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| **Student Administration & Support Records Retention Schedule** |

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**Introduction**

This revised schedule has been developed to make it easier for staff across the University to know how long they should retain student administration and student support records. The retention periods have been set to meet the University’s operational needs and to comply with legal and regulatory requirements.

**The Layout of the Schedule**

The schedule is set out in sections based on the University’s Student Administration and Support activities. Under each activity the records generated in the course of that activity are listed with the appropriate retention period.

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |

**Reference**

Each activity has been allocated a reference and each group of records a sub reference to make it easier to navigate the schedule.

**Records**

Under each activity the schedule lists the common groups of records which relate to the individual processes which take place under that activity.

**Held By**

This identifies the areas of the University holding these records. It may list one of the following:

*School* – this means that records are likely to be held by many if not all Schools. English Language Programmes is included in the definition of a School for ELP and IFP purposes.

*Registry* – this means that the records are held by Registry.

*SIMS (Registry)* – this means that the records are held in the Student Information Management System.

*Division* – this means that the records may be held by a University Division.

*The acronym or name of a specific Division or section* – this means that the records are only held by the Division or section named (e.g. Communications & Marketing; GOVRN; VCO; CARVS; Student Life Services).

*The name of a specific School* – this means that the records are only held by the School specifically named (e.g. SONMS; PYSCH; CLAWS; SOHCS).

**Retention**

This sets out the time period for which the records should be retained. If records should be transferred to the Institutional Archive or reviewed for archival value at the end of the retention period, this will also be noted. Contact the University Records Manager for details of how to transfer records to the Institutional Archive.

**Citation**

This provides reference to any Acts of Parliament, regulations or good practice guidance which relate to the retention period.

If you need any further help in using the retention schedule contact Sarah Phillips, the University Records Manager, ext. 10593 or phillipssj7@cardiff.ac.uk.

