

## Student Support Service Records Retention Schedule (RRS)

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Version: 0.2

This document defines the records retention schedule for records held and owned by the Student Support Service, and is based on the JISC Higher Education Business Classification Scheme and Records Retention Schedules<sup>1</sup>. Further information about RRSs and their structure including the descriptions of the column headings are available on the UEA website.<sup>2</sup>

### Version history

Version	Date	Note
0.2	May 2018	Update

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### General

The following activities may apply to any business area of the organisation, and records relating to them may be held in any department.

Activity	Record group	Retention period	Authority	Action at period end	Notes
Paper-based student files	Individual student files	Duration of current student status		Archived, or those	

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

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

Activity	Record group	Retention period	Authority	Action at period end	Notes
				progressing to PG courses moved to live PG section.	
	Archived student files created	2 years as standard but: <ul style="list-style-type: none"> <li>- 6 years for records of DSA payments / students with a disability</li> <li>- 6 years for records of outstanding debt to University</li> </ul>		Shredded	
	Documentation relating to student visas and immigration	Duration of current student status plus 10 years		Shredded	
	Files belonging to those appointed as Assistant Warden	Duration of current student status plus 5 years		Shredded	
	Student counselling records	Duration of current study plus 6 years		Shredded	
	Staff counselling records	5 years		Shredded	

Activity	Record group	Retention period	Authority	Action at period end	Notes
	Student financial support records	Duration of current student status plus 6 years		Shredded	
	<b>(Accommodation Office)</b> Paper files for students who have lived in UEA residences	Current and preceding year then archived for 6 years		Shredded	
<b>Electronic files</b>	Student file	Duration of current student status plus 2 years, but: <ul style="list-style-type: none"> <li>- 6 years for records of DSA payments / students with a disability</li> <li>- 6 years for records of outstanding debt to University</li> </ul>		Deleted	
	Database of student appointments (APro)	8 years, then anonymised and kept for a further 12 years		Deleted	
	Assistant Warden database	8 years, then anonymised and kept for a further 12 years		Deleted	
	Disciplinary spreadsheets	6 years		Deleted	

Activity	Record group	Retention period	Authority	Action at period end	Notes
	Online referral mail merge document	Records transferred to individual student files (see above), mail merge document retained for current academic year only		Deleted	
	Disability database / spreadsheet	6 years		Deleted	
	ISAT database (visa and immigration records)	Duration of current student status plus 10 years		Deleted	
	Student and Staff counselling records	Duration of current study plus 5 / 6 years respectively		Deleted	
	Community complaint files	Academic year of complaint plus 2 further years		Deleted	
	<b>Multi Faith Centre:</b> Emails received by staff in the MFC from staff and students	2 years (but typically deleted immediately after response)		Deleted	
<b>SSS Division</b>					
Financial management	Orders, payments, casual contracts etc.	Current plus 6 years		Deleted / Shredded	
	Files of those employed on UEA contracts	Current plus 5 years		Deleted / Shredded	
Complaints / appeals	Records documents formal student complaints or appeals	Last action on the case by SSS plus 6 years		Deleted / Shredded	

<b>Activity</b>	<b>Record group</b>	<b>Retention period</b>	<b>Authority</b>	<b>Action at period end</b>	<b>Notes</b>
DBS service	Records relating to Disclosure and Barring Service checks	2 academic years from the year of application		Deleted	
<b>Committee papers</b>	Student Affairs Group	10 years		Deleted / Shredded	