

Group Of Classes	Class No.	Description	RRS REF	MPS (UK) REF	MPS (Scot) REF	Retention	Legal Reference (UK)	Legal Reference (Scot)	Examples	Notes/Comments	Additional Notes
Student Administration and Support	5.3 Student Recruitment	Records documenting the handling of enquiries from prospective students.	3.6	NA	NA	Current academic year + 1 year	NA	NA	NA	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the handling of applications for admission: successful applications.	NA	5.1	12	End of student relationship + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973	NA	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the handling of applications for admission: unsuccessful applications.	NA	5.1	12	Current academic year + 1 year	NA	NA	NA	NA	NA
Student Administration and Support	5.4 Student Admission Policies and Procedures	Records documenting the administration of the clearing process.	NA	5.1	12	Current academic year + 1 year	NA	NA	NA	Appropriate for Colleges involved in degree level courses	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the registration of individual students on programmes.	3.8	5.4	12	Termination of student relationship + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973	NA	NA	NA
Student Administration and Support	5.5 Student Admission and Registration/Enrolment	Records documenting the initial assessment of Students.	NA	5.4	12	Termination of student relationship + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973	1.Student Qualifications on Entry 2. Key Skills Assessments 3.Care Student Assessments	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records about the collection, maintenance, and use of personal information about students.	NA	5.8	12	Superseded + 6 years minimum	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973	NA	Archival value Policies to be kept permanently?	NA
Student Administration and Support	5.6 Student Record Administration	Records containing full personal data on individual students.	3.1	5.3	12	Minimum required. Variable for different types of personal data.	1980 c.58 Limitation Act 1980	NA	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	Core student data.	3.1	5.3	12	This is the minimal record kept to provide references for former students required for at least 10 years	NA	NA	NA	Life-long learner record will fall into this category. Ceases to be a personal record on death of student	NA
Student Administration and Support	5.6 Student Record Administration	Records of administration of Student Financial and employment support.	NA	5.3	12	Current + 6 Years	NA	NA	New Deal Records. Modern Apprenticeship Records. Access Fund Applications. Individualised Student Record (ISRS). Individualised Learner Records	NA	NA
Student Administration and Support	5.6 Student Record Administration	Records containing standard analyses of data from individual students' records.	3.1	5.3	12	Current academic year + 5 years	NA	NA	NA	Review for archival value.	NA
Student Administration and Support	5.6 Student Record Administration	Records documenting the handling of individual students'/ employers requests for statements of results/transcripts.	3.1	5.3	12	Last action on request + 1 year	NA	NA	NA	NA	NA
Student Administration and Support	5.6 Student Record Administration	First Destination Surveys: individual responses.	3.1	5.3	12	Completion of analysis of responses	NA	NA	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.	3.11	5.1	12	Termination of relationship with student + 6 years	1980 c.58 Limitation Act 1980	NA	NA	May be included in Student record 5.6 above	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the withdrawal of individual students from the institution.	3.11	5.1	12	Termination of relationship with student + 6 years	1980 c.58 Limitation Act 1980	NA	NA	May be included in Student record 5.6 above	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting the termination of individual students' programmes.	NA	NA	NA	Termination of student relationship + 6 years	1980 c.58 Limitation Act 1980	NA	NA	NA	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	1.15	5.3	12	Current academic year + 1 year (Minimum)	NA	NA	NA	May have to be held longer as part of continuous	NA
Student Administration and Support	5.7 Student Progress and Assessment Administration	Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.	1.16	5.3	12	Completion of student's programme + 6 years	1980 c.58 Limitation Act 1980	NA	NA	NA	NA

Student Administration and Support	5.7 Student Progress and Assessment Administration	Pass/Qualification/Awards lists.	3.16	5.1	12	Completion of Programme+10 years	NA	NA	NA	External certification may rely on examining body to maintain records e.g. RSA etc.	External certification may rely on examining body to maintain records e.g. RSA etc. Colleges should consider whether to maintain record internally beyond 10 years.
Student Administration and Support	5.8 Student Discipline	Records documenting the conduct and results of disciplinary proceedings against individual students.	3.12	5.5	12	Last action on case + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Student Counselling Services.	4.13	5.9	12	current year +2	NA	NA	Counselling Files	Confidential	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Student Health Services.	4.13	5.9	12	Medical Records	NA	NA	Health Files	Confidential	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records Relating to Careers Advice.	4.13	5.9	12	Duration of enrolment +3 years	1975 c.65 Sex Discrimination Act 1975	NA	NA	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records relating to Learning Support for Students with specific needs.	4.13	5.9	12	Current +7 Years	1995 c.50 Disability Discrimination Act 1995	NA	Initial Assessments, Blind Students-Deaf Students,	NA	NA
Student Administration and Support	5.9 Student Support and Welfare Management	Records documenting the handling of user/customer complaints about a student support service.	4.14	NA	NA	Last action on complaint + 6 years	1908c.58	1973 Prescription and Limitation (Scotland) Act 1973	NA	NA	NA
Student Administration and Support	5.10 Student Liaison	Records documenting the design and conduct of surveys of Student satisfaction.	3.18	NA	NA	Completion of survey + 3 years	NA	NA	NA	NA	NA
Student Administration and Support	5.10 Student Liaison	Results of user/customer surveys: individual responses.	3.18	NA	NA	Completion of analysis of survey responses	NA	NA	NA	NA	NA
Student Administration and Support	5.11 Student Complaint Handling	Records documenting policies and procedures for handling student complaints.	NA	NA	12	permanent	NA	NA	Harassment and bullying policy, Complaints procedures	Archival	NA
Student Administration and Support	5.11 Student Complaint Handling	Records documenting the handling of formal complaints made by individual students against the institution.	3.14	NA	12	Last action on case + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973	NA	NA	NA
Student Administration and Support	5.11 Student Complaint Handling	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	3.14	NA	12	Last action on complaint + 3 years	NA	NA	NA	May include informal complaints about harassment, bullying or discrimination, dealt with as a matter if internal discipline in the first instance	NA
Information Services	6.1 Information Resources Management	Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	30.6	NA	NA	Expiry of notification + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973	NA	NA	NA
Information Services	6.1 Information Resources Management	Records documenting the handling of requests for access to information held by the institution under the Freedom of Information Acts.	30.7	NA	NA	Last action on request + 6 years	1980 c.58 Limitation Act 1980	1973 Prescription and Limitation (Scotland) Act 1973	NA	Subject to revision and direction from the Information Commissioners	NA
Information Services	6.1 Information Resources Management	Records documenting the monitoring and control of the storage of records.	30.9	NA	NA	Current year + 1 year	NA	NA	NA	NA	NA
Information Services	6.1 Information Resources Management	Final versions of Records Retention Schedules.	30.9	NA	NA	Life of institution	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	32.7	NA	14	Current year + 1 year	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting user requests to recover data from backup or archive stores, and action taken.	32.7	NA	14	Last action on request + 3 months	NA	NA	NA	NA	NA
Information Services	6.3 Information and Communications Systems Management	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	NA	NA	14	Current year + 1 year	NA	NA	NA	NA	NA

Information Services	6.3 Information and Communications Systems Management	Records documenting user requests for technical and application support, and assistance provided.	NA	NA	14	Last action on request + 1 year	NA	NA	NA	NA	NA
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