

Function – Student Services (v3 –November 2024)

Responsible Person –Student Services Manager

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 student services strategy and policies: key records.	Superseded + 3 years	Archive	
Records documenting the development and establishment of the institution's student services strategy, policies and procedures: working papers.	Issue of document + 1 year	Destroy	
Records documenting immigration casework/compliance for students, including the retention of immigration permission from students.	6 years from last interaction relating to casework or 6 years after permanent withdrawal relating to immigration permission.	Destroy	OISC (Office of the Immigration Services Commissioner) Code of Standards: 2016
Student records including applications to Discretionary, Childcare and Trust Funds each year.	Current financial year + 6 years	Destroy	Prescription and Limitation (Scotland) Act 1973.
Records relating to careers advice.	Duration of enrolment +6 years	Destroy	The Equality Act 2010