

The Student Record — Retention Schedules

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A Aiton
Business Improvements
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THE STUDENT RECORD - A

Record Retention Schedule — The Student Record in DocMan

A Records Retention Schedule is a document that sets out the periods for which an organisation's business records should be retained to meet its operational needs and to comply with legal and other requirements. The Schedule below refers only to the student records which are held in DocMan

Description	Retention Period	Reason for retention period	Final Disposal
Course Management			
Acceptance into module form	Termination of relationship + 6 years	Prescription and Limitation (Scotland) Act 1973	Destroy
Adviser correspondence	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Change of faculty slip	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Change of faculty corresp	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Change of module slip	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Change of module corresp	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
App. to transfer into StA/Man Med course	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Pre-advising form	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
(non) matriculation letters	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Withdraw/re-engage	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Year abroad letters	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Academic Performance			
PtP/DPwarning letters	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
PtP/DPwithdrawn/re-instated	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Deferred assessment results	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Exam results	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Record Card -Sits	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Student record -Dat War	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Personal			
Change of address letter	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Dave R corresp/memos	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Dave R interviews	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Doctors Consent form	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Leave of absence correspondence	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Medical corresp	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Med report/Doctor letter	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Other personal	Termination of	Prescription and Limitation	Destroy

	relationship + 6	(Scotland) Act 1973	
Student Support memo	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Self-cert of absence	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Special needs	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Student Support memo	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Fees			
Fee Obligations form	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Fees correspondence	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
LEA corresp.	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Other			
misc. correspondence from student	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
misc. correspondence from University	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Misc. notes	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Misc e-mails	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy

THE STUDENT RECORD - B

Record Retention Schedule — The Student Record in SITS

A Records Retention Schedule is a document that sets out the periods for which an organisation's business records should be retained to meet its operational needs and to comply with legal and other requirements. The Schedule below refers only to the student records which are held in SITS.

*Source = also held in U [UCAS form] or M [Matriculation form]

*Source	Description	Retention Period	Reason for retention period	Final Disposal	Reason for disposal
U	Title	Termination of relationship + 6 yrs	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Forenames	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Surname	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Date of Birth	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Gender	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Home Address	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Nationality	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Last School	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Course code	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Course name	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
U	Qualifications on entry	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
M	Matric No	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
M	Expected End Date	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
M	Full/Part time	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
M	Fee status	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
M	Fee sponsor	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	E-mail	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Photograph	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Start Date	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Degree Intention (Code and Name)	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Current Degree Intention	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	UCAS ID	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Degree awarded and subject	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Date degree awarded	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Classification	Termination of	Prescription and Limitation	Archive	Core

		relationship + 6	(Scotland) Act 1973		
	Module Code	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Module Title	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Module Year	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Semester	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Credits awarded	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Year of Study	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Grades	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Results	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Prizes	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Course interruptions	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Withdrawal	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Archive	Core
	Domicile	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Educational background	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Disability	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Term Address	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Student loan number	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Car in St Andrews Y/N	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Access to PC Y/N	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Univ accomm Y/N	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Registration Status	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Term Phone Number	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Home Phone Number	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Mobile Phone no	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Data Protection opt out	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	HESA number	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Qualification points	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Undergrad/postgrad	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Taught/research	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Year in course	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Faculty	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Staff Contact (Adviser)	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	
	Route code	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy	

THE STUDENT RECORD –C

Record Retention Schedule — The Student Record in Schools and Departments

A Records Retention Schedule is a document that sets out the periods for which an organisation's business records should be retained to meet its operational needs and to comply with legal and other requirements. The Schedule below refers only to the student records which are held at School/Department level.

In exceptional circumstances there may be a requirement to vary a retention period given below. Before doing so, schools should consult the Records Manager, Business Improvements who can be emailed at recmgmt@st-andrews.ac.uk. Moreover, any such variation must be clearly described in the School handbook, along with the reason for the variation.

