

### 3. Student Records

#### Recruitment

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Records documenting the development and establishment of the institution's student administration strategy	Superseded	10 years	Review for archival value	JISC Guidance
Records documenting the formulation of plans for the implementation of the institution's student administration strategy	Superseded	10 years	Review for archival value	JISC Guidance
Records documenting the conduct and results of audits and reviews of the student administration function, and responses to the results	Current academic year	10 years	Review for archival value	JISC Guidance
Records documenting the development and establishment of the institution's student administration policies	Superseded	10 years	Review for archival value	JISC Guidance

Records documenting the development and establishment of the institution's student administration procedures	Superseded	10 years		JISC Guidance
Records (i.e. database or spreadsheet) of enquirers	Current year	1 year		Good practice
Enquiries from enquirers and copy letter/email responses	Current year	1 year		Good practice
Summaries and analysis of student enquiry and recruitment data	Current year	5 years		JISC Guidance
Management and organisation of student recruitment campaigns and events (i.e. Open Days), and attendee lists	Completion of campaign	5 years		JISC Guidance
Records documenting the design, operation and summary results of University wide student recruitment schemes	Current academic year  OR  Termination of scheme	5 years	Review for archival value	JISC Guidance

Records documenting the issue of student recruitment materials in bulk to schools and other organisations	Current academic year			JISC Guidance
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## Admissions

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
University Admissions Policy	Superseded	10 years	Send to University Archives for permanent retention	Forms part of institutional memory
School / Department Admissions Policy	Superseded	10 years	Send to University Archives for permanent retention	Forms part of institutional memory
Application forms	Termination of relationship with student	6 years		Limitation Act 1980 c. 58 Except sections required as part of core student record ( <i>see below</i> )
Application forms for applicants who <u>do not</u> become students ( <i>including application forms for unsuccessful applicants to postgraduate courses and</i>	Current academic year	1 year		SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34  Equality Act, 2010 c. 15

successful applicants who fail to register)				Forms for applicants whose application is to be considered again in a subsequent year may be retained  Except in cases where the application has been subject to investigation ( <i>See below</i> )
Application forms and supporting evidence containing false or misleading information, which have been subject to investigation	Current academic year	5 years		JISC Guidance
Supporting documents for applications (including UCAS and direct) – successful applicants	Termination of relationship with student	6 years		JISC Guidance

#### Tier 4: Points based immigration system

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Copy of passport or immigration status document	Termination of relationship with student	6 years		To ensure information is available in case of enquiries, audits and disputes; UKVI sponsorship guidance  U. K. Visas and Immigration <a href="#">Points-based system: guidance for employers and sponsors Appendix D</a>

Contact details	Termination of relationship with student	1 year		To ensure information is available in case of enquiries, audits and disputes  Contact details must be updated regularly and a history of past details maintained
Records of absence of attendance	Termination of relationship with student	1 year		To ensure the attendance of overseas students can be monitored effectively.

## Student Registration & Induction

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Records documenting the registration of individual students on programmes	Termination of relationship with student	6 years		The Limitation Act 1980 c. 58
Records containing summaries and analyses of data on registration of students on programmes	Current academic year	5 years		Industry standard
Records documenting the administration of induction programmes and events for new students	Current academic year	1 year		JISC Guidance

## Managing the Student Record

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
<p>To consist of a minimum of:</p> <ul style="list-style-type: none"> <li>• Student Name / Number</li> <li>• Date of Birth</li> <li>• Date of Entry</li> <li>• Date Finished</li> <li>• Address (at initial commencement and at completion of programme)</li> <li>• Previous qualifications/fulfilment of admissions requirement</li> <li>• School</li> <li>• Name of Personal Tutor</li> <li>• Programmes undertaken (with dates)</li> <li>• Modules taken and credits achieved</li> <li>• Performance and assessment (overall grades and classification)</li> <li>• Name of award, date and result of award</li> <li>• Professional/statutory body accreditation</li> </ul>	Point of entry	Permanent retention		Enduring value

<ul style="list-style-type: none"> <li>• <u>Summary</u> of student placement</li> <li>• <u>Summary</u> of additional data on relevant non-academic achievements and activities relating to BU (e.g. voluntary work, Peer Guides)</li> <li>• Factual information relating to withdrawal or exclusion</li> <li>• PGR – Supervisor details and title of thesis</li> <li>• PGT – Title of Dissertation</li> <li>• Fitness to Practise documentation (where applicable)</li> </ul>				
<p>Records containing personal data on individual students (other than data required in the Core Student Record)</p>	<p>Recommended: Termination of relationship with student</p>	<p>6 years (maximum)</p>		<p>The Limitation Act 1980 c.58</p> <p>Minimum required. Variable for different types of personal data.</p> <p>Retention must comply with Data Protection legislation</p>

