

Function – International Centre (v2 – March 2022)

Responsible Person – Head of International Student Recruitment

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Records and contractual documentation relating to Erasmus+	7 years	Destroy	
Records relating to Partnerships development	Lifetime of partnership + 3 year	Destroy	
Records documenting approval of TNE partnerships	Lifetime of partnership + 3 year	Destroy	
Records documenting non-progression of TNE partnerships	3 years	Destroy	
Records documenting active and withdrawn agents	5 years	Destroy	
Records of potential students and their fields of interest	3 years	Destroy	
Records documenting scholarship application and award/decline (internal and external)	5 years	Destroy	