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| **3.1** | **Activity: Managing Student Administration** | | | |
| 3.1.1 | Records documenting the development and establishment of the institution's student administration strategy | Registry | Superseded + 10 years. Review for archival value |  |
| 3.1.2 | Records documenting the formulation of plans for the implementation of the institution's student administration strategy | Registry | Superseded + 10 years. Review for archival value |  |
| 3.1.3 | Records containing data on, and analyses of, performance against the plans for the implementation of the institution's student administration strategy  **For data on and analyses of performance against international recruitment strategy please see 3.4.46 and 47** | Registry | Current academic year + 1 year |  |
| 3.1.4 | Records containing reports of performance against the plans for the implementation of the institution's student administration strategy | Registry | Current academic year + 10 years. Review for archival value |  |
| 3.1.5 | Records documenting the conduct and results of audits and reviews of the student administration function, and responses to the results | Registry | Current academic year + 10 years. Review for archival value |  |
| 3.1.6 | Records documenting the development and establishment of the institution's student administration policies | Registry | Superseded + 10 years. Review for archival value |  |
| 3.1.7 | Records documenting the development and establishment of the institution's student administration procedures | Registry | Superseded + 10 years |  |
| **3.2** | **Activity: Student Recruitment** | | | |
| 3.2.1 | Records of enquirers and prospective students  (i.e. database/spreadsheet/customer relationship management system) not including special category data as defined by the General Data Protection Regulations | Communications & Marketing | Stated academic year of interest + 3 years |  |
| 3.2.2 | Records (i.e. database or spreadsheet) of enquirers and prospective students | School | Stated academic year of interest + 1 year |  |
| 3.2.3 | Enquiries from enquirers and copy letter/email responses | School | Stated academic year of interest |  |
| 3.2.4 | Records containing non identifiable summaries and analyses concerning prospective students’ recruitment and numbers converted into applicants | School; Communications & Marketing | Current academic year + 5 years |  |
| 3.2.5 | Records documenting the organisation of School open days | School | Planned date of event + 1 year |  |
| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.2.6 | Lists of anticipated open day attendees | School | Planned date of event + 1 year |  |
| 3.2.7 | Lists of anticipated & actual attendees of 2017 University open days | Communications & Marketing | Completion of event + 2 years |  |
| 3.2.8 | Lists of anticipated & actual attendees of University open days including data submitted in feedback survey | Communications & Marketing | Stated academic year of interest + 3 years |  |
| 3.2.9 | Lists of open day attendees | School | Planned date of event + 1 year |  |
| 3.2.10 | Records documenting the design, conduct and summary results of University wide student recruitment campaigns | Communications & Marketing | Completion of campaign + 5 years, review for archival value |  |
| 3.2.11 | Records documenting the design, organisation and summary results of University wide student recruitment events, e.g. open days **(not including attendee information)** | Communications & Marketing | Completion of event + 5 years, review for archival value |  |
| 3.2.12 | Records documenting the design, activity, operation and summary results of University wide student recruitment schemes (e.g. widening participation scheme) | Communications & Marketing | Current academic year + 5 years OR termination of scheme + 5 years.  Review for archival value |  |
| 3.2.13 | Records of participants in widening participation scheme | Communications & Marketing | Last engagement + 5 years |  |
| 3.2.14 | Data for analysing the success of the widening participation scheme, including participant identifiable information | Communications & Marketing | Current academic year + 5 years |  |
| 3.2.15 | Records documenting the issue of student recruitment materials in bulk to schools and other organisations | Communications & Marketing | Current academic year |  |
| **3.3** | **Activity: Student Admissions** | | | |
| 3.3.1 | University Admissions Policy | Registry | Superseded + 10 years, transfer to Institutional Archive |  |
| 3.3.2 | School Admissions Policy | School | Superseded + 10 years, transfer to Institutional Archive |  |
| 3.3.3 | Applicant record on SIMS (including electronic copy of application form) - successful applicants  **except sections required as part of core student record, see 3.6** | SIMS (Registry) | End of student relationship with University + 6 years |  |
| 3.3.4 | Applicant record on SIMS (including electronic copy of application form) - unsuccessful applicants  **except in cases where the application has been subject to investigation under the Application Verification Policy, see 3.3.27** | SIMS (Registry) | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.3.5 | Electronic supporting documents for applications (including UCAS and direct) – successful applicants | SIMS (Registry) | End of student relationship with University + 1 year | UK Visas & Immigration *Points-based system: guidance for employers and sponsors Appendix D* |
| 3.3.6 | Electronic supporting documents for applications (including UCAS and direct) – unsuccessful applicants | SIMS (Registry) | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.7 | Paper supporting documents for applications (including UCAS and direct) received **before** **31st January 2013** – successful applications | Registry; School | End of student relationship with University + 1 year | UK Visas & Immigration *Points-based system: guidance for employers and sponsors Appendix D* |
| 3.3.8 | Paper supporting documents for applications (including UCAS and direct) received **before** **31st January 2013** – unsuccessful applicants  **except in cases where the application has been subject to investigation under the Application Verification Policy, see 3.3.27** | Registry; School | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.9 | Paper supporting documents for applications (including UCAS and direct) **received after 31st January 2013** | Registry; School | Until uploaded onto SIMS |  |
| 3.3.10 | Paper application forms (including UCAS and direct) received **before** 2012/13 - successful applications | School; Registry | End of student relationship with University + 6 years |  |
| 3.3.11 | Paper application forms (including UCAS and direct) received **before** 2012/13 - unsuccessful applications  **except in cases where the application has been subject to investigation under the Application Verification Policy, see 3.3.27** | School; Registry | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.12 | Paper UCAS application forms received **after** 2012/13 (where held) – successful applicants | School | Current academic year |  |
| 3.3.13 | Paper UCAS application forms received **after** 2012/13 (where held) – unsuccessful applicants  **In cases where the application has been subject to investigation under the Application Verification Policy, see 3.3.27** | School | Current academic year **UNLESS** form has been annotated with important information by University staff, if so current academic year + 1 year |  |
| 3.3.14 | Paper direct applications (including University and postgraduate) received **between September 2012- 31st January 2013** – successful applicants | School | End of student relationship with University + 6 years |  |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.3.15 | Paper direct applications (including University and postgraduate) received **between September 2012- 31st January 2013** – unsuccessful applicants | School | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.16 | Paper direct application forms (including equal opportunities sections) received **after** 31st January 2013 | Registry | Until inputted into SIMS |  |
| 3.3.17 | Equal opportunities section of SIMS applicant record – successful applicants | SIMS (Registry) | End of student relationship with University + 1 year |  |
| 3.3.18 | Equal opportunities section of SIMS applicant record – unsuccessful applicants | SIMS (Registry) | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.19 | English Language Programme application forms – successful applicants | English Language Programmes | End of student relationship with ELP + 6 years |  |
| 3.3.20 | English Language Programme application forms – unsuccessful applicants | English Language Programmes | Current academic year + 1 year |  |
| 3.3.21 | Placement tests for successful applicants to the English Language programme | English Language Programmes | End of student relationship with ELP |  |
| 3.3.22 | Entry tests for English Language programme – successful applicants to ELP course **without** an English Language qualification | English Language Programmes | End of student relationship with ELP + 1 year | U. K. Visas & Immigration [*Points-based system: guidance for employers and sponsors Appendix D*](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/) |
| 3.3.23 | Entry tests for English Language programme – unsuccessful applicants to ELP course | English Language Programmes | Current academic year + 1 year |  |
| 3.3.24 | Supporting documents for English Language programme applications including exam certificates, references, curriculum vitaes – successful applicants to ELP course | English Language Programmes | End of student relationship with ELP + 1 year | U. K. Visas & Immigration [*Points-based system: guidance for employers and sponsors Appendix D*](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/) |
| 3.3.25 | Supporting documents for English Language programme applications including exam certificates, references, curriculum vitaes – unsuccessful applicants to ELP course | English Language Programmes | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.26 | Records relating to rescinded offers authorised by the Vice Chancellor | Registry | Current academic year + 5 years |  |
| 3.3.27 | Application forms and supporting evidence containing false or misleading information, which have been subject to the Application Verification Policy | Registry | Current academic year + 5 years |  |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.3.28 | Copies of emails sent via SIMS in acknowledgement of receipt of application | SIMS (Registry) | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.29 | Copy letters of invitation to interview | School | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.30 | Copies of email correspondence with applicant concerning offer - successful applicants | SIMS (Registry) | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.3.31 | Copies of email correspondence with applicant concerning offer - unsuccessful applicants | SIMS (Registry) | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.32 | Interview notes - successful applicants | School | Current academic year + 1 year |  |
| 3.3.33 | Interview notes - unsuccessful applicants | School | Current academic year + 1 year | Equality Act, 2010 c. 15 |
| 3.3.34 | Applicant spreadsheet/database for tracking applications and logging condition of offer, interview details etc | School | Current academic year + 1 year |  |
| 3.3.35 | Decision spreadsheets held by Admissions Tutors | School | Current academic year + 1 year |  |
| 3.3.36 | Records documenting the administration of the clearing process | Registry | Current academic year + 1 year |  |
| 3.3.37 | Electronic copy of Academic Technology Approval Scheme certificate or electronic approval notice received from the Foreign & Commonwealth Office | Registry | End of student relationship with University + 1 year | U. K. Visas & Immigration [*Points-based system: guidance for employers and sponsors Appendix D*](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/) |
| 3.3.38 | Database recording DBS checks | School; Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.3.39 | Disclosure of criminal conviction supporting documents | Registry | 6 months |  |
| 3.3.40 | Minutes of Disclosure of Criminal Conviction Panel | Registry | Current academic year + 11 years |  |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.3.41 | Photocopies of exam certificates and inn membership for specific Law courses | CLAWS | End of student relationship with University + 1 year | U. K. Visas & Immigration [*Points-based system: guidance for employers and sponsors Appendix D*](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/) |
| 3.3.42 | Case files relating to admissions appeals and complaints | Registry | Last action on case + 3 years |  |
| 3.3.43 | Records relating to special admission cases referred to VC or PVC - successful applicants | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.3.44 | Records relating to special admission cases referred to VC or PVC - unsuccessful applicants | Registry | End of admission cycle + 1 year |  |
| 3.3.45 | Records documenting the administration of the clearing process | Registry | Current academic year + 1 year |  |
| 3.3.46 | Records containing identifiable data concerning international student applications and enrolments & analyses of the institution’s performance against strategic objectives for international recruitment | International Office | Current academic year + 1 year |  |
| 3.3.47 | Records containing anonymised data concerning international student applications and enrolments & analyses of the institution’s performance against strategic objectives for international recruitment | International Office | Current academic year + 10 years |  |
| 3.3.48 | Reports containing summaries and analyses of applicant and student statistics | Registry | Current academic year + 5 years, transfer to Institutional Archive |  |
| 3.3.49 | Welsh Government’s Welsh Language Sabbatical Scheme application forms – successful applicants | WELSH | End of student relationship with School + 6 years |  |
| 3.3.50 | Welsh Government’s Welsh Language Sabbatical Scheme application forms – unsuccessful applicants | WELSH | Current academic year + 1 year |  |

