

Function – Education Futures (v2 – May 2021)

Responsible Person – Head of Education Futures

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*	
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Accreditation documentation	Until superseded	Destroy	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	Not required for distance learning
Equipment borrowing records	CAY + 1 year	Destroy	

CAY = Current Academic Year

*Department to review prior to destruction