

Function – Recruitment and Admissions (v1 – June 2019)

Responsible Person – Head of Recruitment, Admissions and Participation

	Type of Records	RETENTION PERIOD	DISPOSAL ACTION	Notes (for example statutory reason for specified retention period)
1	Records of the design, conduct and summary results of student recruitment campaigns and events	Completion of campaign +5 years	Archive	
2	Records of the issue of student recruitment materials in bulk to schools and other organisations	Current Academic Year	Destroy	
3	Records of the handling of enquiries from prospective students	Current Academic Year	Destroy	
4	Records of developing & establishing admission criteria	Superseded +10 years	Destroy	
5	Records of the handling of applications for admission: successful applications	Minimum required: Student Admissions maintains electronic records and a paper copy of the application. The electronic record is kept for 2 to 3 years and then archived according to the instructions of the Registry. The paper /digital copy of those who come to the University are kept for the duration of their studies, plus one year beyond graduation.	Destroy	1973 c.52
6	Records of the handling of applications for admission: unsuccessful applications	18 months	Destroy	