

Function – QuEST (v3 – March 2022)

Responsible Person – Head of QuEST

<b>Type of Records</b>	<b>Retention Period</b>	<b>Disposal Action</b>	<b>Notes (for example statutory reason for specified retention period)</b>
Validation outcomes and report	Life of programme + 10 years	Destroy*	
Institutional Led Review (ILR) paperwork including programme spec / module descriptor / staff profile (where required), SED and student numbers.	Life of programme + 10 years	Destroy*	
ILR outcomes and report	Life of programme + 10 years	Archive	
Collaboration outcomes and reports	Life of programme + 10 years	Archive	
Collaboration materials	End of partnership or following programme amendment (annual)	Destroy	
Collaborative Agreements	Life of programme + 10 years	Archive	
External Examiners' appointment documents, including nomination form, CV & Right to Work documentation	Life of appointment + 6 years	Destroy	
External Examiner Report	Life of appointment + 6 years	Destroy	
Accreditation of external provision	Life of accreditation + 6 years	Destroy	
Committee Papers and Minutes e.g. EAC and Academic Quality Committee	CAY + 5 years	Destroy	
<b>Appeal and Academic conduct</b>			
All records relating to the appeal, including notice of appeal, outcome letter and committee minutes.	Last action + 6 years	Destroy	
All records relating to the complaint including internal/external	Last action + 6 years	Destroy	

correspondence, minutes and outcome letter			
All records relating to the disciplinary	Last action + 6 years	Destroy	
All records relating to the suspension	Last action + 6 years	Destroy	

CAY = Current Academic Year

\*QuEST to review prior to destruction