## Student Progress

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Feedback provided to individual students on academic progress	Termination of relationship with student	6 years		The Limitation Act 1980 c. 58
Records documenting pastoral support given to individual students including personal tutor meeting notes	Termination of relationship with student	6 years		The Limitation Act 1980 c. 58
Formal action taken by the university to deal with unsatisfactory progress	Termination of relationship with student	6 years		The Limitation Act 1980 c. 58
Records relating to the transferring of individual students to new programmes or courses	Termination of relationship with student	6 years		The Limitation Act 1980 c. 58
Handling of requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions	Last action on request	1 year		JISC Guidance

Attendance database / spreadsheet (held by School)	Termination of relationship with student	1 year		U. K. Visas and Immigration <a href="#">Points-based system: guidance for employers and sponsors Appendix D</a>
Case files relating to failure to engage appeals	Termination of relationship with student	6 years		The Limitation Act 1980 c. 58  For extenuating circumstances refer to <b>Student Support</b>

## Assessment Administration

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Records documenting the development and establishment of the institution's academic assessment policies: key records	Superseded	10 years	Review for archival value	JISC Guidance
Master copies of procedures relating to academic assessment	Superseded	10 years	Review for archival value	JISC Guidance
Coursework/projects (summative assessments)*	Confirmation of marks/grades by Board of Examiners	1 year		Relevant time to let students exercise right of appeal or in case of any other dispute.

Examination scripts*	Confirmation of marks/grades by Board of Examiners	1 year <i>(Unless required for a longer period by a professional or external body for quality assurance purposes)</i>		Relevant time to let students exercise right of appeal or in case of any other dispute.
Examination question papers		Permanent		Scanned copy on BU Library E-Resources catalogue for student access
Dissertations submitted / completed by students	Confirmation of marks/grades by Board of Examiners	1 year	Dissertations of distinction standard, of relevance to Wales or Welsh History transfer to National Library of Wales and University Library in line with academic regulations	Relevant time to let students exercise right of appeal or in case of any other dispute.
Examination guide for students	Current academic year	1 year		-

Records documenting the selection and appointment of examination invigilators	Current academic year	1 year		JISC Guidance
Records documenting the control of examination papers and examination scripts	Current academic year	1 year		JISC Guidance
Appointment of External Examiners	End of term of office	6 years		Quality Assurance department policy

\* Examples of assessed work for all modules must be kept for reference, representing a range of award classes. These must be kept for at least 3 years after the final Board of Examiners for each programme.

## Student Support

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Counselling Service student notes	Termination of relationship with student	6 years from the end of the academic year		The Limitation Act 1980 c. 58
Head of Student Support casework files	Termination of relationship with student	6 years from the end of the academic year		The Limitation Act 1980 c. 58

<p>Records documenting the provision of support and assistance provided to students with disabilities and Dyslexia</p> <p><i>Case files; including consent forms, correspondence, needs assessment, medical evidence, exam contracts, correspondence with LEA about DSA funding</i></p>	Termination of relationship with student	6 years		The Limitation Act 1980 c. 58
Mental Health Advisor case sheets	Termination of relationship with student	6 years		The Limitation Act 1980 c. 58
<p>Records documenting the provision of financial aid funds to individual students and the provision of crisis/hardship payments</p> <p><i>Activities include: providing advice to students about financial aid funds and assisting them to apply for funds; handling applications for financial aid funds</i></p>	Current financial / academic year	6 years		The Limitation Act 1980 c. 58

Use of support services by individual students (including disability support, careers advice)	Completion of student's programme	6 years		The Limitation Act 1980 c. 58
Records documenting the award of bursaries / scholarships / studentships / fellowships to individual students  <i>Includes; spreadsheets, databases, payment requests, correspondence, student expense claims and receipts</i>	Current financial year	6 years		The Limitation Act 1980 c. 58
Student mentoring: Peer Guide application forms (summary of a student's voluntary work to be kept on Core Student Record)	Termination of relationship with individual	2 years		Department's own policy
Records documenting nominations for prizes, the consideration of nominations and notifications to recipients of prizes	Current academic year	5 years		JISC Guidance

