

## Retention of key School records

- **Student Coursework, Exam Scripts, Assignments**

Schools should retain assessments for the period of time allowed for the submission of an academic appeal (i.e. four weeks). Retention is advised to be a minimum of three months to allow time for assessments involved in academic appeals to be identified and removed from the series prior to destruction.

*Furthermore, official guidance suggests that schools should retain assessments in cases where unfair means is in the process of investigation. Schools should retain samples of assessed work that have been internally and externally moderated on a 5 year rolling basis for audit and review purposes. The sample to be retained should be equal to the square root of the total number of students within a cohort. The sample should be applied to each component of assessment of each module (to a minimum number of 10 or **all** assessments if less than 10 students in a cohort).*

*Example: 130 cohort size; module with two components of assessment = 12 exam scripts and 12 coursework assignments.*

*The sample should reflect:*

*the whole mark range*

*examples of work from all markers in modules where more than one marker contributes to the module assessment*

*the full range of programmes to which the module is delivered*

*Schools are advised to maintain at least one sample which represents the academic life cycle of a student.*

*If samples are not retained as outlined above, then all assessments should be retained for five years*

- **Copies of Exam Papers** retain for review for archival value
  - **Student Personal Files** destroy 6 years after student leaves the University
  - **Alumni Records** retain while current only
  - **Records of applications we have rejected** retain for current academic year plus one year
  - **All School Committee papers** (inc. Staff/Student Committees) retain for review for archival value
  - **Staff Personnel Files** destroy 6 years after employee leaves the University
  - **Records of Programme Development** retain for review for archival value
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- **Programme handbooks** retain for review for archival value
- **“Module boxes”** retain for review for archival value
- **School Handbook** retain for review for archival value
- **Internal and external reviews** current year plus 5 years
- **External Examiners’ reports** current academic year plus 6 years
- **Minutes of Boards of Examiners** current academic year plus 6 years
- **Staff Handbook** retain for review for archival value
- **QAA Documents** current year plus 5 years
- **Annual Programme Review Reports** retain for review for archival value
- **Subject Reviews and professional/statutory body reviews** retain for review for archival value
- **School Review documents** current academic year plus 5 years

**Finance records** – provided a copy is held by finance, you can get rid of these anytime after the current financial year.

**Personnel records** – retain for not longer than 6 years. You may wish to retain a reference and other basic information after this time but nothing more than that

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## **Records which may be routinely destroyed**

As a rule, the following types of records have no significant operational, informational or evidential value. They can therefore be destroyed as soon as they have served their primary purpose.

### **Examples**

- Announcements and notices of meetings and other events, and notifications of acceptance or apologies
  - Requests for stock information such as maps and travel directions, brochures etc.
  - Requests for, and confirmations of, reservations for internal services (e.g. meeting rooms, car parking spaces, pool cars) where no internal charges are made
  - Requests for, and confirmations of, reservations with third parties (e.g. travel, hotel accommodation, restaurants) when invoices have been received
  - Transmission documents: letters, FAX cover sheets, e-mail messages, routing slips, compliments slips and similar items which accompany documents but do not add any value to them
  - Message slips
  - Superseded address lists, distribution lists etc.
  - Duplicate documents such as:
    - 'CC' and 'FYI' copies
    - Unaltered drafts
    - Snapshot' printouts or extracts from databases
    - 'Day Files' (chronological copies of correspondence)
    - Personal diaries, address books etc.
  - Working papers, where the results have been written into an official document and which are not required to support it
  - Stocks of in-house publications which are obsolete, superseded or otherwise useless e.g. magazines, marketing materials, prospectuses, catalogues, manuals, directories, forms, and other material produced for wide distribution
  - Published or reference materials received from other parts of the institution or from vendors or other external organisations which require no action and are not needed for 'record' purposes, e.g. trade magazines, vendor catalogues, flyers, newsletters
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