

Title:	Documentation, Retention and Archiving Policy
Policy Number:	P023
Approval Date & Version:	March 2022, V0.6
Approved by:	Academic Board (AB)
Next Review Date:	January 2024
This policy is owned by:	Data Management and Compliance Department

External Reference Points:

External Source	Reference Points
UKQC- Core Practices	N/A
UKQC- Advice and Guidance	N/A
Awarding Body Reference	<ul style="list-style-type: none"> LMU Academic Regulations 2019-20 BTEC Higher Nationals Centre Guide to External Examination UK; 2019-20.
Other reference Points	<ul style="list-style-type: none"> Data Protection Act 2018 NCL: IT Acceptable Use Policy NCL: Master Information and Security Policy NCL: Privacy Notice LMU: ITS Student Data Storage Policy

1. About the Policy:

This policy sets out approved document retention periods in order that the College may meet its legal obligations, comply with quality assurance requirements, reduce burdens on space and storage; and comply with the Data Protection Act by not retaining documentation longer than is justifiably necessary.

2. Data Protection Act 2018:

The Data Protection Act 2018 (DPA) makes provisions for the regulation of the processing of personal data. The DPA is a UK law which implements the General Data Protection Regulation (GDPR) and makes additional provisions for data processing for the purpose of intelligence and law enforcement. The seven key principles on which DPA is based are listed as follows:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation

- Integrity and confidentiality (security)
- Accountability

3. Documentation Retention:

Documentation may be retained for a longer period of time than stated in this document, but the department or office must make explicit the reasons for doing so, e.g. to retain project work that includes original data and/or analysis; for surveys of trends in student achievement; to use as examples to future students. The documentation must be destroyed when the stated purpose has been fulfilled.

4. Professional, Statutory and Regulatory Bodies (PSRB) and awarding bodies:

Where relevant, academic departments should refer to PSRB and awarding bodies' guidance on the retention of assessed work to ensure that they will comply with any specific requirements.

5. Students

The policy on the retention of student work and files should be made available to students, e.g. via the programme handbook or college website.

6. Formats

Paper (e.g. files, forms, folders) or electronic (e.g. word processed documents, databases, spreadsheets, web, scanned images). Records held electronically must remain accessible and not lost in obsolete technology. Electronic storage should be reviewed periodically and, if necessary, arrangements made for it to be moved to new facility. Long term data should be held on a central server to ensure that it is adequately backed up.

7. Storage and Disposal

- 7.1. To reduce unnecessary waste of storage capacity, paper or electronic copies should be kept. All non-official copy should be destroyed as soon as the need for reference ceases.
- 7.2. Before undertaking permanent disposal of student records it is vital to ensure that any student marks and results information, including pass lists, are retained by Examinations Officer, itself before destroying files.

Core Records [as defined in below] must be retained permanently, but Supplementary Records may be destroyed after a specified period [as outlined below].

8. Destruction of Records

The destruction of student files must in all cases be in accordance with this policy; all student files held on paper must be shredded before destruction. In order to facilitate the destruction of student files, relevant College departments are advised to categorise archived student records according to the academic year in which a student left the College.

9. The 'Student Record' and the 'Curriculum Record'

3.1. The student record relates to individual students. It therefore includes records of admission; registration & enrolment to modules/courses; attendance and engagement; exam scripts and coursework answers; marks, progression and award outcomes; records of examiners' meetings and of the consideration of appeals; and references or other documents supplied to confirm a student's achievements. The student record comprises the core record & the supplementary record.

3.1.1. The core student record: comprising: the student's name, ID number, date of birth, most recent contact address and programme(s) of study, minutes, mark sheets and transcripts from Panels/Boards of Examiners, any other information about the student that is held on the student record system is maintained indefinitely wherever possible by the College's administration department which is responsible for storing, and maintaining the integrity of, the record.

3.1.2. The supplementary student record: comprising: record held about individual students in addition to the core student record, is maintained according to timescales agreed from time to time, but in any case not less than six years from the last active use of the record.

3.2. The curriculum record relates to the course, not to the student. It therefore includes records of curriculum structures, assessment patterns and weightings, progression and award rules, calendars and examination timetables, and regulations & published regulatory guidance. The curriculum record comprises the core record and the supplementary record.

3.2.1. The core curriculum record: comprising: academic calendars; approved regulations and conventions; any other information about the curriculum that is held on the student record system, is maintained indefinitely wherever possible by the College's academic department.

3.2.2. The supplementary curriculum record: comprising: record held about courses in addition to the core curriculum record, is maintained according to the timescales agreed from time to time but in any case not less than six years from the last active use of the record.