

Centre for Staff & Educational Development Records Retention Schedule (RRS)

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This document defines the records retention schedule for records held and owned by the Development department, and is based on the JISC Higher Education Business Classification Scheme and Records Retention Schedules¹. Further information about RRSs and their structure including the descriptions of the column headings are available on the UEA website.²

Version history

Version	Date	Note
0.1	5 July 2012	First draft
1.0	6 July 2012	Approved by Paul Levy
1.1	31 August 2012	Revised by Paul Levy

Approved by: Paul Levy

Paul Levy, Head of Staff and Educational Development

¹ <http://bcs.jiscinfonet.ac.uk/he/default.asp>

² <http://www.uea.ac.uk/is/strategies/infregs/Records+management/RRS>

Procurement

Information held by the Finance Division (FIN) and finance offices in other departments.

Activity	Record group	Retention period	Authority	Notes
Purchasing	Goods Received Notes/Goods Inwards Notes	Current financial year + 6 years	1980 c. 58 s 5 HMRC 700/21 para. 5.2	
	Purchase Orders	Current financial year + 6 years	1980 c. 58 s 5 HMRC 700/21 para. 5.2	
	Records documenting internal authorisation for procurement.	Current financial year + 1 year	NA	

Education and training

Activity	Record group	Retention period	Authority	Notes
Education & Training Programme Assessment	Records documenting marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications.	Current academic year + 6 years	1980 c. 58 s 5	Most records held in SITS by LTS, but some relating to MAHEP held in local CSED database.
	Records documenting submitted/completed assessments: formative assessments.	Current academic year	NA	Relating only to MAHEP
	Records documenting submitted/completed	Confirmation of marks/grades +	NA	Relating only to MAHEP

Activity	Record group	Retention period	Authority	Notes
	assessments: summative assessments.	6 months.		
	Records documenting the design and development of assessments.	Life of programme	NA	
Education & Training Programme Delivery	Records documenting the planning and conduct of teaching and learning events.	Current academic year + 1 year	NA	Held in local database for all CSED courses
	Records documenting the preparation of teaching and learning materials.	Current academic year + 1 year	NA	
Education & Training Programme Development	Records documenting the development of education and training programmes.	Life of programme + 5 years	NA	Held in local database for all CSED courses
Education & Training Programme Review	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 5 years	NA	

Equality and diversity management

Activity	Record group	Retention period	Authority	Notes
Equality & Diversity Training	Records documenting the development and delivery of training on equality and diversity issues and procedures.	Current year + 5 years	NA	Held in local database for all CSED courses

Human resources management

Activity	Record group	Retention period	Authority	Notes
Workforce Training & Development	Records containing individual feedback on training and development programmes.	Completion of analysis of feedback	NA	Held in local database for all CSED courses
	Records containing summary information on workforce training and development needs. For records documenting individual employees' training and development needs, see Employee Contract Management.	Current year + 5 years	NA	Held in local database for all CSED courses
	Records documenting (anonymised) workforce feedback on training and development programmes.	Current year + 5 years	NA	

	Records documenting management analyses of the impact of training and development programmes.	Current year + 5 years	NA	
	Records documenting the development of training and development programmes to meet defined needs.	Completion of programme + 5 years	NA	Held in local database for all CSED courses

Research

Information held by Research and Enterprise Services (REN) faculties and CSED.

Activity	Record group	Retention period	Authority	Notes
Research Supervisor Appointment & Training	Records documenting the appointment of supervisors for research students.	Termination of appointment + 1 year	NA	Now only historical data held by CSED. Records now held by faculties and PPE (2012 onwards)