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| **3.4** | **Activity: Student Enrolment & Module Selection** | | | |
| 3.4.1 | Records of welcome letters sent to students including instructions for enrolment, pre arrival requirements and School handbook/link to School handbook  **For retention period for School Handbooks see Teaching section of records retention schedule** | School | End of student relationship with University + 6 years  or end of student relationship with ELP + 6 years, as applicable | Limitation Act, 1980 c. 58 |
| 3.4.2 | Records documenting collection of school handbook by students | School | End of student relationship with University + 6 years |  |
| 3.4.3 | Records documenting the enrolment of individual students on programmes | SIMS (Registry) | Permanent, transfer to Institutional Archive as part of core student record after 60 years  (see 3.6 for list of required information) |  |
| 3.4.4 | Records containing summaries and analyses of data on registration of students on programmes | School; Registry | Current academic year + 5 years |  |
| 3.4.5 | Module selection databases or spreadsheets (not including SIMS) | School | Current academic year + 1 year |  |
| 3.4.6 | Change of module correspondence | School | End of student relationship with University + 6 years |  |
| 3.4.7 | PCUTL registration forms | Registry | Current academic year + 1 year |  |
| 3.4.8 | Records containing summaries and analyses of data on registration of students on programmes | Registry | Current academic year + 5 years |  |
| 3.4.9 | Scan or photocopy of passport | SIMS (Registry); ELP | End of student relationship with University + 1 year  For ELP copies end of student relationship with ELP + 1 year | U. K. Visas & Immigration [*Points-based system: guidance for employers and sponsors Appendix D*](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/) |
| 3.4.10 | Scan of international student’s biometric card | SIMS (Registry) | End of student relationship with University + 1 year | U. K. Visas & Immigration [*Points-based system: guidance for employers and sponsors Appendix D*](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/) |
|  | **For Electronic copy of Academic Technology Approval Scheme certificate or electronic approval notice received from the Foreign & Commonwealth Office see 3.3.37** | | | |

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| **3.5** | **Activity: Student Induction** | | | |
| 3.5.1 | Records documenting the design and review of induction programmes for new students | School | Completion of induction programme + 5 years |  |
| 3.5.2 | Records documenting the administration of induction programmes and events for new students | School | Current academic year + 1 year |  |
| 3.5.3 | Records documenting the dissemination of health and safety codes of practice to students | School | Current year + 5 years | Limitation Act, 1980 c. 58 |
| 3.5.4 | Records documenting student attendance and health and safety induction events | School | Current year + 5 years | Limitation Act, 1980 c. 58 |
| 3.5.5 | Electronic copies of induction timetables and welcome packs | English Language Programmes | End of student relationship with ELP + 6 years |  |

