

## University of Westminster

# Student Records Retention Schedule

### Introduction

A Records Retention Schedule is a control document that sets out the periods for which an organisation's records should be retained to meet its operational needs and to comply with legal and other requirements. A Records Retention Schedule is an essential component of an efficient and effective records management system. A properly implemented and consistently applied Records Retention Schedule protects the interests of the organisation and its stakeholders by ensuring business records are kept for as long as they are needed to meet operational needs and to comply with legal requirements, and are then disposed of securely.

The Student Records Retention Schedule covers the information that the University is responsible for that relates to its students. It consists of a description of the information, the length of time it should be held for - the retention period - who is responsible for the information and what happens to it at the end of its retention period. The schedule also provides information about the rationale for the retention period. These retention periods apply irrespective of the format that the information is held in. Please note that due to the limitations of record keeping systems (including paper-based systems), the University is also developing additional retention guidance for the practical implementation of this schedule in specific record keeping systems.

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### Version History:

Version Number	Author	Description
3	Rebecca Short - Senior Records Manager	Approved for use by University Secretary and Chief Operating Officer

## Section 1: Core Student Record

	Records description	Retention Period	Action at end of retention period	Ownership	Rationale
1	<p><b>Core Student Data</b> To include:            Student ID; Student name; Student date of birth; The programme(s) on which the student was enrolled; The modules taken in each year of study; The assessment and reassessment grades for each module; The number of credits gained in each module; The award and class attained; Start date and end date of study; Details of any prizes/awards (where applicable)</p>	Permanent	Retain Permanently	Academic Registrar	As an Authority with degree awarding powers under the Further and Higher Education Act 1992 (FHEA), the University must be able to evidence that it has awarded based on completion of an appropriate course of study and assessment. The University therefore keeps certain information about its graduates indefinitely. This information forms part of the core student record and is known as core student data.

## Section 2: Application and Admission Records

	Records description	Retention Period	Action at end of retention period	Ownership	Rationale	
<b>2.1</b>	<b>Enquiry information</b>					
<b>2.1.1</b>	Information relating to handling enquiries from prospective students. Includes study preferences. For example, Campus Tours, UCAS fairs, Alumni Events, Open Days.	Personally identifiable data	Current Academic Year +1 Year	Destroy	Course Enquiries & Customer Relationship Management	Jisc
<b>2.1.2</b>		Anonymised data	Current Academic Year +5	Destroy	Course Enquiries & Customer Relationship Management	Jisc
<b>2.2</b>	<b>Application and admission information</b>					
<b>2.2.1</b>	For example: application forms, references, transcripts of entry qualifications, copies of certificates, RPCL (Recognition of prior certified learning), RPEL (Recognition of prior experiential learning), RPA (record of prior acceptance); payment information	Enrolled Applicants	Completion of study/ end of relationship with University +6 Years	Destroy	Admissions	Data Protection Act 2018; UoW Guidance - Admissions; Jisc; Limitation Act 1980
<b>2.2.2</b>		Un-enrolled Applicants	End of Admissions Cycle +1 Year	Destroy	Admissions	Jisc; UoW Admissions Procedures; SI 2006/1031 Regulations 23, 39 and 42; SI 2003/1660 Regulations 20, 31 and 34; SI 2003/1661 Regulations 20, 31 and 34
<b>2.3</b>	<b>Points based immigration system: Tier 4 records for admission and enrolment</b>					

2.3.1	Supporting documents: Identity and Visa documents; Qualification documents		Completion of Sponsorship +1 year	Destroy	Admissions	UKVI guidance
2.3.2	Financial records and evidence of criminal convictions		Receipt +2 Months	Destroy	Admissions	
<b>2.4</b>	<b>Student Financial information</b>					
2.4.1	Records relating to payment of fees. To include: invoices, statements, credit notes, chasing letters.		Current Financial Year +6 Years	Destroy	Finance	Limitation Act 1980; Jisc
2.4.2	Student bank account details		No more than Current Financial Year +6	Destroy	Finance	Limitation Act 1980; Jisc

