

## 1. Teaching

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Teaching strategy and policy	Superseded	10 years	Review for archival value	JISC Guidance
Teaching Procedures Development	Superseded	5 years	Review for archival value	JISC Guidance
Records documenting the development of the institution's internal quality assurance processes	Retain whilst current			JISC Guidance
Conduct and results of internal and external Quality reviews	Current academic year	1 year		JISC Guidance
Design and development of taught programmes	Life of programme	10 years		JISC Guidance
Taught course development and teaching materials		Life of course		JISC Guidance
Approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies		Life of programme		JISC Guidance
Reviews, reports and feedback on taught courses	Current academic year	5 years		JISC Guidance
Design and development of taught course assessments		Life of course		JISC Guidance

Records documenting the timetabling of teaching and management of teaching spaces	Current academic year			JISC Guidance
General University / Department / Programme guidance for students		Permanent	<p>Physical copies: send to University Archives for permanent preservation.</p> <p>Electronic records should be retained by the Records Owner (in a separate and clearly labelled folder) on an interim basis pending the development and introduction of a University-wide electronic archive</p>	To be retained as part of Institutional Archives