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| **3.6** | **Activity: Managing Student Records** |
|  | The University will permanently retain a core student record containing:   * name; * student id.; * date of birth; * date of entry; * date finished; * HESA id. * name of qualification; * level of qualification; * name of awarding institution (UoW, CU); * language of instruction; * language of assessment; * professional/statutory body accreditation; * name of programme; * module code; * level of module; * module title; * number of credits awarded for each module; * date in which credit awarded; * mark or grade for each module studied; * number of attempts to complete a module; * details of study abroad; * details of work placement; * accredited prior certificated and experimental learning; * accredited key skills; * overall credits achieved; * overall mark/grade; * overall classification or performance indicator; * prof/statutory body recognition; * date of award; * date of issue of authentication; * change of course; * student status (e.g. FT, PT, long distance); * personal tutor; * School; * sponsorship details; * employer if contributing to payment for study; * PGR only – names of supervisor; * PGR only – title of thesis; * PGT only – title of dissertation; * Interruption of study (**not** including details); * factual details of withdrawal or exclusion. |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.6.1 | Core student record from SIMS for all current students containing sufficient information to provide transcript and archival record except PGT title of dissertation (see 3.6 for list of required information)  **For PGT dissertation title see 3.15.3** | SIMS (Registry) | Permanent, transfer to Institutional Archive as part of core student record after 60 years | Limitation Act, 1980 c. 58 |
| 3.6.2 | Other information from SIMS student record | SIMS (Registry) | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58;  U. K. Visas & Immigration [*Points-based system: guidance for employers and sponsors Appendix D*](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/) |
| 3.6.3 | Student records held in Registry prior to SIMS including VACS (UG 1992-2000), record cards on microfiche (UG 1989-1995) and microfiche (UG 1970 to 1989) | Registry | Permanent, transfer to Institutional Archive as part of core student record after 60 years | Limitation Act, 1980 c. 58 |
| 3.6.4 | Core student record for PGT and PGR students commencing programmes pre 2005/06 (non Heath Park Schools) containing sufficient information to provide transcript and archival record (see 3.6 for list of required information) | School | Permanent, transfer to Institutional Archive as part of core student record after 60 years | Limitation Act, 1980 c. 58 |
| 3.6.5 | Core student record for PG and UG students commencing programmes at Heath Park Schools pre 2006/07 containing sufficient information to provide transcript and archival record (see 3.6 for list of required information) | School | Permanent, transfer to Institutional Archive as part of core student record after 60 years | Limitation Act, 1980 c. 58 |
| 3.6.6 | Core student record for UG students commencing **non-modular** programmes pre 2004/5 (non Heath Park Schools) containing sufficient information to provide transcript and archival record (see 3.6 for list of required information) | School | Permanent, transfer to Institutional Archive as part of core student record after 60 years | Limitation Act, 1980 c. 58 |
| 3.6.7 | Other student records (paper and electronic) held by Schools **not including** 3.6.4 -6 | School | End of student relationship with University + 6 years | Limitation Act, 1980 c.58 |
| 3.6.8 | Mailing Lists | School | Whilst current |  |
| 3.6.9 | English language programme student database containing details of results | ELP | End of student relationship with ELP + 10 years | Limitation Act, 1980 c.58 |
| 3.6.10 | Records containing standard analyses of data from student records including equal opportunities data | Registry | Current academic year + 5 years, transfer to Institutional Archive |  |
| 3.6.11 | Records documenting the handling of requests for ad hoc analyses of data from individual students' records | Registry | Last action on request + 1 year |  |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.6.12 | Records documenting the handling of requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions | School, Registry | Last action on request + 1 year |  |
| 3.6.13 | Requests from students for a letter to confirm that they are a student at the University and letters provided | Registry | Current academic year + 1 year |  |
| 3.6.14 | Experiment management system reports recording number of hours students have participated in other people's research | PSYCH | Current academic year + 1 year |  |
| 3.6.15 | Personal details form (received from students for updating personal details on SIMS) | Registry | Current academic year + 1 year |  |
| 3.6.16 | Correspondence with students concerning incorrect name on degree certificate including evidence of identification | Registry | Current academic year + 1 year |  |
| 3.6.17 | Academic details change requests | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.6.18 | Student Module Result Maintenance forms | Registry | Current academic year + 1 year |  |
| 3.6.19 | Lists of intercalators/outgoing Erasmus students received from Schools and INTER | Registry | Current academic year + 1 year |  |
| 3.6.20 | Student Support Attendance Requests (SSARs) received from the Students Loan Company | Registry | End of current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.6.21 | Student Support Attendance Confirmation (SSAC) responses sent to the Student Loan Company | Registry | End of current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.6.22 | Requests for confirmation of student’s enrolment at the University received from Research Councils, LEAs, DSA and University studentship | Registry | End of current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.6.23 | NHS Research Passport scheme applications | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.6.24 | Postgraduate Research Exam Results forms | Registry | Date of Awards Committee + 6 years | Limitation Act, 1980 c. 58 |
| **3.7** | **Activity: Student Progress Administration** | | | |
| 3.7.1 | Feedback provided to students on academic progress including assessed work cover sheets and PGR six monthly progress reports | School | End of student relationship with University + 6 years  or end of student relationship with ELP + 6 years, as applicable | Limitation Act, 1980 c. 58 |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.7.2 | Records documenting academic advice and guidance given to individual UG, PGT and PGR students including PhD monitoring files and supervisory meeting logs | School | End of student relationship with University + 6 years  or end of student relationship with ELP + 6 years, as applicable | Limitation Act, 1980 c. 58 |
| 3.7.3 | Records documenting pastoral support given to individual students including personal tutor meeting notes | School | End of student relationship with University + 6 years  or end of student relationship with ELP + 6 years, as applicable | Limitation Act, 1980 c. 58 |
| 3.7.4 | Records documenting formal action taken by the institution to deal with unsatisfactory progress | School | End of student relationship with University + 6 years  or end of student relationship with ELP + 6 years, as applicable | Limitation Act, 1980 c. 58 |
| 3.7.5 | Records documenting the transfer of individual students to new programmes or to new modules within programmes | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.7.6 | Student withdrawal forms and debtor withdrawal letters | Registry | End of student relationship with University + 6 years  **Factual information about withdrawal to be retained as part core student record (see 3.6)** | Limitation Act, 1980 c. 58 |
| 3.7.7 | Records documenting the termination of individual students’ programmes | School; Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| **3.8** | **Activity: Student Financial Support Administration** | | | |
| 3.8.1 | Eligibility requirements and policies for scholarships, bursaries, Financial Contingency Fund, University administered trusts and studentships | School; Student Advice & Money | Superseded + 6 years |  |
| 3.8.2 | Records documenting the assessment of student applications for School bursaries, scholarships and studentships including completed application forms, evidence submitted, assessment forms and outcome letters – successful applicants | School; SIMS (Registry) | Current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.8.3 | Records documenting the assessment of student applications for School bursaries, scholarships and studentships including completed application forms, evidence submitted, assessment forms and outcome letters – unsuccessful applicants | School | Completion of application process + 6 months | Equality Act, 2010 c. 15 |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.8.4 | Records documenting the administration of School bursaries, scholarships and studentships including spreadsheets, databases, payment requests, correspondence, student expense claims and receipts | School | Current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.8.5 | Signed terms and conditions from individual students for receiving University scholarships | Student Advice & Money | End of scholarship + 6 years | Limitation Act, 1980 c. 58 |
| 3.8.6 | Records documenting the administration of University scholarships including spreadsheets, databases, payment requests and correspondence | Student Advice & Money; SIMS (Registry) | Current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.8.7 | Financial Contingency Fund Committee minutes and papers including reports on expenditure | Student Advice & Money | 6 years, transfer to Institutional Archive | Limitation Act, 1980 c. 58 |
| 3.8.8 | Records documenting the assessment of student applications for the University financial contingency fund and University administered trusts including completed application forms, evidence submitted, assessment forms and outcome letters – successful applicants | Schools; Student Advice & Money | Current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.8.9 | Records documenting the assessment of student applications for the University financial contingency fund and University administered trusts including completed application forms, evidence submitted, assessment forms and outcome letters – unsuccessful applicants | Schools; Student Advice & Money | Completion of application process + 6 months | Equality Act, 2010 c. 15 |
| 3.8.10 | Records documenting the administration of the University financial contingency fund and University administered trusts including database and payment requests | Student Advice & Money | Current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.8.11 | Annual payment lists detailing students being paid bursaries | Registry | Registry – current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.8.12 | Annual payment lists detailing students being paid scholarships | Student Advice & Money | Current financial year + 6 years | Limitation Act, 1980 c. 58 |
| 3.8.13 | Emergency Loan Application forms | Student Advice & Money | Current financial year + 1 year |  |
| **3.9** | **Activity: Student Support Services** | | | |
|  | **For records relating to Student Financial Support see section 3.8 Student Financial Support Administration**  **For records relating to Careers Advice Service see section 3. 30 Providing Careers Services** | | | |
| 3.9.1 | Records documenting the development and establishment of the Student Advisory Services and Counselling Division Development Plans | AcSSS | Superseded + 10 years. Review for archival value. |  |
| 3.9.2 | Records documenting the development and establishment of the institution’s student support services management policies | AcSSS | Superseded + 10 years. Review for archival value. |  |
| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.9.3 | Records documenting the development of the institution’s student support services management procedures | AcSSS | Superseded + 5 years. Review for archival value. |  |
| 3.9.4 | Records documenting performance indicators for a student support service | AcSSS | Whilst current |  |
| 3.9.5 | Records containing data on, and analyses of, service performance against plans | AcSSS | Current academic year +1 year |  |
| 3.9.6 | Records containing reports of service performance against plans | AcSSS | Current academic year + 5 years. Review for archival value. |  |
| 3.9.7 | Records documenting the conduct and results of formal audits and reviews of a student support service, and responses to the results | AcSSS | Current academic year + 5 years. Review for archival value. |  |
| 3.9.8 | Material promoting a student support service | AcSSS | Whilst current.  Review for archival value |  |
| 3.9.9 | Student Disability Service case files containing independent diagnostic or medical reports, needs assessments for support at the University, copy correspondence, and copies of students’ database record | Student Life Services | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.9.10 | Student Disability Service’s student cases database | Student Life Services | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.9.11 | Copy letters to students who have disclosed that they have a disability on their application form but have not contacted the DDS | Student Life Services | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.9.12 | Student adviser case files | Student Advice & Money | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.9.13 | Electronic student adviser case notes | SIMS (Student Advice & Money) | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.9.14 | International Student Support VISA application case files | Student Advice & Money | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58;  OISC Code of Standards |
| 3.9.15 | Entry Clearance Scheme case files | Student Advice & Money | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58; OISC Code of Standards |
| 3.9.16 | Student Counselling case notes | Student Health & Wellbeing | End of student relationship with Student Counselling Service + 6 years | Limitation Act, 1980 c. 58 |
| 3.9.17 | Student Counselling appointment diaries | Student Health & Wellbeing | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.9.18 | Results of user/customer surveys: individual responses | AcSSS | Completion of analysis of survey responses |  |
| 3.9.19 | Results of student surveys: summaries and analyses of responses | AcSSS | Completion of survey + 3 years |  |
| 3.9.20 | Applications from students to become mentors held in MS Forms | Student Life Services | Completion of students’ allocation to mentors |  |
| 3.9.21 | Spreadsheets of first year students to be allocated | Student Life Services | Completion of students’ allocation to mentors + 6 months |  |
| 3.9.22 | Spreadsheets of students allocated to mentors including contact details | Student Life Services | Current academic year + 2 years |  |
| 3.9.23 | Reports and records of attendance concerning students created by mentors held in MS Teams | Student Life Services | Current academic year + 2 years |  |
| 3.9.24 | Spreadsheets recording student engagement with Academic Study Skills support up until 2021/2022 | Student Life Services | Current academic year + 2 years |  |
| 3.9.25 | Records of student engagement with Academic Study Skills support within Engage to Serve | Student Life Services | Current academic year + 2 years |  |
| 3.9.26 | Copies of mentor certificates | Student Life Services | Issue of certificate + 2 years |  |
| 3.9.27 | Marketing materials including photographs | Student Life Services | 5 years, transfer to Institutional Archive for review |  |
| **3.10** | **Activity: Student Attendance & Sickness Management** | | | |
| 3.10.1 | Attendance database/spreadsheet | School | End of student relationship with University + 1 year  or end of student relationship with ELP + 1 year, as applicable | U. K. Visas & Immigration [*Points-based system: guidance for employers and sponsors Appendix D*](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/) |
| 3.10.2 | Student Sickness database/spreadsheet | School | End of student relationship with University + 1 year  or end of student relationship with ELP + 1 year, as applicable |  |
| 3.10.3 | Attendance registers/sheets | School | Current academic year + 1 year |  |
| 3.10.4 | Sickness Absence Forms  **For extenuating circumstances forms see section 3.18** | School | End of student relationship with University + 1 year  or end of student relationship with ELP + 1 year, as applicable |  |
| 3.10.5 | Doctor's medical certificates  **For extenuating circumstances forms see section 3.18** | School | End of student relationship with University + 1 year  or end of student relationship with ELP + 1 year, as applicable |  |
| 3.10.6 | Correspondence with non engagers | School; SIMS (Registry) | End of student relationship with University + 6 years  or end of student relationship with ELP + 6 years, as applicable | Limitation Act, 1980 c. 58 |
| 3.10.7 | Case files relating to failure to engage appeals | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| **3.11** | **Activity: Specific Provision Administration** | | | |
| 3.11.1 | School specific provision database/spreadsheet | School | End of student relationship with University + 6 years  or end of student relationship with ELP + 6 year, as applicable | Limitation Act, 1980 c. 58 |
| 3.11.2 | Specific provision database | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.11.3 | Specific provision paper files containing correspondence with students acknowledging provision, annual renewal, warning if provision due to expire, exam timetable etc.; specific provision forms; photocopies of medical evidence | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.11.4 | Correspondence with Disability Dyslexia Service, School Disability Officer and School administration informing them of specific provision allocations | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| **3.12** | **Activity: Allocating Student's to Tutorial/Class/Seminar/Lab Groups** | | | |
| 3.12.1 | Database/spreadsheet containing tutorial/class/seminar or lab groups | School | Current academic year |  |
| 3.12.2 | Tutorial/class/seminar/lab group lists | School | Current academic year |  |
| **3.13** | **Activity: Course Timetabling** | | | |
| 3.13.1 | Records documenting the timetabling of teaching and management of teaching spaces | School | Current academic year |  |
| **3.14** | **Activity: Coursework Administration** | | | |
| 3.14.1 | Paper list/spreadsheet/database logging submission of summative coursework | School | Current academic year + 1 year |  |
| 3.14.2 | Summative assessments including portfolios, assignments and coursework submitted/completed by UG and PGT students | School | Return to student (student to keep for a minimum period of date of Exam Board + 1 year) |  |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.14.3 | Applications for coursework submission extensions | School | Current academic year + 1 year |  |
|  | **For assessment mark spreadsheets held centrally in School including for summative assessments see section 3.17 Exams Administration** | | | |
| **3.15** | **Activity: Projects, Dissertation & Thesis Administration** | | | |
| 3.15.1 | Paper list/spreadsheet/database logging submission of UG and PG students’ research projects or dissertations | School | Current academic year + 1 year |  |
| 3.15.2 | Spreadsheet for keeping track of dissertations sent out to be marked | School | Current academic year + 1 year |  |
| 3.15.3 | Spreadsheet or database of dissertation/project titles and supervisors for PG students | School | Permanent, transfer to Institutional Archive as part of core student record after 60 years (see 3.6 for list of required information) **unless information is held on SIMS** | Limitation Act, 1980 c. 58 |
| 3.15.4 | Dissertations submitted/completed by students | School | Current academic year + 1 year. Dissertations of distinction standard, of relevance to Wales, or in Welsh, Celtic Studies or Welsh History transfer to National Library of Wales and University Library in line with academic regulations  **Sample retained for Quality Assurance purposes** |  |
| 3.15.5 | Theses submitted/completed by students - successful | School | Transfer to National Library of Wales and University Library in line with academic regulations |  |
| 3.15.6 | Theses submitted/completed by students - unsuccessful | School | Return to student on conclusion of examination and appeal process |  |
| 3.15.7 | Applications for extensions | Registry | End of student relationship with University + 6 years |  |
| 3.15.8 | Notice of submission forms | Registry | Current academic year |  |

