling of complaint, including complaint form, internal correspondence and outcome letter	Copies are kept by some or more of the following: University Secretary's Office; College Office; Postgraduate Office; Principal's Office (if the course of the complaint is the Secretary's Office itself)	University Secretary	Destroy	5 years	After resolution of complaint	Allows time to resolve any issues or queries
36.5	Formal appeal to the University Student Complaints Committee	Full record of handling of complaint, including letter requesting appeal, Committee minutes, internal correspondence and outcome letter	Copies are kept by some or more of the following: University Secretary's Office (University Student Complaints Committee)	University Secretary	Destroy	5 years	After resolution of complaint	Allows time to resolve any issues or queries
37.00	Maintaining the student record							
37.1	Preserving permanent core student record	Bound Academic Schedules produced up to 1996 for undergraduates who successfully completed their degree	Registry	Registry	University Archives	80 years	after graduation	Core historic graduate record
37.2	Preserving permanent core student record	Record of marks, grades and courses completed for undergraduates who did not complete their degree	Registry	Registry	University Archives	80 years	After withdrawal	Core historic graduate record
37.3	Preserving permanent core student record	Card index of diploma or certificate students	Registry	Registry	University Archives	80 years	After completion of qualification	Core student record
37.4	Preserving permanent core student record	Core archival student record as identified at http://www.recordsmanagement.ed.ac.uk/InfoStaff/RMstaff/RMprojects/StudentRecords/CoreArchivalStudentRecord.htm .	Registry, college offices, schools	Registry	University Archives	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	Core historic student record

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
37.5	Preserving permanent core student record	Elements of core archival student record held in Office of Lifelong Learning database (credit students only)	Office of Lifelong Learning	Office of Lifelong Learning	University Archives	80 years	after end of academic year concerned	Core historic student record
37.6	Preserving permanent core student record	Core archival data elements relating to Moray House students from before the merger with the University, including record of qualification awarded and date of award	Moray House School of Education	Moray House School of Education	University Archives	80 years	after creation	Core historic student record
37.7	Creating a student record	External agency reference numbers not included in core archival record eg SCL, SAAS, GTCS/GTTR	Registry	Registry	Destroy	80 years	after graduation	May be needed for Registry operations
37.8	Creating a student record	Information about individual students not covered by specific entry in this retention schedule	Registry, college offices, schools	Registry, college offices, schools	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	No longer needed. Compliance with Data Protection Act 1998 and UK Border Agency Guidance for Sponsor Applications
37.9	Creating a student record	Information about individual students held in database and not covered by specific entry in this retention schedule	Office of Lifelong Learning	Office of Lifelong Learning	Destroy	5 years/4 years	After creation	For courses up to and including the academic year 2004/5, the period should be 5 years. Thereafter the period should be 4 years.
38.00	Transcripts							

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
38.1	Providing transcripts	Transcript request and response	Schools, Colleges, Registry	Whoever created this transcript	Destroy, except for Registry copies of transcripts which should be filed and kept for 80 years	1 year	After dispatch of transcript	This saves Registry considerable time in processing further transcript requests from the same student.
38.2	Providing transcripts	Record of fraudulent transcript requests	Registry	Registry	Destroy	80 years	After creation	Retain for lifetime of person concerned in case further queries arise
39.00	Graduation							
39.1	Registering for graduation	Student registration	Graduations Office (Registry)	Graduations Office, Registry	Destroy	1 year	after graduation, withdrawal or other permanent departure from University	Allows time for resolution of queries eg where was certificate sent?
39.2	Registering for graduation	Record of payment of graduation fee	Graduations Office (Registry)	Graduations Office, Registry	Destroy	7 years	after payment	Standard retention period for financial records
39.3	Registering for graduation	Confirmation that student has met all regulations for degree award and listing degree classification	College Office/College Postgraduate Office produces this, and sends it to Registry.	College Office/College Postgraduate Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University	Allows time for resolution of queries
39.4	Producing graduation programme	Graduation programme	Graduation Office (Registry)	Graduations Office, Registry	University Archives	80 years	after graduation	One of the core research resources of the University
39.5	Producing award certificates	Undelivered graduation certificates	Graduation Office (Registry)	Graduations Office, Registry	Destroy	10 years	after graduation	Allows time for student to attempt to recover the certificate.
39.6	Monitoring attendance at graduation ceremony	Annotated graduate programme kept in Graduation Office recording absentees from ceremony	Graduation Office (Registry)	Graduations Office, Registry	Destroy	10 years	after graduation	allows time to resolve any issues or queries eg over whether or not student received certificate
39.7	Sending award certificates to students who do not attend award ceremonies	Record of mailing	Graduation Office (Registry)	Graduations Office, Registry	Destroy	10 years	after graduation	Allows time for resolution of queries eg where was certificate sent?

