

Function – Schools (January 2025)

Responsible Person – Academic Schools

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
Records documenting the development and establishment of the institution's teaching strategy.	Superseded + 10 years	Destroy	Institutional Business Requirements
Validation materials	Life of programme + 10 years	Destroy*	Institutional Business Requirements
Institutional Led Review (ILR) (documentation relating to the programme only)	Life of programme + 10 years	Destroy*	Institutional Business Requirements
Programme and modules amendments	Life of programme + 10 years	Destroy*	Institutional Business Requirements
Accreditation letter	Life of programme + 10 years	Destroy*	Institutional Business Requirements
Accreditation documentation	Life of programme or until superseded	Destroy	Institutional Business Requirements
Annual Monitoring Data	CAY + 5 years	Destroy	Institutional Business Requirements
Professional Transcript Information	50 years	Destroy	Specific to School of Health and Life Sciences
School and student forums minutes and papers	CAY + 5 years	Destroy	Institutional Business Requirements
Programme Handbooks	CAY + 3 years	Destroy	Institutional Business Requirements
School governance records e.g. risk management / assessments	Date of assessment + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
School Operational Plans	9 years (3 cycles)	Destroy	Institutional Business Requirements
Student placement records (correspondence relating to student placement)	End of Placement + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
Student placement records (core details of placement)	50 years	Destroy	Institutional Business Requirements

Fitness to Practice documentation	End of 'registered student' relationship with institution + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
Student Academic Board /School Board of Examiners documentation (including decisions relating to extenuating circumstances)	CAY + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
Student Record Amendment for and Interruption of study documentation	CAY + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
PVG documentation	End of student relationship with institution + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
School specific Disability Student Information	CAY + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
Staff development records including Academic staff activity plans	CAY + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
International Data e.g. recognised teacher certificates	Duration individual is teaching + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
External Examiner Recruitment Documentation	-	-	Refer to People & Wellbeing Records Retention Schedule
Equipment borrowing records	CAY + 1 year	Destroy	Institutional Business Requirements
Plaiagarism Panel	Last action + 6 years	Destroy*	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980
Class attendance records (including Tier 4 Students)	CAY + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973 Limitation Act 1980

CAY = Current Academic Year

*School to review prior to destruction