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| **Reference** | | **Records** | **Held By** | | **Retention** | **Citation** |
| **3.16** | | **Activity: Managing Work Placements** | | | | |
| 3.16.1 | | List, database or spreadsheet containing details for the administration of student placements | | School | End of student relationship with University + 6 years, transfer elements required for permanent preservation as part of core student record to Institutional Archive after 60 years | Limitation Act, 1980 c. 58 |
| 3.16.2 | | Placement application forms | | School | Current academic year + 1 year |  |
| 3.16.3 | | Placement progress reports | | School | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| **3.17** | | **Activity: Exams Administration** | | | | |
| 3.17.1 | | Records documenting the development and establishment of the institution's academic assessment policies: key records | | Registry; School | Superseded + 10 years. Review for archival value. |  |
| 3.17.2 | | Records documenting the development and establishment of the institution's academic assessment policies: working papers | | Registry; School | Issue of policy + 1 year |  |
| 3.17.3 | | Master copies of procedures relating to academic assessment | | Registry; School | Superseded + 10 years. Review for archival value. |  |
| 3.17.4 | | Records documenting the development of the institution's procedures relating to academic assessment: working papers | | Registry; School | Issue of procedures + 1 year |  |
| 3.17.5 | | External examiners files containing records relating to the appointment of external examiners and Exam Board composition | | School | Termination of appointment + 1 year |  |
| 3.17.6 | | Records documenting liaison with external examiners on administrative matters | | Registry | Current academic year + 1 year |  |
| 3.17.7 | | Invigilator application forms - successful | | Registry | Termination of appointment + 6 years | Limitation Act, 1980 c. 58 |
| 3.17.8 | Invigilator application forms – unsuccessful | | Registry | | Completion of appointment + 6 months if non migrant successful applicant, completion of appointment + 1 year where successful migrant applicant | Equality Act, 2010 c. 15; U.K. Visas & Immigration [*Points-based system: guidance for employers and sponsors Appendix D*](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/) |
| 3.17.9 | Invigilators database containing contact details and pay details | | Registry | | Termination of appointment + 6 years | Limitation Act, 1980 c. 58 |
| **Reference** | **Records** | | **Held By** | | **Retention** | **Citation** |
| 3.17.10 | Records documenting the design and delivery of training for examination invigilators | | Registry | | Current academic year + 1 year |  |
| 3.17.11 | Spreadsheets containing work schedules for invigilators | | Registry | | Current academic year + 1 year |  |
| 3.17.12 | Correspondence with invigilators on administrative matters | | Registry | | Current academic year + 1 year |  |
| 3.17.13 | Spreadsheet containing time sheet information submitted to Finance | | Registry | | Current academic year + 1 year |  |
| 3.17.14 | Exams database used for producing exam timetable and logging exam paper movements | | Registry | | Current academic year + 1 year |  |
| 3.17.15 | Spreadsheet of costs for invigilation | | Registry | | Current financial year + 6 years |  |
| 3.17.16 | Completed exam attendance register | | Registry | | Current academic year + 1 year |  |
| 3.17.17 | Completed attendance slips | | Registry | | Current academic year + 1 year |  |
| 3.17.18 | Exam incident reports | | Registry | | Current academic year + 1 year |  |
| 3.17.19 | Exam seating plan | | Registry | | Current academic year + 1 year |  |
| 3.17.20 | Exam nurse’s list | | Registry | | Current academic year + 1 year |  |
| 3.17.21 | Exam module contact list | | Registry | | Current academic year + 1 year |  |
| 3.17.22 | Exam question papers | | Registry | | Current academic year + 1 year, transfer to University Library unless requested otherwise by Convenor of Examining Board in line with the Academic Regulations |  |
| 3.17.23 | Notification of change to Students Record | | Registry | | Current academic year + 1 year |  |
| 3.17.24 | Records documenting the issue of exam timetables | | Registry | | Current academic year + 1 year |  |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.17.25 | Exam and resit timetables | Registry | Current academic year + 1 year |  |
| 3.17.26 | Request forms to sit examination away from Cardiff and Cardiff University | Registry | Current academic year + 1 year |  |
| 3.17.27 | Database containing details for organising exams outside Cardiff | Registry | Current academic year + 1 year |  |
| 3.17.28 | Copy invoices to be raised to students for exams outside Cardiff | Registry | Current financial year +1 years |  |
| 3.17.29 | Correspondence with exam venues outside Cardiff | Registry | Current academic year + 1 year |  |
| 3.17.30 | Reports to Schools concerning exams outside Cardiff | Registry | Current academic year + 1 year |  |
| 3.17.31 | Application forms for Supplementary Exams | Registry | Current academic year + 1 year |  |
| 3.17.33 | Correspondence with students and their Universities concerning distance learning exams | Registry | Current academic year + 1 year |  |
| 3.17.34 | Copy invoices for distance learning exams | Registry | Current financial year + 1 years |  |
| 3.17.35 | Summative exam scripts | School | Minimum period of date of Exam Board + 1 year (unless required for a longer period by the professional or external body for quality assurance purposes) |  |
| 3.17.36 | Signed copies of Exam Board minutes | School  Registry | School - transfer to Registry in line with Academic Regulations  Registry - retain for current academic year + 10 years |  |
| 3.17.37 | Paper copies of assessment marks spreadsheets sent to Exam Board | School | Current academic year + 10 years |  |
| 3.17.38 | Paper copies of Exam Board Reports (assessment marks spreadsheets) with signed proforma | School | Current academic year + 10 years |  |
| 3.17.39 | Exam Board spreadsheets/databases held electronically containing approved module or unit of study marks | Schools | Current academic year + 10 years **UNLESS marks are not supported by SIMS and are required as part of core student record. If so transfer to Institutional Archive after 60 years** |  |
| 3.17.40 | Exam Board reports (assessment marks spreadsheets) transferred to Registry for input into SIMS – non final year  **For signed proforma see 3.28.1** | Registry | Current academic year + 2 years |  |
| 3.17.41 | Exam Board reports (assessment marks spreadsheets) transferred to Registry for input into SIMS – final year **For signed proforma see 3.28.1** | Registry | Current academic year + 2 years |  |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| 3.17.42 | Exam marks held in SIMS | SIMS (Registry) | Permanent, transfer to Institutional Archive as part of core student record after 60 years see 3.6. |  |
| 3.17.43 | Change of student results executive actions | Registry | Current academic year + 2 years |  |
| 3.17.44 | Papers documenting executive actions taken by Chair of Awards Committee concerning changes to student results | Registry | Current academic year + 10 years |  |
| **3.18** | **Activity: Extenuating Circumstances Administration** | | | |
| 3.18.1 | Database/spreadsheet containing details of extenuating circumstances | School | End of student relationship with University + 1 year |  |
| 3.18.2 | Extenuating Circumstances Forms | School | End of student relationship with University + 1 year |  |
| 3.18.3 | Extenuating Circumstances Committee agenda, minutes and papers | School | Current academic year + 10 years | Limitation Act, 1980 c. 58 |
| **3.19** | **Activity: Student Verifications & Academic Appeals Handling** | | | |
| 3.19.1 | Verification and appeals case files held in School | School | Last action on the case + 6 years | Limitation Act, 1980 c. 58 |
| 3.19.2 | Verification and appeals case files held in Student Cases | Registry | Last action on the case + 6 years | Limitation Act, 1980 c. 58 |
| 3.19.3 | Appeals database | Registry | Last action on the case + 6 years | Limitation Act, 1980 c. 58 |
| 3.19.4 | Check lists for updating SIMS from Appeals | Registry | Current academic year + 1 year |  |
| **3.20** | **Activity: Interruption of Study Administration** | | | |
| 3.20.1 | Photocopies of applications for Interruptions of Study | School | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.20.2 | Interruption of Study requests on SIMS online | SIMS (Registry) | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.20.3 | Interruption of study requests on paper | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |
| 3.20.4 | Case files relating to interruption of study appeals | Registry | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58 |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| **3.21** | **Activity: ERASMUS Administration** | | | |
| 3.21.1 | Erasmus student files containing student mobility agreements, learning agreements, attendance confirmation, report forms and questionnaires | CAIRD | End of student relationship with University + 6 years | Limitation Act, 1980 c. 58  British Council’s ERASMUS Mobility Operational Handbook (final report + 5 years) |
| 3.21.2 | Registration forms for incoming ERASMUS students | CAIRD | End of student relationship with University |  |
| 3.21.3 | Erasmus forms | Registry | Current academic year + 1 year |  |
| 3.21.4 | Erasmus lists | Registry | Current academic year + 1 year |  |
| **3.22** | **Activity: Student Disciplinary Case Handling** | | | |
| 3.22.1 | Preliminary investigation case files relating to students on non professional courses – where case does not lead to a formal investigation | Registry | Last action on case + 1 year |  |
| 3.22.2 | Preliminary investigation case files relating to students on non professional courses – where case leads to a formal investigation | Registry | Last action on case + 6 years | Limitation Act, 1980 c. 58 |
| 3.22.3 | Preliminary investigation case files relating to students on **professional** courses – where case does not lead to a formal investigation | Registry | End of student relationship with University + 7 years |  |
| 3.22.4 | Preliminary investigation case files relating to students on **professional** courses – where case leads to a formal investigation | Registry | End of student relationship with University + 7 years | Limitation Act, 1980 c. 58 |
| 3.22.5 | Written warning on student record | SIMS (Registry) | 12 months |  |
| 3.22.6 | Formal investigation case files relating to students on non professional courses | Registry | Last action on case + 6 years | Limitation Act, 1980 c. 58 |
| 3.22.7 | Formal investigation case files relating to students on **professional** courses | Registry | End of student relationship with University + 7 years | Limitation Act, 1980 c. 58 |
| 3.22.8 | Records documenting the suspension or exclusion of a student | VCO | End of student relationship with University + 6 years  **Factual information about exclusion to be retained as part core student record (see 3.6)** | Limitation Act, 1980 c. 58 |
| 3.22.9 | Records on student cases database relating to students on non professional courses | Registry | Last action on case + 6 years | Limitation Act, 1980 c. 58 |
| 3.22.10 | Records on student cases database relating to students on **professional** courses | Registry | End of student relationship with University + 7 years | Limitation Act, 1980 c. 58 |