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
39.8	Informing professional bodies of accreditation	List of graduates	Either Schools (eg nursing, social work, education, law) or College Office (Medicine)	As creator of record	Destroy	1 year	after graduation	Allows time for resolution of queries
39.9	Informing professional bodies of accreditation	Letter from accrediting body confirming graduate's accreditation	Either Schools (e.g. nursing, social work, education) or College Office (Medicine)	As creator of record	Destroy	1 year	after graduation	Allows time for resolution of queries
40.00	Careers support							
40.1	Careers advice	Student name, telephone number, e-mail, matriculation number, subject, and year of study.	Careers Service	Careers Service	Destroy		at end of academic year following the last contact	Allows some time for contact to be revived.
40.2	Career guidance counselling	Records of interview dates	Careers Service	Careers Service	Destroy		at end of academic year following the last contact	Allows some time for contact to be revived.
40.3	Career guidance counselling	Records about student on careers services database	Careers Service	Careers Service	Destroy		at end of academic year following the last contact	Allows some time for contact to be revived.
40.4	Careers workshops	registration form for individual workshops	Careers Service	Careers Service	Destroy		at end of session	No longer needed.
40.5	Careers workshops	e-mail lists for interested students	Careers Service	Careers Service	Destroy		at end of academic year following the last contact	Allows some time for contact to be revived.
40.6	Helping students find current employment	Record of which student has which employment	Student Employment Services (part of Careers Service)	Student Employment Services (part of Careers Service)	Destroy	1 year	after graduation	Allows time for queries to be resolved.
41.00	Giving references							
41.1	Giving references to undergraduates and taught postgraduates	student request for a reference and letter of reference	Relevant member of staff	Relevant staff member	Destroy	5 years	after creation	Allows time for follow up requests. After 5 years a reference is unlikely to be still relevant.
41.2	Giving references to research postgraduates	student request for a reference and letter of reference	Relevant member of staff	Relevant staff member	Destroy	10 years	after creation	Allows time for follow up requests. After 10 years a reference is unlikely to be still relevant.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
42.00	Careers support - non-degree training							
42.1	Administering training	Enquiries about training	The unit delivering the training, e.g. Scottish Institute for Enterprise; Health and Safety; Office of Lifelong Learning Continuing Professional Development; and academic subject areas and colleges	The unit delivering the training	Destroy	1 year	after response	No longer needed.
42.2	Administering training	Contact details and interests	The unit delivering the training, e.g. Scottish Institute for Enterprise; Health and Safety; Office of Lifelong Learning Continuing Professional Development; and academic subject areas and colleges	The unit delivering the training	Destroy		at end of academic year following the last contact	No longer needed.
42.3	Administering training	Student request to book training	The unit delivering the training, e.g. Scottish Institute for Enterprise; Health and Safety; Office of Lifelong Learning Continuing Professional Development; and academic subject areas and colleges	The unit delivering the training	Destroy	1 year	After delivery of training	No longer needed.
42.4	Administering training	Attendance record	The unit delivering the training, e.g. Scottish Institute for Enterprise; Health and Safety; Office of Lifelong Learning Continuing Professional Development; and academic subject areas and colleges	The unit delivering the training	Destroy	5 years	After delivery of training	Students may request certificate of attendance some time after taking the course.
42.5	Producing attendance certificates	Records from dealing with requests for records of attendance	The unit delivering the training, e.g. Scottish Institute for Enterprise; Health and Safety; Office of Lifelong Learning Continuing Professional Development; and academic subject areas and colleges	The unit delivering the training	Destroy	3 months	After dispatch of certificate	No longer needed.
43.00	Disability support							

