

Function – Learning, Teaching and Student Success (v1 – January 2025)**Responsible Person – Director of Learning and Teaching Enhancement**

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Accreditation documentation	Until superseded	Destroy	
Equipment borrowing records	CAY + 1 year	Destroy	
Advance HE Fellowship achievement records	Until superseded	Destroy	
Financial records for Projects: (LTEF & QAAS Enhancement Theme)	CAY + 6 years	Destroy	
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	

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
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	
Appeal and Academic conduct			
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 disciplinary	Last action + 6 years	Destroy	
All records relating to the suspension	Last action + 6 years	Destroy	

CAY = Current Academic Year

*Department to review prior to destruction

This records retention schedule replaces the Education Futures & UWS Academy.