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| **Reference** | **Records** | **Held By** | **Retention** | **Citation** |
| **3.23** | **Activity: Unfair Practice Case Handling** | | | |
| 3.23.1 | Chair of Exam Board case files relating to students on non professional courses -dismissed cases | School | Last action on case + 1 year |  |
| 3.23.2 | Chair of Exam Board case files relating to students on non professional courses - where unfair practice is found but university stage is not initiated | School | Last action on case + 6 years | Limitation Act, 1980 c. 58 |
| 3.23.3 | Chair of Exam Board case files relating to students on **professional** courses -dismissed cases | School | End of student relationship with University + 7 years |  |
| 3.23.4 | Chair of Exam Board case files relating to students on **professional** courses - where unfair practice is found but university stage is not initiated | School | End of student relationship with University + 7 years |  |
| 3.23.5 | Chair of Exam Board case files where unfair practice is found and university stage is initiated | School | Transfer to Registry |  |
| 3.23.6 | Formal University consideration (including Committee of Enquiry and Appeal Board) case files relating to students on non professional courses | Registry | Last action on case + 6 years | Limitation Act, 1980 c. 58 |
| 3.23.7 | Formal University consideration (including Committee of Enquiry and Appeal Board) case files relating to students on **professional** courses | Registry | End of student relationship with University + 7 years | Limitation Act, 1980 c. 58 |
| 3.23.8 | Note of unfair practice on student record | SIMS (Registry) | End of programme of study |  |
| 3.23.9 | Annual spreadsheets containing statistics on unfair practice cases handled by Schools | Registry | Current academic year + 6 years |  |
| 3.23.10 | Analysis reports on school statistics | Registry | Current academic year + 10 years |  |
| 3.22.11 | Records on student cases database relating to students on non professional courses | Registry | Last action on case + 6 years | Limitation Act, 1980 c. 58 |
| 3.22.12 | Records on student cases database relating to students on **professional** courses | Registry | End of student relationship with University + 7 years | Limitation Act, 1980 c. 58 |
| **3.24** | **Fitness to Practise Case Handling** | | | |
| 3.24.1 | Preliminary investigation case file | School | End of student relationship with University + 7 years | Limitation Act, 1980 c. 58 |
| 3.24.2 | Formal warning on student record | SIMS (Registry) | 12 months |  |
| 3.24.3 | Formal University consideration (including Fitness to Practice Committee and Fitness to Practise Appeals Committee) case files | Registry | End of student relationship with University + 7 years | Limitation Act, 1980 c. 58 |