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
43.1	Organising disability support for individual students	Information from individual student	Any or all of the following produce separate disability report forms: Disability Office, College Office, Registry Examinations Office, Office of Lifelong Learning	The creator of the record.	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve queries or issues.
43.2	Organising disability support for individual students	Information from schools, institutions, doctors, access centres, educational psychologists or other professionals who have assessed this student	Disability Office	Disability Office	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve queries or issues.
43.3	Organising disability support for individual students	Documents arranging personal assistance via Disabled Student's Allowance: record of which students successful and unsuccessful	Disability Office	Disability Office	Destroy	1 year	after audit	Audited every 3 years.
43.4	Organising disability support	Documents informing relevant academic and administrative staff about particular students.	Any of these: Directors of Studies; examination organisers; College Admissions office (if organising interviews); College Office (for example, dyslexia certificates); Office of Lifelong Learning	Creator of this particular record	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve queries or issues.
43.5	Organising disability support	Assessment and record of adjustment	Disability Office	Disability Office	Destroy	5 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 8 years after last contact	Graduates often need this information when they start work.
44.00	Counselling students							

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
44.1	Counselling students	Student information form and confidentiality agreement	Counselling Services	Counselling Services		5 years	after creation	required by professional counselling body
44.2	Counselling students	Entry on database of student's presenting problems and use of service	Counselling Services	Counselling Services		5 years	after creation	required by professional counselling body
44.3	Counselling students	Counselling records, partially anonymised by codes	Counselling Services	Counselling Services		5 years	after creation	required by professional counselling body
44.4	Counselling students	Voluntary clinical outcomes feedback forms	Counselling Services	Counselling Services		5 years	after creation	required by professional counselling body
44.5	Counselling students	Letters to academic staff involved with the student	Counselling Services	Counselling Services		5 years	after creation	required by professional counselling body.
45.00	Providing informal pastoral care							
45.1	Providing informal pastoral care	Pastoral-themed correspondence between students and Director of Studies/supervisors/lecturers/tutors/course organisers/Accommodation offices/Office of Lifelong Learning student advisers/potentially any staff-member anywhere in the University.	Director of Studies/supervisors/lecturers/tutors/course organisers/Accommodation offices/Office of Lifelong Learning student advisers/potentially any staff-member anywhere in the University	Relevant staff member	Destroy	One year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	Allows time to resolve queries or issues. For Office of Lifelong Learning, allow one year more than maximum time available to student to complete certificate.
45.2	Vouching for student's bona fides, e.g. visa application, council tax certificates, matriculation certificates, banks	Letter concerning student's bona fides	Any of the following: Registry, School, College, or subject area secretary	See creator of record	Destroy	1 year	After creation	Allows time to resolve any issues or queries