### 3. Student Assessment Records

	Records description		Retention Period	Action at end of retention period	Ownership	Rationale
<b>3.1.</b>	<b>Assessed work</b>					
<b>3.1.1</b>	Assessed work, including coursework	Physical submissions	Current Academic Year +1 year	Destroy	Students/ Campus Registry/ Academic College	Jisc; After allocation of marks coursework should be collected by students; Sample of coursework should be maintained for QAA audit purposes
<b>3.1.2</b>		Submissions via the Virtual Learning Environment	Current Academic Year +2 years	Destroy	Students/ Campus Registry/ Academic College	UoW retention guidance - Retention of content in Blackboard; Sample of coursework should be maintained for QAA audit purposes
<b>3.2</b>	<b>Examinations</b>					
<b>3.2.1</b>	Examination Scripts		Current Academic Year +1 year	Destroy	Campus Registry	Jisc
<b>3.2.2</b>	Examiners Reports		Current Academic Year +5 years	Destroy	Quality and Standards	Jisc
<b>3.2.3</b>	Information regarding the general administration of examinations. For example: attendance records and incident forms, correspondence with students etc		Current Academic Year +1 year	Destroy	Campus Registry	Jisc; For audit and/or complaint purposes
<b>3.3</b>	<b>Awarding of Marks</b>					
<b>3.3.1</b>	Progression and Award Boards (to include raw marks where appropriate)		Permanent	Retain Permanently	Campus Registry	Formal record of Award made

3.3.2	Module Boards (to include raw marks where appropriate)		Permanent	Retain Permanently	Campus Registry	Formal records of ratification of marks
3.3.3	Confirmation of award for postgraduate research degrees		Permanent	Retain Permanently	Graduate School Registry	Formal record of Award made

## 4. Student Complaint Records

	Records description		Retention Period	Action at end of retention period	Ownership	Rationale
<b>4.1</b>	<b>Complaints</b>					
4.1.1	Records documenting the handling and result of student complaints where formal procedures are initiated		Last Action on case +6 Years	Destroy	Academic Standards, Quality and Standards	Limitation Act 1980; Student Complaints Procedure; Jisc
4.1.2	Records documenting the handling and result of student complaints where formal procedures are NOT initiated		Last Action on case +3 Years	Destroy	College Office; Student Support Services	Jisc
4.1.3	Records documenting the handling and result of student or third party complaints where the University's formal complaints process is not initiated.		Last Action on case +6 Years	Destroy	Student Support Services	Limitation Act 1980
<b>4.2</b>	<b>Disciplinary procedures</b>					
4.2.1	Records documenting the handling and result of disciplinary procedures		Last Action on case +6 Years	Destroy	Academic Standards, Quality and Standards	Limitation Act 1980; Student Disciplinary Regulations; Jisc
<b>4.3</b>	<b>Mitigating Circumstances</b>					
4.3.1	Key information relating to mitigating circumstances claims by individual students		Completion of studies/end of relationship with University +5 Years	Destroy	Campus Registry	Mitigating Circumstances Regulations (Handbook of Academic Regulations); Jisc
4.3.2	Supporting information to include evidence submitted		Until Completion of Studies	Destroy	Campus Registry	
<b>4.4</b>	<b>Assessment Offences</b>					

4.4.1	Records documenting the handling and the results of assessment offences		Last Action on case +6 Years	Destroy	Academic Standards, Quality and Standards	Limitation Act 1980; Academic Misconduct (Handbook of Regulations); Jisc
<b>4.5</b>	<b>Academic Appeals</b>					
4.5.1	Records documenting the handling and the results of academic appeals, including request for review. Stages 1-3 of the internal process.		Last Action on case +6 Years	Destroy	Academic Standards, Quality and Standards	Limitation Act 1980; Academic Appeal Regulations (Handbook of Regulations); Jisc
<b>4.6</b>	<b>Fitness to Study and Fitness for Registration and Practice</b>					
4.6.1	Records relating to the handling and the results of Fitness to Study procedures		Completion of Studies +6 Years	Destroy	Academic Standards, Quality and Standards	Fitness to Study Procedure; Limitation Act 1980
4.6.2	Records relating to the handling and the results of claims made using the Fitness of Registration and Practice Regulations		Last Action on case +6 Years	Destroy	Academic Standards, Quality and Standards	Fitness for Registration and Practice Regulations; Limitation Act 1980
<b>4.7</b>	<b>Referrals to the Office of the Independent Adjudicator (OIA)</b>					
4.7.1	Records documenting the handling and the results of referrals to the OIA	Where the process completes before completion of studies	Completion of studies/end of relationship with University +6 Years	Destroy	Academic Standards, Quality and Standards	Limitation Act 1980
4.7.2		Where the process completes after completion of studies	Last Action on case +6 Years	Destroy	Academic Standards, Quality and Standards	Limitation Act 1980
<b>4.8</b>	<b>Legal casework</b>					