CAY = Current Academic Year

Description	Retention Period	Reason for retention period	Final Disposal
Course related material			
Class/Tutorial lists	CAY	Short-term relevance	Destroy
Enrolment in a module form	CAY	Short-term relevance	Destroy
Schedules for submitting work	CAY	Short-term relevance	Destroy
Records documenting individual students' attendance, and submission of coursework.	CAY + 3 years	Monitor need for pastoral intervention	Destroy
Data relating to withdrawal, transfer, termination	Termination of relationship + 1 year	Copies retained in Registry or Archive	Destroy
Module changes/degree intention changes	CAY	Copies retained in Registry or Archive	Destroy
Assessment			
Sample set of examination scripts to be retained for 3 yrs	Year of examination + 3	Internal audit/QA	Destroy
Other examination scripts	Sub-honours Year of examination + 2 Honours Year of graduation + 1	Appeal period of 6 months	Destroy
Sample set of assessed coursework	Year of submission + 3	Internal audit/QA	Destroy
Other assessed coursework	Sub-honours Year of submission + 1 Honours Year of graduation + 1	Appeal period of 6 months	Destroy
Examiners' reports	Year of creation + 3	Internal audit; copies held in Exam office	Destroy
Examination timetables	CAY		Destroy
Module spread sheets	Year of creation + 3	Internal audit	Destroy
Module board records	Year of creation + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Degree classification meetings records	Year of creation + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Complaints/appeals/discipline [which do not go beyond School level]			
Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case + 6 years	Prescription and Limitation (Scotland) Act 1973	Destroy
Records documenting academic appeals	Last action on case + 6	Prescription and	Destroy

by individual students.	years	Limitation (Scotland) Act 1973	
Records documenting the handling of formal complaints made by individual students.	Last action on case + 6 years	Prescription and Limitation (Scotland) Act 1973	Destroy
Records documenting the handling of academic fraud cases	Last action on case + 6 years	Prescription and Limitation (Scotland) Act 1973	Destroy
Student relations			
Audit return questionnaires	Year of creation + 3	Internal audit	Destroy
Collated statistics/reports	Year of creation + 6	Internal audit	Destroy
Staff/Student bodies - minutes	Year of creation +5	Permanent record	Send to Muniments after 5 yrs
Documents filed under individual student name			
Records documenting special treatment eg extra time given in exams	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Facts about Socrates, Erasmus, year abroad, work placement etc	Termination of relationship + 6	Prescription and Limitation (Scotland) Act 1973	Destroy
Official School correspondence	Termination of relationship + 1	Short-term relevance	Destroy
Correspondence relating to wider issues of School practice	Termination of relationship + 1	Short-term relevance	Destroy
Other material required for reference writing	Termination of relationship + 5	For reference writing	Destroy
References	Termination of relationship + 5	For consultation when reference writing	Destroy
Disabilities records	Termination of relationship + 1	Retained in Registry or Archive	Destroy
D Roberts notifications	Termination of relationship + 1	Retained in Registry or Archive	Destroy
Home and St A contact details	Termination of relationship + 1	Short-term need to contact student	Destroy
Health records [self certificates, medical reports]	CAY	Retained in Registry or Archive	Destroy
The Burn/Field trips attendees etc	CAY	Short-term relevance	Destroy
Payments taken	CAY	Short-term relevance	Destroy

THE STUDENT RECORD - D

The Core Record

Student Name

Date of birth

Student ID

The course for which the student was enrolled at the end of each year of study

The classes/modules taken in each year of study

The assessment and reassessment grades for each class/module.

The number of credits gained in each module and in each year

The degree awarded and class (where applicable)

Date of graduation

Transcript

Ethnicity

Nationality

Sex

Start and completion dates

First and final addresses

Photographs

Parents' address and occupations

Higher or A level results; last school attended

Prizes/distinctions

First destination employment

Criminal record

THE STUDENT RECORD - E

Definition of Terms

Records Retention Schedule	a document that sets out the periods for which an organisation's business records should be retained to meet its operational needs and to comply with legal and other requirements.
Retention Period	the minimum period for which a record should be kept.
Disposal	final disposition of document [Archive, Muniments or destruction]
SITS	the electronic record-keeping system used by the Registry to store student records
DocMan	the document management system used by the Registry to supplement the Student Record held in SITS
CAY	Current Academic Year