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
46.00	Managing student accommodation							
46.1	Handling queries	Queries from prospective tenants, and replies	Accommodation Services	Accommodation Services	Destroy	6 months	after creation	Allows time for follow up queries or to resolve queries or issues.
46.2	Allocating accommodation	application form	Accommodation Services, Wardens (for Halls) and the Accommodation Managers (for flats)	Wardens (for Halls) and the Accommodation Managers (for flats)	Destroy	two years	after receipt	Allows time to resolve queries or issues.
46.3	Allocating accommodation	NESI download giving gender, address, number, and course information (but not yet name)	Accommodation Services	Accommodation Services	Destroy	1 year	after receipt	Allows time to resolve any follow up queries
46.4	Allocating accommodation	Lists of "unconditional firm" students	Accommodation Services and Registry	Registry				Accommodation Services copy should be destroyed as soon as no longer needed for the allocation of accommodation
46.5	Allocating accommodation	Medical or disability information from student	Accommodation Services and Disability Office	Accommodation Services	Destroy	1 year	after student moves out of accommodation	Allows time to resolve queries or issues.
46.6	Allocating accommodation	Accommodation allocation decisions uploaded to NESI	Accommodation Services	Registry	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 4 years after last contact	
46.7	Allocating accommodation	Letter to student informing him or her of allocation and requesting deposit	Accommodation Services	Accommodation Services	Destroy	6 months	after creation	Allows time for follow up queries or to resolve queries or issues.
46.8	Accepting accommodation	Tenancy agreement (signed)	Accommodation Services	Flat managers, Accommodation Services	Destroy	1 year	after student moves out of accommodation	Allows time to resolve queries or issues.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
46.9	Accepting accommodation	Record of deposit	Accommodation Services	Accommodation Services	Destroy	1 year	after student moves out of accommodation	Allows time to resolve queries or issues.
46.10	Accepting accommodation	Record cards with student photographs	Accommodation Reception (Security) and Accommodation Services	Accommodation Services	Destroy	1 year	after student moves out of accommodation	Allows time to resolve queries or issues.
46.11	Administering allocation appeals	All records relating to the appeal, including notice of appeal, outcome letter and committee minutes.	Accommodation Services	Accommodation Services	Destroy	6 months	after conclusion of appeal	Allows time to resolve queries or issues.
46.12	Administering transfer requests	Transfer request form	Accommodation Services, accounts department, current accommodation manager/hall warden, and new accommodation manager/hall warden	Accommodation Services	Destroy	1 year	after student moves out of accommodation	Allows time to resolve queries or issues.
46.13	Administering transfer requests	Record of transfer fee received	Accommodation Services	Accommodation Services	Destroy	7 years	after receipt	Standard retention period for financial records
46.14	Administering withdrawal requests	Withdrawal request and University response	Accommodation Services and Accommodation Services Student Welfare Administrator	Accommodation Services Student Welfare Administrator	Destroy	1 year	after student moves out of accommodation	Allows time to resolve queries or issues.
46.15	Recording security incidents	Signed night-time incident reports from Security	Security Services and occasionally Accommodation Services	Security	Destroy	1 year	after incident	Allows time to resolve queries or issues.
46.16	Investigating security incidents	Report investigating security incidents and naming identifiable students.	Security Services and occasionally Accommodation Services	Security	Destroy	1 year	after incident	Allows time to resolve queries or issues.
47.00	University card administration							
47.1	Issuing University card	Student passport photographs and completed application form applying for University Card or replacement	University Card Services	University Card Services	Destroy	6 months	after information put on system and card issued	Allows time to resolve queries or issues.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
47.2	Administering University card	Entry in University card database	University Card Services	University Card Services	Destroy	6 months	after graduation, withdrawal or other permanent departure from University.	Data Protection Act 1998
48.00	Management information: HESA Student Return (annual)							
48.1	Compiling the HESA Student Return and HESA Continuing Education Student Return	Electronic file providing information to be processed for entry in the HESA template. See www.hesa.com for the fields.	Registry	Registry	Destroy	5 years	after creation	SFC requirement to be able to audit data and supporting documentation for 4 years.
48.2	Compiling the HESA Student Return and HESA Continuing Education Student Return	Record of checks/changes/script iterations/other refinements before submitting Student Return to HESA .	Registry	Registry	Destroy	5 years	after creation	SFC requirement to be able to audit data and supporting documentation for 4 years.
48.3	Compiling the HESA Student Return and HESA Continuing Education Student Return	Electronic file providing University of Edinburgh student information in the HESA template for the Student Return.	Registry	Registry	Archive	20 years	after creation	May be used for management information and historical research.
49.00	Management information: SFC T-grant returns							
49.1	Compiling the T-grant returns	Electronic file providing information to be processed.	Produced by Registry and processed by Governance and Strategic Planning (GASP)	GASP	Destroy	5 years	after creation	SFC requirement to be able to audit data and supporting documentation for 4 years.
49.2	Compiling the T-grant returns	Record of checks/changes/script iterations/other refinements	GASP	GASP	Destroy	5 years	after creation	SFC requirement to be able to audit data and supporting documentation for 4 years.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
49.3	Compiling the T-grant returns	Information returned to SFC	GASP	GASP	Archive	30 years	After submission date	May be used for management information and historical research
50.00	Management information: minor Volume Indicators for SFC							
50.1	Compiling the Minor Volume Indicators	Electronic file providing information to be processed to fit the required format.	GASP	GASP	Destroy		On submission of next return	May serve as a model for following return; returns submitted every 2 years
50.2	Compiling the Minor Volume indicators	Record of checks/changes/script iterations/other refinements before submitting the Minor Volume indicators to SFC.	GASP	GASP	Destroy		On submission of next return	May serve as a model for following return; returns submitted every 2 years
50.3	Compiling the Minor Volume indicators	Electronic file providing University of Edinburgh student information in the template specified by SFC.	GASP	GASP	Destroy	30 years	After submission date	Used for management information
51.00	Management information: HESA "First Destination" survey							
51.1	Distributing HESA "First Destination" survey forms	Completed paper and electronic survey forms	Careers Service	Careers Service	Destroy	4 years	after completion of survey	HESA requirement
51.2	Producing statistics from HESA "First Destination" survey	Spreadsheet recording results from individual HESA surveys	Careers Service	Careers Service	Destroy	4 years	after completion of survey	HESA requirement
52.00	Alumni relations: compiling and maintaining the alumni database and General Council Register							

