

01	Academic Administration						
Ref.	Activity/ Records Series	Description/ Example Record Types from the McLellan Store	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
01.001	Academic Award Administration	The function of administering the conferment of the institution's academic awards.					
	Award Ceremony Administration	Records documenting organising awards ceremonies. Activities include: determining dates, times and venues for ceremonies; planning ceremonies; issuing invitations and/or tickets for ceremonies; designing programmes for ceremonies and arranging production and distribution;	Completion of ceremony	1 year	Destroy	Business requirement	Review for historical value
	Award Conferment: Graduates	Records documenting administering the conferment of the institution's academic awards. For awards to students, activities include: issuing lists and individual notifications of awards; organising the production of awards certificates; issuing awards certificates to students who do not attend awards ceremonies.	Conferment of award	1 year	Destroy	Business requirement	Review for historical value
	Award Conferment: Honorary degrees	Records documenting offers of honorary awards and responses received.	Conferment of award	1 year	Destroy	Business requirement	Review for historical value
	Policy Development: key records	Records documenting the development and establishment of the institution's academic award administration policies: key records.	Date superseded	5 years	Destroy	Business requirement	Review for historical value
	Policy Development: working papers	The activities involved in developing and establishing the institution's policies on the conferment of academic awards.	Date policy issued	1 year	Destroy	Business requirement	

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	Procedure Development:key records	The activities involved in developing the institution's procedures for the conferment of academic awards.	Date superseded	5 years	Destroy	Business requirement	Review for historical value
	Procedure Development: working papers	The activities involved in developing the institution's procedures for the conferment of academic awards.	Date procedures issued	1 year	Destroy	Business requirement	
01.002	Academic Programme administration						
	Records documenting the development and establishment of the institution's academic programme administration policies: key records.	The activities involved in developing and establishing the institution's policies on the administration of academic programmes.	Superseded + 5 years	5 years	Destroy	Business requirement	
	Records documenting the development of the institution's procedures relating to academic programme administration.	The activities involved in developing the institution's procedures for the administration of academic programmes.	Issue of procedures + 1 year	1 year	Destroy	Business requirement	
	Records documenting the development and establishment of the institution's academic programme administration policies: working papers.	The activities involved in developing and establishing the institution's policies on the administration of academic programmes.	Date policy issued	1 year	Destroy	Business requirement	Review for historical value.
	Records documenting the analysis and development of the institution's procedures relating to academic programme administration.	The activities involved in developing the institution's procedures for the administration of academic programmes.	Date procedures issued	5 years	Destroy	Business requirement	Review for historical value.

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	Academic Programme Co-ordination	Records documenting the administration of academic programmes. For example, timetabling, student / course handbooks, scheduling the marking and return of work, and monitoring compliance with these schedules; monitoring students' attendance; organising required work placements	End of current academic year	3 years	Destroy	Business requirement	Review for historical value.
01.003	Student Administration	The function of administering the institution's contractual relationships with its students.					
	Student Academic Appeal Handling	Records documenting the handling and results of academic appeals by individual students.	Last action on case	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Student Administration Policy Development:key records	Records documenting the development and establishment of the institution's student administration policies: key records.	Date superseded	10 years	Destroy	Business requirement	Review for historical value.
	Student Administration Policy Development:working papers	Records documenting the development and establishment of the institution's student administration policies: working papers.	Issue of policy	1 year	Destroy	Business requirement	
	Student Administration Procedure Development: Master set	Records documenting the development of the institution's procedures relating to student administration.	Issue of procedures	10 years	Destroy	Business requirement	Review for historical value
	Student Admission policy	Records documenting the development and establishment of the institution's admission criteria.	Date superseded	10 years	Destroy	Business requirement	Review for historical value
	Records documenting the handling of applications for admission: successful applications.	The activities involved in admitting students to the institution.	End of student status	6 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45

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	Records documenting the handling of applications for admission: unsuccessful applications.		Completion of admissions process	Minimum: 6 months. Recommended: 1 year.	Destroy	Statutory	The Employment Equality (Age) Regulations 2006 SI 2006/1031 Regulations 23, 39 and 42 The Employment Equality (Religion or Belief) Regulations 2003 SI 2003/1660 Regulations 20, 31 and 34 The Employment Equality (Sexual Orientation) Regulations 2003 SI 2003/1661 Regulations 20, 31 and 34
	Records documenting the administration of the clearing process.		End of current academic year	1 year	Destroy	Business requirement	
	Records containing data on overall student numbers.		End of current academic year	1 year	Destroy	Business requirement	
	Records documenting the handling of formal complaints made by individual students against the institution.	Student Complaints	Last action on case	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Student Complaints: unproven	Last action on case	3 years	Confidential destruction	Business requirement	
	Records documenting the conduct and results of disciplinary proceedings against individual students.	Student Disciplinary Case	Last action on case	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45

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	Student Induction Programme: Master set		Completion of induction programme	5 years	Destroy	Business requirement	
	Records documenting the administration of induction programmes and events for new students. Working papers	The activities involved in designing and organising induction programmes for new students.	End of current academic year	1 year	Destroy	Business requirement	
	Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.	Supervisors meetings: Progress committee papers	End of student status	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Records documenting the transfer of individual students to new programmes or to new courses within programmes.		End of student status	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Records documenting the withdrawal of individual students from the institution.	Withdrawal forms	End of student status	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Records documenting the termination of individual students' programmes.	Student Progress Administration	End of student status	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Records containing personal data on individual students	Student record file	Minimum requirement varies for different types of personal data. Recommended <u>maximum</u> retention: End of 'registered student' relationship with institution + 6 years	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45

