UWS Academy (v2 – May 2021)

Responsible Person – Team Leader, UWS Academy

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Validation Materials	Life of programme + 10 years	Destroy*	
Programme and modules amendments	Life of programme + 10 years	Destroy*	On PSMD
Accreditation letter	Life of programme + 10 years	Destroy*	
Accreditation documentation	Until superseded	Destroy	
Programme Handbooks	CAY + 3 years	Destroy	
Class attendance records (including Tier 4 students)	CAY + 6 years	Destroy	
Advance HE Fellowship achievement records	Until superseded	Destroy	
Financial records for Projects (LTEF & QAA Enhancement Theme)	CAY + 6 years	Destroy	

CAY = Current Academic Year
*Department to review prior to destruction