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| **Reference** | **Records** | **Held By** | | **Retention** | | **Citation** |
| **3.25** | **Activity: Student Complaint Handling** | | | | | |
| 3.25.1 | Student informal complaint case files | School; Division | | Last action on case + 3 years | |  |
| 3.25.2 | Student informal complaint case files | Registry | | Conclusion of informal complaint procedure | |  |
| 3.25.3 | Student formal complaint case files | Registry | | Last action on case + 6 years | | Limitation Act, 1980 c. 58 |
| 3.25.4 | Student complaints database | Registry | | Last action on case + 6 years | | Limitation Act, 1980 c. 58 |
| 3.25.5 | Legal cases case files | Registry; Registry | | Last action on case + 6 years | | Limitation Act, 1980 c. 58 |
| 3.25.6 | Equality Act 2010 Obtaining Information forms for Discrimination and other prohibited conduct | GOVRN | | Last action on case + 6 years | | Limitation Act, 1980 c. 58 |
| 3.25.7 | University Student Complaints procedure | Registry | | Superseded + 10 years, transfer to Institutional Archive | |  |
| **3.26** | **Activity: Office of Independent Adjudicator Relations** | | | | | |
| 3.26.1 | OIA case files and reports | Registry | | Last action on case + 6 years | | Limitation Act, 1980 c. 58 |
| 3.26.2 | OIA cases database | Registry | | Last action on case + 6 years | | Limitation Act, 1980 c. 58 |
| **3.27** | **Activity: Student Relations Management** | | | | | |
| 3.27.1 | Records documenting the establishment and operation of staff student liaison committees | School | Life of committee + 3 years.  Review for archival value | |  | |
| 3.27.2 | Staff –student liaison committee minutes and papers | School | Current academic year + 3 years  Review for archival value | |  | |
| 3.27.3 | Records documenting the design and conduct of student surveys | School; Registry | Completion of survey + 5 years | |  | |
| 3.27.4 | Completed feedback/evaluation questionnaires | School | Completion of analysis of survey responses | |  | |
| 3.27.5 | Summaries and analyses of feedback/evaluation responses  **For summaries and analyses of feedback on taught programmes see the Teaching section of the records retention schedule** | School | Completion of survey + 5 years | |  | |