List of prize winners		While prize is awarded	Review for archival / informational value	-
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### Student Accommodation (University Halls)

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Tenancy agreements (signed)		1 year after student has moved out of halls		Allows time to resolve queries / issues
Allocating accommodation: Medical or disability information from student		1 year after student has moved out of halls		Allows time to resolve queries / issues
Accommodation termination notifications		Retain for administrative purposes and destroy when no longer current		-

## Student Disciplinary Case Hearings

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
<p>Disciplinary cases relating to students (on non-professional courses) which did not lead to a formal investigation</p> <p><i>Records of allegations where there was a decision not to conduct an investigation</i></p>	Last action on case	1 year		The Limitation Act 1980 c. 58
<p>Disciplinary cases relating to students (on non-professional courses) which led to a formal investigation</p> <p><i>Board of Discipline files, Investigations by Disciplinary Officers including Halls Disciplinary Panels and IS Disciplinary Panels</i></p>	Last action on case	6 years	Weed after 6 years to retain and archive records of disciplinary action which must affect subsequent references and destroy remaining material. If legal proceedings are in progress, records must be retained for a longer period	The Limitation Act 1980 c. 58

<p>Disciplinary cases relating to students (on professional courses) which did not lead to a formal investigation</p> <p><i>Records of allegations where there was a decision not to conduct an investigation</i></p>	<p>Termination of relationship with student</p>	<p>7 years</p>		<p>The Limitation Act 1980 c. 58</p>
<p>Disciplinary cases relating to students (on <u>professional</u> courses) which led to a formal investigation</p> <p><i>Board of Discipline files, Investigations by Disciplinary Officers including Halls Disciplinary Panels and IS Disciplinary Panels</i></p>	<p>Termination of relationship with student</p>	<p>7 years</p>	<p>Weed after 6 years to retain and archive records of disciplinary action which must affect subsequent references and destroy remaining material. If legal proceedings are in progress, records must be retained for a longer period</p>	<p>The Limitation Act 1980 c. 58</p>

## Academic Appeals

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Records documenting the handling and results of academic appeals by individual students  <i>Case files held by Regulations, Complaints and Appeals Officer</i>	Last action on case	6 years	See Core Student Record guidance	The Limitation Act 1980 c. 58

## Student Complaints

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Records of complaints made by students	Last action on case	6 years	See Core Student Record guidance	The Limitation Act 1980 c. 58

## Fitness to Practise Case Handling

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Preliminary investigation case file	Termination of relationship with student	7 years		The Limitation Act 1980 c. 58
Formal University consideration case files <i>Including Fitness to Practice Committee and Fitness to Practise Appeals Committee</i>	Termination of relationship with student	7 years	See Core Student Record guidance	The Limitation Act 1980 c. 58
Minutes and papers of Fitness to Practise committees	Last action on case	7 years		Recommended by JISC student records guidance, <a href="http://www.jiscinfonet.ac.uk/partnerships/records-retention-he/managing-student-records">http://www.jiscinfonet.ac.uk/partnerships/records-retention-he/managing-student-records</a>

## Unfair Practice

Description of Record	Retention Period Begins	Retention Period	Disposal Action	Rationale
Case files relating to students on non-professional courses - dismissed cases  <i>Chair of Board of Examiners case files</i>	Last action on case	1 year		The Limitation Act 1980 c. 58
Case files relating to students on non-professional courses - where unfair practice is found but case is not referred to a University Panel  <i>Chair of Board of Examiners case files</i>	Last action on case	6 years	See Core Student Record guidance	The Limitation Act 1980 c. 58
Case files relating to students on <u>professional</u> courses - dismissed cases	Termination of relationship with student	7 years	See Core Student Record guidance	The Limitation Act 1980 c. 58

<p>Case files relating to students on professional courses - where unfair practice is found but case is not referred to a University Panel</p> <p><i>Chair of Board of Examiners case files</i></p>	<p>Termination of relationship with University</p>	<p>7 years</p>	<p>See Core Student Record guidance</p>	<p>The Limitation Act 1980 c. 58</p>
<p>Case files where allegations are referred to a University Panel</p>	<p>Termination of relationship with University</p>	<p>7 years</p>	<p>See Core Student Record guidance</p>	<p>The Limitation Act 1980 c. 58</p>