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.

Assessment means all types of formative and summative assessment.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Legislative Authority
STUDENTASSESSMENT/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 assessment administration policies. Working papers documenting development and establishment of the institution's academic assessment administration policies.	A: Superseded + 10 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	

Records Retention Schedule for Student Assessment (2)

STUDENT ASSESSMENT/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 academic assessment. Development of the institution's procedures relating to academic assessment.	A: Superseded + 10 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	
STUDENT ASSESSMENT/ADMINISTRATION • appointing and training examination invigilators • controlling examination materials • timetabling examinations • organising examination facilities (including arrangements for students with disabilities) • monitoring attendance at examinations and reporting mitigating circumstances and absences to academic departments • administering the marking of examination scripts • collating examination results • issuing pass lists and individual notifications of examination results • monitoring submission of assessed coursework and reporting problems to academic departments • administering the submission and examination of postgraduate theses • administration of prizes	Selection and appointment of examination invigilators. Design and delivery of training for examination invigilators. Control of examination papers and examination scripts. Timetabling of examinations. Organisation of examination facilities, including special arrangements for students with special needs. Individual students' attendance at examinations, and the handling of reports of mitigating circumstances. Collation of examination results and compilation of pass lists and individual notifications of results.	D: Current academic year + 1 year D: Current academic year + 1 year D: Current academic year + 1 year D: Current academic year + 1 year D: Current academic year + 1 year D: Current academic year + 1 year D: Current academic year + 1 year	

STUDENTASSESSMENT/ADMINISTRATION (Continued)	Individual students' submission of assessed work and handling of reports of mitigating circumstances.	On campus courses: D: 4 months after decision of the relevant Award/Progression/Resit Board Flexible/distance learning courses D: 12 months after decision of the relevant Board	
	Issue of awards lists and individual notifications of awards.	D: Current academic year + 1 year	
	Pass Lists/Awards lists	D: Issue of list + 10 years	
STUDENTASSESSMENT/EXAMBOARDS • arranging Board meetings; preparing papers for Board meetings • recording decisions of Board meetings • taking/co-ordinating action to be carried out as a result of Board decisions.	Arrangements for meetings of a Board.	D: Current year + 1 year	
	Conduct of the business of a committee: agenda, minutes and papers.	D: Current academic year + 6 years	Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6
	Conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	D: Current academic year + 6 years	Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6
STUDENTASSESSMENT/EXTERNALEXAMINERS • recruiting and appointing external examiners • liaising with external examiners on administrative matters (e.g. accommodation, expenses).	Selection and appointment of external examiners.	D: Termination of appointment + 1 year	
	Liaison with external examiners on administrative matters.	D: Current academic year + 1 year	