Records Retention Schedule for Academic Programme Administration

This retention schedule is based on the recommendations made by the Joint Information Systems Committee. The letter indicates the final disposition of each type of record, and applies to original records. Where copies of originals are kept locally, these can be destroyed when these are no longer required.:
   A = 1 copy to be transferred to the University Archive. See Retention Schedule Guidelines for further details.
   D = Destroyed.

The number following the letter code indicates the period (in years) after which records may be destroyed, and is the minimum retention period required by best practice or legislation. It assumes a new file is opened at the start of each academic, calendar or financial year, and is **always** calculated from the date of the last record in the file.

Academic programmes includes taught programmes and research programmes which lead to academic awards.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Authority
ACADEMIC PROGRAMMES/POLICY • identifying requirements for new/revised policy • undertaking research • developing policy proposals • consulting on policy proposals • reviewing and revising policy proposals in the light of comments received • drafting policy documents • consulting on policy documents • reviewing draft policy documents in the light of comments received • producing final policy documents • submitting final policy documents for formal approval • formally approving policy documents • disseminating policy documents • reviewing policy	Key records documenting the development and establishment of the institution's academic programme administration policies. Examples include Learning & Teaching Board and the Undergraduate and Postgraduate Studies Committees Schools working papers documenting development and establishment of the institution's academic programme administration policies.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	

Records Retention Schedule for Academic Programme Administration (2)

ACADEMIC PROGRAMMES/PROCEDURES • identifying needs for new/revised procedure • undertaking research • analysing work processes • drafting procedure documents • consulting on procedure documents • reviewing draft procedure documents in the light of comments received • trialling procedure • refining procedure as a result of trials • submitting final procedure documents for formal approval • formally approving procedure documents • disseminating procedure documents • reviewing procedure.	Master copies of procedures relating to student administration. Development of the institution's procedures relating to student administration.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	
ACADEMIC PROGRAMMES/CO-ORDINATION • timetabling teaching • compiling class and tutorial lists • scheduling the submission, marking and return of assessed work, and monitoring compliance with these schedules • monitoring students' attendance • organising required work placements • issuing attendance certificates for postgraduate research students.	Administration of academic programmes.	D: Current academic year + 3 years	