



Student Information Retention Quick Guide (GUIDANCE FOR ALL STAFF)

Using this guidance:

- This guidance has been developed as a quick guide based on the main Student Related Information Retention Schedule available at the following [link](#).
- This guide relates solely to Student Information, for other information please consult the overarching [University Retention Schedule](#).

Type of record	Retention Period	Location and Responsibility
Application, admissions and registration records		
Prospective student enquiries (e.g. emails and other correspondence)	Current academic year +1 year	External Relations / Distance Learning Team and Admissions contacts in School/Department
Successful applications (e.g. UCAS form/application form; interview records, interview notes, tests, offer and acceptance of place; details of criminal convictions)	Completion of studies +6 years	Admissions Office / Distance Learning Team and Admissions contacts in School/Department
Unsuccessful applications (e.g. UCAS form/application form, interview records, interview notes, tests)	End of annual application cycle +1 year	Admissions Office / Distance Learning Team and Admissions contacts in School/Department
Unsubmitted applications	On anniversary of application start date + 6 months	Admissions Office / Distance Learning Team
Management and organisation of student recruitment campaigns and events	Current academic year +5 years	External Relations
Appeals against non-acceptance (e.g. UCAS form/application form; interview notes)	Year of resolution of case +5 years	Admissions Office / Distance Learning Team
Right to study documentation (Tier 4) (e.g. Passport information/visa copies etc.)	Completion of studies +6 years	Student Immigration Advice and Compliance
Individual Academic Record Summary		
Key records relating to registration and academic performance (e.g. periods of study, programme(s) of study, modules studied, degree and module marks, outcome, pass/award lists and final award, student awards and prizes etc.)	Permanent	Student and Academic Services, School and Department offices
Full student academic record (e.g. detailed course transfers, withdrawal, suspension, conduct, termination of studies, HEAR etc.)	End of studies +10 years	Student and Academic Services (Student Records)
Student attendance information (e.g. Attendance Monitoring System data)	Completion of studies +6 years	Student Immigration Advice and Compliance
Research Theses	Permanent	Library



Type of record	Retention Period	Location and Responsibility
Assessment and Examination (inc. Placements)		
<p>Management and administration of examinations (inc. vivas)</p> <p>(e.g. Examination attendance sheet; special examination arrangements; medical assessments for special arrangements; application to sit written examination overseas)</p>	Current academic year +1 year	Timetabling and Examinations, Student Records (DCO), Distance Learning Team
<p>Coursework (including projects and reports, all years/levels)</p> <p>(Note: in some cases substantive pieces of coursework may be retained for longer periods. For example, as a model example, or where there is significant academic value, but this must be agreed with the student)</p>	<p>Physical copied not retained - handed back to student after marking. Uncollected copies disposed of at the end of the current academic year. Samples may be retained for examination/audit purposes.</p> <p>Electronic copies submitted via Blackboard – completion of programme +6 months (these documents are a source of feedback for students throughout their programme of study)</p>	School and Department offices, Distance Learning Team
<p>Examination scripts</p> <p>(Note: samples of examination scripts may be retained for examination moderation in line with the relevant codes of practice)</p>	<p>Does <u>NOT</u> contribute to degree mark (e.g. year 1 in most cases) – end of current academic year +6 months</p> <p>Contributes to degree mark - Completion of programme +6 months</p>	School and Department offices / Distance Learning Team (including off-site storage in some instances).
<p>Unfair means cases</p> <p>(e.g. correspondence and records relating to the identification of unfair means cases. Note: documentation relating to examination misconduct offences must be retained as per the handling and outcomes of disciplinary procedures against individual students, see below)</p>	Current academic year +1 year	Timetabling and Examinations, Distance Learning Team, correspondence in School and Department offices
Mitigating circumstances claim documentation and decisions	Completion of studies +1 year	Quality Office, Distance Learning Team, School and Department offices
Appeals, Complaints and Discipline		
<p>Handling and outcomes of disciplinary procedures against individual students</p> <p>(e.g. disciplinary proceedings, plagiarism cases, unfair means outcomes letters etc.)</p>	Last activity + 6 years	Quality Office and correspondence in Schools/Departments/ Professional Services
Handling and outcomes of fitness to practice procedures against individual students	Permanent - in cases that result in warnings, undertakings or a sanction imposed by a fitness to practice panel	College for Life Sciences College of Social Sciences, Arts and Humanities



Type of record	Retention Period	Location and Responsibility
	Please refer to records retention guidelines for relevant PSRBs in other cases.	
Records relating to the handling and results of academic appeals by individual students.	Last activity + 6 years	Quality Office and correspondence in School and Department offices
Records relating to the handling and results of formal complaints by individual students.	Last activity + 6 years	Quality Office + other areas handling non-academic complaints
Records relating to the handling and results of informal complaints by individual students.	Last activity + 3 years	Compliant receiving service
Graduation ceremonies		
Records relating to the organisation of award ceremonies.	Date of ceremony + 1 year	Student Services Centre, Student Records, Events
Records relating to the production, collection and mailing of award certificates.	Date of ceremony + 1 year	Student Services Centre, Student Records
External Examiner and Invigilator Records		
Records documenting the appointment and selection of external examiners.	Termination + 1 year	Quality Office
Business correspondence with external examiners.	Termination + 1 year	Quality Office, School and Department offices
Records documenting the selection and appointment of examination invigilators.	Current academic year + 1 year	Timetabling and Examinations
Student Support		
Student Case Files. (e.g. appointments, discussion notes, correspondence)	Last activity + 6 years	Student Welfare, Counselling, AccessAbility.
Student Files (e.g. appointments, aptitude tests, practice interview records)	Completion + 4 years	Careers

Further information:

- If you need further information or have questions about recordkeeping issues please email the Records Management Service on dji11@le.ac.uk or see our records management pages which are available at: <https://www2.le.ac.uk/offices/ias/records>
- Further guidance on data protection legislation is available at: <https://www.le.ac.uk/gdpr>

