

Student Records- Paper Records

Information held by Planning (PLN),

Activity	Record group	Retention period	Authority	Notes
Student Records Administration	Council Tax Exemption Certificate Student Requests	2 Months	NA	Limited number as appropriate students can print via e:vision
Student Records Administration	Data Protection File	3 Years	NA	Section 29 releases and refusal to provide information
Student Records Administration	EU Diploma Supplement Student/Alumni Requests	6 Months	NA	Requests from students/Alumni
Student Records Administration	Fakes and Forgeries file	1 Year	NA	Examples of forgeries and correspondence.
Student Records Administration	Gender Reassignment Policy	indefinitely	NA	
Student Records Administration	Gender Reassignment Cases File	1 Year	NA	Individual cases.
Student Records Administration	Higher Degrees Concessions File	2 Years	NA	Concession letters sent to SRO from PPE
Student Records Administration	Individual Cases	2 Years	NA	Individual cases, where we feel we need to keep correspondence.
Student Records Administration	INTO Module Enrolments Forms	1 Year	NA	UEA (Norwich) modules taken by INTO students as part of an INTO course

Records retention template student records paper records v3.docx

Activity	Record group	Retention period	Authority	Notes
Student Records Administration	Old orders for Services (that haven't been collected but paid for)	7 Years	NA	We think this is a financial record, so may be required to return monies for up to 7 years.
Student Records Administration	Suspensions Academic	Until Resolved	NA	Current suspension policy doesn't have a specified end date. They are all individual cases. This process is currently under review.
Student Records Administration	Suspensions Financial	Until Resolved	NA	Current suspension policy doesn't have a specified end date. They are all individual cases. This process is currently under review.
Student Records Administration	Suspensions Visa	Until Resolved	NA	Current suspension policy doesn't have a specified end date. They are all individual cases. This process is currently under review.
Student Records Administration	Academic Transcript requests – unable to issue	Resolved plus one year to allow for complaints	NA	Usually issues in LTS/PPE in terms of providing information
Student Records Administration	Pending Orders	1 Year	NA	Orders for documents/services not yet processed. We still receive paper and faxed requests
Student Records Administration	Student Records Miscellaneous	2 Years	NA	Correspondence, that doesn't fit in any other filing category.
Student Records Administration	Transferred Student Emails	2 Years	NA	System generated emails referring to course and route transfers. We attach a process template to sign off that all the

Records retention template student records paper records v3.docx

Activity	Record group	Retention period	Authority	Notes
				required processes have been completed. WE hope in the future that system automation will mean we can amend how we do this work.
Student Records Administration	V36 Verification of Degree Forms file	3 Months	NA	Paperwork regarding orders for award verification documents.
Student Records Administration Archive	Alphabetised Transcript Order Archive	1 year	NA	Paperwork relating to completed transcript orders
Student Records Administration Archive	Anonymised Examples of Forms	indefinitely	NA	May be digitised in the future
Student Records Administration Archive	Anonymised Parchment Examples and Notes	indefinitely	NA	May be digitised in the future
Student Records Administration Archive	Issued and Archived Manually Created Transcripts	Indefinitely	NA	May be digitised in the future
Student Records Administration Archive	Degrees conferred 1973 to 2000	indefinitely	NA	May be digitised in the future
Student Records Administration	Finals 1966-1993	indefinitely	NA	May be digitised in the future

Records retention template student records paper records v3.docx

Activity	Record group	Retention period	Authority	Notes
Archive				
Student Records Administration Archive	Pass Lists 1963/4 to 2007/8	indefinitely	NA	May be digitised in the future
Student Records Administration Archive	Prelims 1965 to 1993	indefinitely	NA	May be digitised in the future
Student Records Administration Archive	Record Cards 1963 to 1998	indefinitely	NA	May be digitised in the future
Student Records Administration Archive	Student Register 1963/4 to 2005/6	indefinitely	NA	May be digitised in the future
Student Records Administration Archive	Notification of Death	indefinitely	NA	Records of who notified us of the death. This is for old notifications. Notification information are now held on a database. We are currently considering transferring the data in to SITS.
Student Records Administration Archive	UEA Calendar 1964/65 to 2010/11	indefinitely	NA	No student data. From 2011/2 held electronically. May be digitised in the future
Student Records Administration Archive	UEA Course Catalogues	indefinitely	NA	Course and module data(No student data) May be digitised in the future

Records retention template student records paper records v3.docx

Activity	Record group	Retention period	Authority	Notes
Student Records Administration Archive	Joining Instructions & Registration Documents	indefinitely	NA	Information regarding old paper copies of Joining Instructions and registration help sheets (No student data)
Student Records Administration Archive	Transcript Explanatory Notes	indefinitely	NA	Explanatory Notes to accompany typed transcripts issued by SRO (No student data)
Student Records Administration Archive	Career Development Loan Policy	indefinitely	NA	Policy relating to Career Development Loans (No student data)
Student Records Administration Archive	Instructions to Examiners Documents	indefinitely	NA	(No student data) May be digitised in the future