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
52.1	Adding students to the alumni database	Download from Registry database giving details of new graduates or non-graduating students	Development and Alumni Services	Development and Alumni Services	Destroy	5 years	after receipt	Kept in case need to double-check the data
52.2	Adding students to the alumni database	Entry in database recording details of each alumnus	Graduate Register (Alumni Services)	Alumni Services	Destroy	80 years	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 83 years after last contact	No longer needed.
52.3	Maintaining the alumni database	Completed form updating contact details	Development and Alumni Services	Alumni Services	Destroy	5 years	after database updated	Kept in case need to double-check the data
52.4	Maintaining the alumni database	Previous address details	Graduate Register (Alumni Services)	Alumni Services	Destroy		Only keep current address & 2 previous ones	Kept in case need to double-check the data
53.00	Administering alumni periodicals							
53.1	Administering subscriptions to EDiT	Report from Alumni database giving alumni contact details	Development and Alumni Services	Alumni Services	Destroy	no later than 6 months	after mailing done	No longer needed.
53.2	Administering subscriptions to EDiT	Subscription forms completed by alumni detailing credit card/bank details and contact data	Development and Alumni Services	Alumni Services	Destroy	7 years	after database updated	Standard retention period for financial information
53.3	Administering subscriptions to EDiT	Entry in EDiT database	Development and Alumni Services	Alumni Services	Destroy	2 years	after subscription ended	Data Protection Act 1998
53.4	Distributing alumni periodical	Record of mailing	Development and Alumni Services	Alumni Services	Destroy	6 months	after mailing done	Allows time to resolve queries or issues.
53.5	Distributing alumni periodical	Letter from alumni modifying contact or financial details	Development and Alumni Services	Alumni Services	Destroy	1 year	after database updated	Allows time to resolve queries or issues.
54.00	Fundraising							
54.1	Researching prominent graduates	Reports from newspapers and Web about alumni	Development and Alumni Services	Alumni Services	Destroy	6 months	after database updated	Allows time to resolve queries or issues.

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
54.2	Identifying potential fundraising targets	List of targets for a particular campaign	Development and Alumni Services	Alumni Services	Destroy	2 years	after conclusion of appeal	Allows time to resolve queries or issues.
54.3	Identifying potential fundraising targets	Letter to targets	Development and Alumni Services	Alumni Services	Destroy	6 months	after letters sent	No longer needed.
54.4	Identifying potential fundraising targets	Record of phone call to targets	Development and Alumni Services	Alumni Services	Destroy		as part of alumnus database record	
54.5	Administering alumni responses to fundraising appeals	Letters from alumni	Development and Alumni Services	Alumni Services	Destroy	2 years	after receipt	Allows time to resolve queries or issues.
55.00	Administering alumni events							
55.1	Identifying relevant alumni	Report from database listing alumni to contact	Development and Alumni Services	Event organiser	Destroy	6 months	after event	Data Protection Act 1998
55.2	Inviting alumni to events	Invitation	Development and Alumni Services	Event organiser	Destroy	6 months	after sending	No longer needed.
55.3	Inviting alumni to events	Responses from alumni regarding attendance at events	Development and Alumni Services	Event organiser	Destroy	6 months	after event	No longer needed.
55.4	Holding alumni events	Attendance lists of expected alumni, and of alumni actually attending	Development and Alumni Services	Event organiser	Destroy	6 months	after event	No longer needed.
55.5	Holding alumni events	Event programme	Development and Alumni Services	Event organiser	University Archives	2 years	after event	See archival selection criteria
55.6	Holding alumni events	Feedback from alumni regarding events	Development and Alumni Services	Event organiser	Destroy	6 months	after feedback compiled into summary	Allows time to resolve queries or issues.
56.00	Administering small project grants							
56.1	Inviting applications for a small project grant	Documentation of administration and receipt of individual applications, including queries, applications and decisions	Development and Alumni Services	Alumni Services	Destroy	7 years	after decision taken	Retain for audit purposes

