Document Retention Policy

Description	Electronic	Paper	Examples	Notes/Comments	Responsibility
Records detailing the Structure and Content of each programme.	15 years + current year	End of ILR Year	Course Prospectuses, Qualifications offered	EBS	Programme Team
Records of Tuition and other course fees.	15 years + current year	End of ILR Year	Course	EBS	Programme Team
ILR Submission Records	15 years + current year		FIS_EXP.mdb		MIS Manager
Records documenting applications / admissions	15 years + current year	End of ILR Year	Application Form	EBS	Learner Recruitment
Records documenting applications / admissions Offers	15 years + current year	5 Years	Application Form	EBS	Learner Recruitment
Records documenting the registration of individual students on programmes.	15 years + current year	15 years + current year	SLA & Amendment forms	EBS	Registry Manager
Records containing full personal data on individual students.	15 years + current year	15 years + current year	SLA & Amendment forms	EBS and CRM	Registry Manager
Attendance Records on individual students	15 years + current year		E-Registers	May be archived to another database	Registry Manager
Records of administration of Student Financial and employment support.	15 years + current year	15 years + current year		N/A	Registry Manager
Records documenting a students Individual Learning Plan	15 years + current year	End of ILR Year	Promonitor	May be included in Student record	Registry Manager
Records documenting the control of examination papers and examination scripts.	15 years + current year	As Exam Board Requires	N/A	N/A	Exams Manager
Records documenting the timetabling of examinations.	15 years + current year	As Exam Board Requires	N/A	N/A	Exams Manager
Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	15 years + current year	As Exam Board Requires	N/A	N/A	Exams Manager
Records documenting feedback on academic progress.	15 years + current year	As Exam Board Requires	N/A	N/A	Exams Manager
Exam Entries & Registrations	15 years + current year	Current Year + 1			Exams Manager
Exam Timetables	1 year + current year	Current Year			Exams Manager
Exam Paper Delivery & Despatch		Current Year			Exams Manager
Access Arrangements for Exams	15 years + current year	3 years			Exams Manager
Exam Achievement / Results	15 years + current year	8 years			Exams Manager
Exam Re-mark applications	15 years + current year	Current Year + 1			Exams Manager
Exam Regulations		Usually current year		As per Board Regulations	Exams Manager
Staff Training based around eLearning	3 Years + Current year		Registers of staff attending training sessions along with feedback notes		eLearning Coordinator
Records of student work on the VLE	5 Years + Current year		Moodle	Current year/Previous year - Live Access; previous 3 years archived	Course leader
Learner Destination data	5 Years + Current year		J2P destination data	excel document	Quality department
Learner survey	5 Years + Current year		Internal learner surveys	QDP, Survey Monkey	Quality department
Formal Complaints from students	3 Years	3 Years	Written complaint form		College Complaints
Safeguarding information	85 years	85 years	Confidential information e.g. notes of muliti gaency meetings. promonitor records.	On advice from SSCB.	Safeguarding
SEND documentation	15 years + current year	15 years + current year?	Support Plans		SEND