4.8.1	Records documenting the handling and results of legal actions arising from one or more of the University's formal Complaint or Disciplinary processes		Last Action on case +6 Years	Destroy	Academic Standards, Quality and Standards	Limitation Act 1980
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## 5. Student Attendance Records

	Records description	Retention Period	Action at end of retention period	Ownership	Rationale
5.1	Records of attendance for non-Tier 4 students	Completion of studies +1 Year	Destroy	Student Retention and Engagement, Academic Administration	Attendance data is used to determine debtors
5.2	Records of attendance for Tier 4 students	Completion of sponsorship +18 months	Destroy	Student Retention and Engagement, Academic Administration	UKVI guidance
5.3	Records of attendance for Tier 4 students on placements	Completion of Sponsorship +1 year	Destroy	Careers and Employability Services;	UKVI guidance
5.4	Turnstile information regarding entry and exit to University buildings	90 days	Destroy	Estates Planning and Services	

## 6. Student Support Services Records

	Records description	Retention Period	Action at end of retention period	Ownership	Rationale	
<b>6.1</b>	<b>Disability and Learning Support</b>					
<b>6.1.1</b>	Reasonable adjustment information - examples include evidence supplied by student, student consent, special arrangement reports, appointment information		Completion +6 years	Destroy	Disability and Learning Support	Jisc; Limitation Act 1980
<b>6.1.2</b>	Records documenting students' interaction with the service (Student Case Files) - examples include medical evidence, notes of interaction with students, additional letters for MC's, needs assessment reports (DSA), letter of entitlement		Completion +6 years	Destroy	Disability and Learning Support	Jisc; Limitation Act 1980
<b>6.2</b>	<b>Student Advice Services</b>					
<b>6.2.1</b>	Records documenting students' interaction with the service (Student Case Files) - examples include student financial details, medical information, Visa and passport details		Completion +6 years	Destroy	Student Funding and Advice	Jisc; Limitation Act 1980
<b>6.3</b>	<b>Careers and Employability Services</b>					
<b>6.3.1</b>	Records documenting students interaction with the Careers Service to include student CV's		Completion of studies +3 years	Destroy	Careers and Employability Services	The Equality Act 2010

6.3.2	Records relating to the administration of student placements that are credit bearing including placement agreements and monitoring spreadsheets		Completion of studies +6 years	Destroy	Careers and Employability Services	
6.3.3	Records relating to the administration of the student Talent Bank including CV information, supporting statements and student contact details		Completion of studies +6 years	Destroy	Careers and Employability Services	Limitation Act 1980
6.3.4	Information relating to the administration of the Mentoring Service including CV's, expectations of the service etc.		Completion of studies +6 years	Destroy	Careers and Employability Services	Limitation Act 1980
6.3.5	Information relating to the administration of work experience or placement opportunities that are not credit bearing		Completion of studies +6 years	Destroy	Careers and Employability Services	Limitation Act 1980
<b>6.4</b>	<b>Counselling Services</b>					
6.4.1	Records documenting students interaction with the service (Student Case Files) - examples include session notes, email correspondence, statements for MC's		Last contact +6 years	Destroy	Counselling Service	Jisc; Limitation Act 1990
6.4.2	Summary information on students using the service, used for reporting purposes		Current Academic Year +6 years	Destroy	Counselling Service	
<b>6.5</b>	<b>Student Funding Services</b>					

6.5.1	Information relating to applications for scholarships and hardship funds, including the decision making process - successful applications		4 years	Destroy	Student Funding and Advice	
6.5.2	Information relating to applications for scholarships and hardship funds, including the decision making process - unsuccessful applications		1 year	Destroy	Student Funding and Advice	
6.5.3	Information relating to the administration of loans to students		Current Financial Year +6 years	Destroy	Student Funding and Advice	
<b>6.6</b>	<b>Student Accommodation Services</b>					
6.6.1	Records relating to the contractual agreement between the student and the University for accommodation services: to include tenancy agreement and inventory		Termination of contract +6 years	Destroy	Residential Life	Limitation Act 1980
6.6.2	Records relating to applications for accommodation		superseded by contract	Destroy	Residential Life	Limitation Act 1980
6.6.3		Successful	Current Academic Year	Destroy	Residential Life	
6.6.4	Records documenting the handling of enquiries from prospective and current students.	Unsuccessful	Current Academic Year	Destroy	Residential Life	
6.6.5	Incident reports relating to student accommodation		Last Action on case +1 year	Destroy	Residential Life	