Function – Registry (v3 – November 2022)

Responsible Person – Head of Registry

Core electronic (Banner) and paper records about individual students, including:	Retention Period	Disposal Action	Notes
Student core record (contains basic personal details, dates of study, modules studied, and the qualifications awarded)	Permanent	Archive	
Information gathered at enrolment	End of student relationship + 6 years	Destroy	
Records relating to an individual student's Tier 4 visa status	End of Tier 4 sponsorship + 1 year	Destroy	
Student or alumni request for a reference and letter of reference	6 years	Destroy	
Withdrawal from the university	End of Student relationship + 1 year	Destroy	
Records of the handling of individual student request for statements of results/transcripts	End of student relationship + 6 years	Destroy	
Records of the handling of requests for confirmation of individual student awards, attendance or conduct from employers and other educational institutions	End of student relationship+ 6 years	Destroy	
Electronic files providing student information for HESA returns	End of student relationship+ 6 years	Destroy	
Electronic records received and sent to SAAS/SLC	End of student relationship+ 6 years	Destroy	

Electronic files for the Protecting Vulnerable Groups scheme	End of student relationship+ 6 years	Destroy	
Exams and assessment			
Document informing about student special needs for exams	After completion of exams + 6 years	Destroy	
Senior invigilator reports	After completion of exams + 6 years	Destroy	
Records on academic progress, performance and awards, including assessment outcomes	Permanent	Archive	
Records of grade, marks and change of decisions	Permanent	Archive	
Exam papers and scripts	After completion of exams + 6 years	Destroy	
Formal actions to deal with unsatisfactory progress	After completion of exams + 6 years	Destroy	
Awards Records including issue of awards letters, prize letters, transcripts, etc.	Permanent	Archive	
Graduations			
Registering for graduation	Graduation +1 year	Destroy	
Records of payment fee	Graduation +1 year	Destroy	
Correspondence related to graduations	Graduation +1 year	Destroy	
Graduation programme	10 years	Archive	
Timetabling			
Records of the timetabling of teaching & management of teaching space	Creation + 1 year	Destroy	