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
56.2	Allocating small project grant	Entry in database/spreadsheet recording whether received a grant or was declined	Development and Alumni Services	Alumni Services	Destroy	20 years	after decision taken	No longer needed.
57.00	ICT security							
57.1	Creating user names, login passwords and e-mail accounts	Paper registration forms (being phased out)	IT Infrastructure Division	IT Infrastructure Division	Destroy	6 months	after receipt	Allows time to resolve queries or issues.
57.2	Creating user names, login passwords and e-mail accounts	Auditable log of activity within the Identity Management Service	IT Infrastructure Division	IT Infrastructure Division	Destroy	6 months	after creation	Based on Home Office Voluntary Code of Practice on Data Retention
57.3	Creating user names, login passwords and e-mail accounts	Entry in student database recording personal e-mail address	IT Infrastructure Division	Registry	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Allows time to resolve queries or issues.
57.4	Providing ICT services across networks	Audit and exception files produced during network and e-mail use (these include matriculation number but not names or other details)	IT Infrastructure Division	IT Infrastructure Division	Destroy	6 months	after creation	Based on Home Office Voluntary Code of Practice on Data Retention
57.5	Providing ICT services across networks	History files produced during network and e-mail use (these include names)	IT Infrastructure Division	IT Infrastructure Division	Destroy	6 months	after creation	Based on Home Office Voluntary Code of Practice on Data Retention
57.6	Providing ICT services across networks	Usage reports	IT Infrastructure Division	IT Infrastructure Division	Destroy	6 months	after creation	Based on Home Office Voluntary Code of Practice on Data Retention

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
57.7	Providing ICT services across networks	Network traffic logs (usually do not have student identity with the exception of the dial-up, wireless, and VPN Gateway log which records in student logs in for out)	IT Infrastructure Division	IT Infrastructure Division	Destroy	6 months	after creation	Based on Home Office Voluntary Code of Practice on Data Retention
57.8	Maintaining network security	Report of network traffic information	IT Infrastructure Division	IT Infrastructure Division	Destroy	6 months	after creation	Based on Home Office Voluntary Code of Practice on Data Retention
57.9	Maintaining network security	IT security problem report (private area of the Call Management System)	IT Infrastructure Division	IT Infrastructure Division	Destroy	2 years	after creation	No longer needed
57.10	Maintaining network security	Security analysis report	IT Infrastructure Division	IT Infrastructure Division	Destroy	5 years	after creation	No longer needed
57.11	Maintaining network security	Database recording equipment which regularly causes difficulty on the network, recording details of users	IT Infrastructure Division: Science Support Team	IT Infrastructure Division: Science Support Team	Destroy	1 year	after last incident	
57.12	Withdrawing login and email access	E-mail still in account after grace period has elapsed (150 days)	IT Infrastructure Division	IT Infrastructure Division	Destroy		at end of grace period	Data Protection Act 1998
57.13	Withdrawing login and email access	User ID, email account ID, shared secrets and e-mail directory	IT Infrastructure Division	IT Infrastructure Division	Destroy	6 months	after account withdrawn	Data Protection Act 1998
57.14	Providing alumni portal	Form from the alumni asking to register for this service	Development and Alumni Services	Development and Alumni Services	Destroy	6 months	after account set up	Allows time to resolve queries or issues.
57.15	Providing alumni portal	History files produced during messaging service use (these include names and "full detail records.")	Development and Alumni Services	Development and Alumni Services	Destroy	6 months	after creation	Based on Home Office Voluntary Code of Practice on Data Retention
58.00	ICT User Support							

Student Records Retention Schedule

Ref	Activity	Record	Creator or recipient of record	Owner of the "golden copy"	Disposition	Retention period	Trigger	Explanation of retention period
58.1	Preparing the user support system (IT Infrastructure Division Call Management System)	Named entry in Call Management System with e-mail address and preferred method of contact: no calls logged	IT User Services Division	IT User Services Division	Destroy	6 months	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	No longer needed.
58.2	Providing user support	Entries in Call Management System giving details of student, call and support provided	IT User Services Division	IT User Services Division	Destroy	2 years	after call logged	Allows time to resolve queries or issues.
59.00	Delivering library services							
59.1	Registering students	Patron record	Main Library	Main Library	Destroy	1 year	after graduation, withdrawal or other permanent departure from University, or, in the case of lapsed students, 3 years after last contact	Allows time to resolve queries or issues.
59.2	Delivering library services	An archive of the daily data runs that produce library notices to be sent to patron, holding individual information about student transactions	Main Library	Main Library	Destroy	7 years	after creation	Information may be needed for debt recovery.
60.00	Obtaining feedback from students							
60.1	Obtaining student feedback	Completed course evaluation questionnaires	School or subject area	School	Destroy	4 years	after collection	Keep for TPR purposes
60.2	Obtaining student feedback	Other student feedback	The University area seeking feedback	The University area seeking feedback	Destroy	6 months	after entering feedback onto database/spreadsheet or other summary format	Allows time to resolve queries or issues.