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	Records containing standard analyses of data from individual students' records.	HESA returns	End of current academic year	5 years	Destroy	Business requirement	
	Records documenting the handling of individual students' requests for statements of results/transcripts.	Replacement results/ transcript requests	Last action on case	1 year	Confidential destruction	Business requirement	
	Records documenting the handling of requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions.	Confirmation of results requests	Last action on case	1 year	Confidential destruction	Business requirement	
	First Destination Surveys: individual responses	First Destination Survey	Completion of analysis of responses	5 years	Confidential destruction	Business requirement	
	First Destination Surveys: anonymised summaries and analyses of the results of First Destination Surveys.		End of current academic year	5 years	Destroy	Business requirement	
	Records documenting the design, conduct and summary results of student recruitment campaigns.	Recruitment campaigns	Completion of campaign	5 years	Destroy	Business requirement	
	Records documenting the design, organisation and summary results of student recruitment events.		Completion of event	5 years	Destroy	Business requirement	
	Records documenting the design, operation and summary results of student recruitment schemes.		Completion of event	5 years	Destroy	Business requirement	

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	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Recruitment literature	End of current academic year		Destroy	Business requirement	
	Records documenting the handling of enquiries from prospective students.	Enquiries; Prsopectus reqests	End of current academic year		Destroy	Business requirement	
	Records containing summaries and analyses of enquiry, recruitment and retention data.		End of current academic year	5 years	Destroy	Business requirement	Review for historical value
	Records containing summaries and analyses of data on registration of students on programmes		End of current academic year	5 years	Destroy	Business requirement	
01.004	Student Assessment Administration	The function of administering the conduct of student assessment.					
	Academic Assessment Administration Policy Development: Key records	The activities involved in developing and establishing the institution's policies on the conduct of academic assessments.	Date superseded	10 years	Destroy	Business requirement	Review for historical value
	Academic Assessment Administration Policy Development: working papers		Date of issue of policy	1 year	Destroy	Business requirement	
	Academic Assessment Administration Procedure Development: working papers		Date of issue of procedures	1 year	Destroy	Business requirement	
	Academic Assessment Administration Procedure Development: key records		Date superseded	10 years	Destroy	Business requirement	
	Records documenting the selection and appointment of external examiners.	External examiners list	Termination of appointment	1 year	Confidential destruction	Business requirement	

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	Records documenting liaison with external examiners on administrative matters.		End of current academic year	1 year	Confidential destruction	Business requirement	
	Records documenting the selection and appointment of examination invigilators.		End of current academic year	1 year	Confidential destruction	Business requirement	
	Records documenting the design and delivery of training for examination invigilators.	Assessment Administration	End of current academic year	1 year	Confidential destruction	Business requirement	
	Records documenting the control of examination papers and examination scripts.		End of current academic year	1 year	Confidential destruction	Business requirement	
	Records documenting the timetabling of examinations.	Examination timetable	End of current academic year	1 year	Confidential destruction	Business requirement	
	Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Examination special arrangements	End of current academic year	1 year	Confidential destruction	Business requirement	
	Records documenting individual students' attendance at examinations, and the handling of reports of mitigating circumstances.		End of current academic year	1 year	Confidential destruction	Business requirement	
	Records documenting the collation of examination results and compilation of pass lists and individual notifications of results.		End of current academic year	1 year	Confidential destruction	Business requirement	

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	Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.		End of current academic year	1 year	Confidential destruction	Business requirement	
	Records documenting the issue of awards lists and individual notifications of awards.		End of current academic year	1 year	Confidential destruction	Business requirement	
	Pass Lists/Awards lists		Date of issue of list	10 years	Destroy	Business requirement	Review for historical value
	Records documenting the arrangements for meetings of a Board of Examiners		Date of issue of list	10 years	Destroy	Business requirement	
	Records documenting the conduct of the business of a board of examiners: agenda, minutes and papers.		End of current academic year	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.		End of current academic year	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
01.005	STUDENT FINANCIAL SUPPORT ADMINISTRATION	The function of administering the allocation of financial support funds available to the institution's students.					

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	Records documenting the development and establishment of the institution's student financial support policies: key records.		Date superseded	5 years	Destroy	Business requirement	
	Records documenting the development and establishment of the institution's student financial support policies: working papers.		Date of issue of policy	1 year	Destroy	Business requirement	
	Records documenting the development of the institution's procedures relating to student financial support.		Date of issue of procedures	1 year	Destroy	Business requirement	
	Procedures relating to student financial support: Master copies		Date superseded	5 years	Destroy	Business requirement	
	Records documenting the provision of financial aid funds to individual students.	Financial Aid Funds Administration	End of current academic year	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Records documenting the provision of crisis/hardship payments to individual students.	Crisis/Hardship Funds Administration	End of current academic year	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Records documenting the award of bursaries	Bursaries Administration	End of current academic year	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Records documenting the award of scholarships and fellowships to individual students.	Scholarships and Fellowships Adminis	End of current academic year	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45

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	Records documenting nominations for prizes, the consideration of nominations and notifications to recipients of prizes.	Prizes Administration	End of current academic year	6 years	Confidential destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
	Prizes Administration	List of prize winners	Once prize ceases to be active		Destroy	Business requirement	Review for historical value