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| **Reference** | **Records** | **Held By** | | **Retention** | | **Citation** | | |
| **3.28** | **Activity: Awards Administration** | | | | | | | |
| 3.28.1 | Awards Committee proformas and checklists | Registry | Current academic year + 1 year | |  | | | |
| 3.28.2 | Records documenting the collation of pass lists and individual notifications of results.  **For signed award lists see 3.28.5** | Registry | Current academic year + 1 year | |  | | | |
| 3.28.3 | Records documenting the issue of awards lists and individual notifications of awards | Registry | Current academic year + 1 year | |  | | | |
| 3.28.4 | Awards & Progress Committee papers and minutes | Registry | Current academic year + 10 years, transfer to Institutional Archive | |  | | | |
| 3.28.5 | Signed presentation/awards lists | Registry | Issue of list + 10 years, transfer to Institutional Archive | |  | | | |
| 3.28.6 | Records documenting the notification of honorary awards to individuals and the issue of awards certificates. | DEVAR | Conferment of award + 1 year | |  | | | |
| 3.28.7 | Records documenting the process of inviting, receiving and considering nominations for honorary awards. | DEVAR | Conferment of award + 1 year | |  | | | |
| 3.28.8 | Records documenting offers of honorary awards and responses received. | DEVAR | Conferment of award + 1 year | |  | | | |
| 3.28.9 | Fellows Committee papers and minutes | DEVAR | 10 years, transfer to Institutional Archive | |  | | | |
| **3.29** | **Activity: Graduation Administration** | | | | | | | |
| 3.29.1 | Spreadsheets and lists concerning attendance and ticket sales | School | Completion of graduation event + 1 year | |  | | | |
| 3.29.2 | Graduation information on SIMS student record | Registry | Completion of graduation event + 1 year | |  | | | |
| 3.29.3 | Graduation programmes | Registry | Completion of graduation + 1 year, transfer to Institutional Archive | |  | | | |
| 3.29.4 | Records documenting the organisation of award ceremonies | Registry | Completion of graduation ceremony + 1 year | |  | | | |
| 3.29.5 | Records documenting the production of award certificates | SIMS (Registry) | Completion of graduation ceremony + 1 year | |  | | | |
| 3.29.6 | Records documenting the mailing of award certificates to students who do not attend ceremonies | SIMS (Registry) | Completion of graduation ceremony + 1 year | |  | | | |
| **Reference** | **Records** | **Held By** | | **Retention** | | **Citation** | | |
| **3.30** | **Activity: Providing Careers Services** | | | | | | | |
| 3.30.1 | Postgraduate recruitment database | CARBS | Whilst current | | | |  | |
| 3.30.2 | Career consultation system case notes for current students | CARSV | End of student relationship with University + 6 months | | | |  | |
| 3.30.3 | Career consultation paper case notes for current students | CARSV | End of student relationship with University + 6 months | | | |  | |
| 3.30.4 | Career consultation system case notes for graduates | CARSV | Last contact with Careers Service + 1 year | | | |  | |
| 3.30.5 | Career consultation paper case notes for graduates | CARSV | Last contact with Careers Service + 1 year | | | |  | |
| 3.30.6 | Destination of Leavers in Higher Education questionnaires | CARSV | Completion of survey + 1 year | | | | [HESA Data Protection Methodology](http://www.hesa.ac.uk/index.php/content/view/917/233/#keepdata) | |
| 3.30.7 | Destination of Leavers in Higher Education submission reports | CARSV | Completion of analysis of survey responses + 5 years | | | |  | |
| 3.30.8 | Records documenting the design and conduct of first destination surveys | CARSV, SOHCS | Current academic year + 5 years | | | |  | |
| 3.30.9 | First Destination Surveys: individual responses | CARSV, SOHCS; SONMS | Completion of analysis of responses | | | |  | |
| 3.30.10 | Records containing (anonymised) summaries and analyses of the results of First Destination Surveys | CARSV, SOHCS; SONMS | Current academic year + 5 years | | | |  | |
| 3.3.11 | Material promoting the careers service | CARSV | Whilst current.  Review for archival value | | | |  | |
| **3.31** | **Activity: Providing transcripts & references** | | | | | | | |
| 3.31.1 | Records documenting the handling of individual students’ requests for statements of results/transcripts including requests and responses sent | School | Last action on request + 1 year | | | | |  |
| 3.31.2 | Spreadsheet log of certificate, transcript and references requests | Registry | Last action on request + 1 year | | | | |  |
| 3.31.3 | Reprints of Cardiff University certificates | SIMS (Registry) | Last action on request + 1 year | | | | |  |

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| **3.32** | **Activity: Student Training & Development** | | | |
| 3.32.1 | Records of planning process for development of postgraduate training programme to meet defined needs (including contracts for trainers) | University Graduate College | Completion of year’s programme + 6 years | Limitation Act, 1980 c. 58 |
| 3.32.2 | Attendance sheets | University Graduate College | Completion of training + 1 year |  |
| 3.32.3 | Completed evaluation forms | University Graduate College | Completion of analysis of feedback |  |
| 3.32.4 | Records documenting (anonymised) feedback on training | University Graduate College | Current year + 5 years |  |