Function – Schools (v1 – June 2019)

Responsible Person – Schools

Type of Records	Retention Period	Disposal	Notes (for example statutory reason
		Action	for specified retention period)
Validation materials	Life of programme + 10 years	Destroy*	
Institutional Led Review (ILR)	Life of programme + 10 years	Destroy*	
Programme and modules amendments	Life of programme + 10 years	Destroy*	
Accreditation letter	Life of programme + 10 years	Destroy*	
Accreditation documentation	Until superseded	Destroy	
Annual Monitoring Data	CAY + 5 years	Destroy	
School and student forums minutes and papers	CAY + 5 years	Destroy	
Programme Handbooks	CAY + 3 years	Destroy	
School governance records e.g. risk management / assessments	Date of assessment + 6 years	Destroy	
School Operational Plans	CAY + 3 years	Destroy	
Student placement non controlled	End of Placement + 6 years	Destroy	
Student placement records	End of Placement + 6 years	Destroy	
Fitness to Practice documentation	End of 'registered student' relationship with institution + 6 years	Destroy	
Financial records for research projects	CAY + 6 years	Destroy	
School specific Disability Student Information	CAY + 6 years	Destroy	
Staff development records including Academic staff activity plans	CAY + 6 years	Destroy	
International Data e.g. recognised teacher certificates	CAY + 1 year	Destroy	
Equipment borrowing records	CAY + 1 year	Destroy	
Plagiarism Panel	Last action + 5 years	Destroy*	

Class attendance records (including	CAY + 6 years	Destroy	
Tier 4 students)			
Records documenting the	Superseded + 10 years	Destroy	
development and establishment of			
the institution's teaching strategy.			

CAY = Current Academic Year

^{*}School to review prior to destruction