

Dean of Students' Office Record Retention Schedule (RRS)

Author: Jill Brown (Student Services Manager)

Approved: Dr Annie Grant (Dean of Students)

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Version 0.1

This document defines the records retention schedule for records held and owned by the Dean of Students' Division, 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	29 October	Second draft
		Further details of the records listed are provided separately

Activity	Record group	Retention period	Authority	Action at period end	Notes
DOS Office					
Paper-based student files	Individual student files	Duration of current student status		Archived or those going on to PG courses moved to live PG section.	
	Archived student	2 years standard,		'Dead' archived files	

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

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

	files created as a result of interaction with the Office	but:, 6 years for records of DSA payments and 6 years for records of outstanding debt to the University		shredded.	
	Student files belonging to those appointed as Senior Residents	Duration of current student status plus 5 years		Shredded	
	Documentation relating to student visas and immigration	Duration of current student status plus 10 years		Shredded	
	Student financial support records	Duration of current student status plus 6 years		Shredded	
Electronic files	Database of student appointments (A PRO)	8 years then anonymised and kept for a further 12 years		Deleted	In order to monitor short and long term trends for strategic planning purposes
	Senior Resident Tutor database	As above		Deleted	In order to monitor short and long term trends for strategic planning purposes
UEA Accommodation Office				Shredded	
Paper files	Files for students who have lived in UEA Residences	Current and preceding year, then archived for 6 years		Shredded	
Electronic files	Kinetics database	Current plus 6 years		Deleted	

Counselling Service					
	Student and staff paper files	Current plus 5 or 6 years		Shredded	
		Duration of current student status plus 6 years		Shredded	
DOS Division					
Financial management	Orders, payments, casual contracts etc.	Current plus 6 years		Shredded	
Personnel files	Files of those employed on UEA contracts	Current plus 5 years		Shredded	
Committee papers					
	Travel and expeditions committee	Six years		Shredded	
	Student Affairs Group	Ten years		Shredded	
Student complaints	Records documenting formal student complaints	Last action on case involving DOS plus 6 years		Shredded	
	Records documenting informal student complaints	Last action on case involving DOS plus 3 years		Shredded	