

The attached document gives guidance for the retention of paper and electronic documents by the Learning and Teaching Service. The list is not exhaustive, but it should cover most categories of information being kept for academic administration purposes. The following are notes to be read in conjunction with the schedule.

1. Office space is at a premium so paper files should only be kept in the Hubs for current and intercalating students.
2. The attached schedule sets periods for which various categories of information should be retained by the Learning and Teaching Service.
3. The schedule also refers to committee papers for which the originating office should be responsible for keeping a master set where one is required.
4. The schedule has been limited to a small choice of retention periods to keep file management as simple as possible. When dealing with student files the retention schedule uses only three time periods which will require the file to be visited twice: Paper student records files will be archived after the students' leave date, all non-essential information to be disposed of at this point. Student records will be kept for one year at UEA before being sent to the offsite archiving company.
5. The methods for archiving paper documents (currently offsite using commercial archiving company) and electronic documents (currently a mixture of Blackboard and LTS Shared Drives) will be kept under review.

When disposing of personal information remember to treat these records as confidential waste

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November 2012/updated
June 2016

RECORD TYPE AND DESCRIPTION	WHERE	FORMAT (Electronic (SITS, Shared drive Blackboard) or paper)	DURATION	NOTES
Records kept on individual student's file				
Admissions				
Application forms	LTS Hub	Electronic - SITS	For duration of student's studies + 6 yrs	Admissions, Recruitment and Marketing (ARM) creates pdf record and attaches to SITS student record
Interview notes	LTS Hub	Electronic-SITS	For duration of student's studies + 6 yrs	ARM creates pdf record and attaches to SITS student record
DBS checks	LTS AQO	Paper/electronic	6 months	
Offer letters and replies	LTS Hub	Electronic-SITS	For duration of student's studies + 6 yrs	
References pre UEA admission	LTS Hub	Electronic-SITS	For duration of student's studies + 6 yrs	ARM creates pdf record and attaches to SITS student record
Progress				
Notes of extenuating circumstances (review when electronic system is implemented in 2016/17)	LTS Hub – on assessment file	Paper- will be electronic from 2016/17	For duration of student's studies 6 yrs	One copy on student record and one on exam board extenuating circumstances file.
Concessions (course variations)	LTS Hub	Paper/ Electronic-Shared Drive/ from 2016/17 LTS Blackboard site	For duration of student's studies + 6yrs / Indefinitely	Helps to explain anomalies in transcripts/ Brief summary to be added to Student Record in SITS
UG project title	LTS Hub	Electronic- SITS	Indefinitely	Note: not currently held by most teams in LTS

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Progress cont.				
Placement details – where and dates	LTS Hub database	Electronic- SITS	For duration of student's studies + 6 yrs	Information on placement specific to the student should be scanned onto the student record in due course
Transfers between courses	SITS record	Electronic – SITS & Shared Drive	For duration of student's studies + 6 yrs/ Indefinitely	
Concessions relating to progress (includes intercalations, repeat period of study, summary of special circumstances, dates)	LTS Hub	Paper- student file/ Electronic-Shared Drive/SITS/LTS Bb site from 2016/17	For duration of student's studies + 6 yrs	Electronic - brief summary to be added to the Student record in SITS
Disciplinary documents (Plagiarism and Collusion, General Regulation 13, suspensions)	LTS Hub – on student file and Head of Schools' warnings file/on LTS Shared Drive folder	Paper- student file where held/electronic- LTS Shared Drive	For duration of student's studies + 6 yrs	
Senate Student Discipline Committee information and outcome letter	Outcome letter on student file/ SSDC paperwork and outcome letter on LTS Management Drive	Paper/electronic -Shared Drive	For duration of student's studies + 6 yrs	
Prize-winner	LTS Hub	Electronic- SITS student record	Indefinitely	
Academic Appeals Outcomes (Stages 1 & 2)	LTS Appeals database/LTS Shared Drive	Electronic-Shared Drive	For duration of student's studies + 6 yrs	
Academic Appeals Stage 1 documents	LTS Hub	Paper student's file- pre 2016 From 2016/17 LTS Shared Drive	For duration of student's studies + 6 yrs	

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Academic Appeals Stage 2 documents	DUS LTS Office	Paper/LTS Shared Drive	For duration of student's studies + 6 yrs	
Professional skills & other training records	LTS Hub	Paper/electronic - on student's file & SITS	For duration of student's studies + 6 yrs	Scan and add to SITS
Thesis title for PGT students	LTS Hub	Electronic – Shared Drive/SITS	Indefinitely	
PGT Dissertations	School Office	Paper/electronic -Blackboard		Where School offices do not keep copies LTS will keep an electronic copy on a Bb site for duration of student's studies + 2 years
Absence Monitoring	LTS Hub	Electronic-Shared Drive		

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Assessment				
Exam papers	LTS	Electronic	Indefinitely	
Pass Lists (Awards and Classification)	LTS	Electronic	Indefinitely	
EXAM BOARD PAPERS including module assessment and final assessment marks, details of special circumstances, Minutes of Boards	LTS	Paper/ Electronic- Shared Drive	3 years/ Indefinitely	
External Examiner information	LTS	Paper/ Electronic	After expiry of tenure/ Indefinitely	Spreadsheet recording External Examiners' names, dates and Boards covered to be kept indefinitely
Exam scripts	LTS	Paper	For duration of student's studies + 1 yr	
Sample of work for Boards e.g. coursework, projects.	LTS	Paper/ Electronic- Blackboard	1 yr	Destroy after 12 months
Coursework tracking spreadsheets	LTS	Electronic- Shared Drive	8 years	

Course and Module Information				
Programme Specifications	LTS	Electronic - Shared Drive	Indefinitely	Hold previous and current academic year on LTS website, earlier versions to be archived electronically
Module Monitoring and Annual Course Update	LTS	Electronic	8 years	Previous and current academic year on LTS shared drive; 6 years preceding to be archived electronically
Course Review (5 years)	LTS	Electronic	Indefinitely	Hold most recent Course Review on LTS Shared drive; previous Course Reviews to be archived electronically
PSRB and other independent subject-specific reviews	LTS	Electronic	Indefinitely	Hold most recent PSRB Review on LTS Shared drive; previous PSRB Reviews to be archived electronically
School Teaching Committees or equivalent where serviced by LTS (Agenda, papers and minutes)	LTS	Electronic	8 years	Previous and current academic year on LTS shared drive; 6 years preceding those to be archived electronically

Committee Papers and other reference documents				
Taught Programmes Policy Group (Agendas, papers and minutes)	LTS	Electronic	8 years	Blackboard site for Previous and current academic year, remainder to be archived electronically
FLTQCs (Agendas, papers and minutes)	LTS	Electronic	Indefinitely	Blackboard site for Previous and current academic year, remainder to be archived electronically
Other Reference documents produced centrally e.g. Student Handbook, procedural information	LTS	Electronic	8 years	LTS Website for current versions; remainder to be archived electronically

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Other documents held on LTS Shared Drive				
Start of Year	LTS	Electronic-Shared Drive	Current year + 2 yrs	
Website	LTS	Electronic-Shared Drive	Indefintely	To be reviewed
Adviser Information	LTS	Electronic-Shared Drive	Current + 1 yr	
Timetabling	LTS	Electronic-Shared Drive	Current + 3 yrs	
UKVI & Tier 4	LTS	Electronic-Shared Drive	Current + 2 years	