This category covers the delivery of all taught programmes, regardless of the type of award they lead to and whether they are delivered using traditional teaching methods (e.g. lectures, seminars, practical instruction) or newer methods (e.g. distance learning, e-learning, blended learning, workplace learning). It is also intended to cover programmes delivered in collaboration with other HE institutions, with FE institutions or with other organisations.

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.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Legislative Authority
TEACHING/STRATEGY • identifying requirements for new/revised strategy • undertaking research • developing strategy proposals • consulting on strategy proposals • reviewing and revising strategy proposals in the light of comments received • drafting strategy documents • consulting on strategy documents • reviewing draft strategy documents in the light of comments received • producing final strategy documents • submitting final strategy documents for formal endorsement • formally endorsing strategy documents • disseminating strategy documents	Key records documenting the development and establishment of the institution's teaching strategy Working papers documenting development and establishment of the institution's teaching strategy	A: Superseded + 10 years Copy to the University Archive after approval for permanent retention. D: Issue of strategy + 1 year	

Records Retention Schedule for Learning & Teaching Records (2)

TEACHING/STRATEGY (continued) • reviewing strategy			
TEACHING/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 teaching policies. Working papers documenting development and establishment of the institution's teaching policies.	A: Superseded + 10 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	
TEACHING/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 teaching. Development of the institution's procedures relating to teaching.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	

Records Retention Schedule for Learning & Teaching Records (3)

TEACHING/QUALITYSTANDARDS • conducting internal reviews of teaching quality and standards, including peer reviews • facilitating and participating in external reviews of teaching quality and standards • collecting data on teaching quality and standards (Teaching Quality Information) as required by the Higher Education Funding bodies	The conduct and results of formal internal reviews of teaching quality, and responses to the results. The conduct and results of external reviews and audits of teaching quality and standards.	D: Current academic year + 5 years Copy of final report to the University Archive after approval for permanent retention. D: Current academic year + 5 years Copy of final report to the University Archive after approval for permanent retention.	
TEACHING/PROGRAMMES/ASSESSMENT • setting assessments • marking/grading assessments • reviewing marks/grades awarded in response to notifications of mitigating circumstances • conducting meetings of examination boards • determining awards and classifications.	The design and development of assessments. Submitted/completed assessments: formative assessments. Submitted/completed assessments: summative assessments. Marks/grades given to submitted/ completed summative assessments and, where appropriate, awards and classifications.	D: Life of programme D: Current academic year D: Confirmation of marks/grades by Board of Examiners + 6 months. D: Current academic year + 6 years	Limitation Act1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6
TEACHING/PROGRAMMES/DELIVERY • preparing teaching and learning materials • planning and conducting teaching and learning events • providing opportunities for students to gain formative feedback on their learning (e.g. through peer assessment of presentations or completion of self-assessment tasks).	The preparation of teaching and learning materials. The planning and conduct of teaching and learning events.	D: Current academic year + 1 year D: Current academic year + 1 year	

Records Retention Schedule for Learning & Teaching Records (4)

TEACHING/PROGRAMMES/DEVELOPMENT • designing and developing new programmes and new modules in existing programmes • revising existing programmes and modules • withdrawing programmes or modules • obtaining and maintaining accreditation for programmes.	The design and development of modules of taught programmes. Obtaining approval and/or accreditation for modules of taught programmes from professional, statutory or other accreditation bodies.	D: Life of programme + 10 years Copy of Module Descriptors to University Archive for permanent retention on approval D: Life of programme	
TEACHING/PROGRAMMES/MONITORINGSUPPORT • providing support and guidance to taught students on programme/module selection • providing academic feedback, advice and guidance to students • providing advice and guidance to students whose progress is unsatisfactory or who are considering suspending or terminating their studies.	Feedback on academic progress, and general academic guidance and support, given to individual taught students.	D: Completion of student's programme + 6 years May include email correspondence.	Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6
TEACHING/PROGRAMMES/REVIEW • collecting and analysing student numbers and other programme statistics • collecting, reviewing and responding to feedback on programmes from staff, students, external examiners and others.	Data on, and analyses of, student numbers and other taught programme statistics. Routine solicited feedback on taught programmes from staff & examiners. Routine solicited feedback on taught programmes from students. Anonymised summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students. Reports of routine internal reviews of taught programmes. Conduct and results of formal independent reviews of taught programmes, & responses to results.	D: Current academic year + 5 years D: Current academic year + 5 years OR Life of course + 1 year D: Completion of analysis of feedback D: Current academic year + 5 years OR Life of course + 1 year D: Current academic year + 5 years D: Current academic year + 5 years	