

Function – Schools (v2 – June 2021)

Responsible Person – Academic Schools

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason 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Accreditation documentation	Until superseded	Destroy	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	
Professional Transcript Information	50 years	Destroy	Specific to School of Health and Life Sciences
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	9 years (3 cycles)	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	
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 Tier 4 students)	CAY + 6 years	Destroy	
Records documenting the development and establishment of the institution's teaching strategy.	Superseded + 10 years	Destroy	

CAY = Current Academic Year

*School to review prior to destruction