

Leeds Trinity University

Records Retention Schedule

Type of Record	Retention Period	Location	Reason for Length of Period
APPLICATIONS and ADMISSIONS			
Records documenting the handling of enquiries from prospective students	Current Academic Year + 1 year	Admissions Office	Good practice
Records documenting the handling of applications for admission: unsuccessful applications	Current Academic Year + 1 year	Admissions Office	Good practice
Records documenting the handling of the clearing process	Current Academic Year + 1 year	Admissions Office	Good practice
GENERAL STUDENT FILES COLLATED DURING ACADEMIC CAREER			
Programme registration and academic performance (dates of study, progression, programme of study, marks, final award etc)	Perpetuity	Student Administration	Provision of references and confirmation of registration/final award etc.
Full student records, including documents relating to application/admission; academic achievements and conduct; transfer, withdrawal or termination of studies;	10 years for personal and academic references.	Student Administration	Permits university to provide references for a reasonable length of time.
Records documenting the handling of individual students' requests for statements of results/transcripts and third party requests for confirmation of student status etc.	Last action on request + 1 year	Student Administration	Good practice.
PROGRAMME & EXAMINATION ADMINISTRATION			
Class/Tutorial lists & Schedules for submitting/marking work.	Current Academic Year	Student Administration	Good practice.
Records documenting individual students' attendance, and submission of coursework.	Current Academic Year + 1 year	Student Administration	Good practice.
Documents referring to coursework marks/grades and assessment.	Completion of studies + 1 year	Programme Lead Personal Tutor,	Good practice.
Records documenting organisation of examinations to include alternative arrangements, attendance at examinations, collation and notification of results.	Current Academic Year + 1 year	Student Administration	Good practice.
Pass Lists/Award Lists	Perpetuity	Student Administration	Formal record, forms part of archive.
STUDENTS' ACADEMIC WORK			

Undergraduate Coursework	Nil - handed back to student after marking (unless Note 1 or 2 applies).	N/A	(NB. In the event of an appeal, or a request from an examiner, it will be student's responsibility to provide the coursework for consideration.)
Postgraduate Taught Coursework	Nil - handed back to student after marking (unless Note 1 or 2 applies).	N/A	(NB. In the event of an appeal, or a request from an examiner, it will be student's responsibility to provide the coursework for consideration.)
Research Theses	Maximum of 2 copies retained indefinitely (unless Note 1 or 2 applies).	One copy to be retained in Library and one copy to be retained by Research Office?	University Regulations for Higher Degrees by Research
<p>NOTES: 1. Samples of coursework, dissertations, theses etc should be retained in department for external audit requirements. Retention for this purpose is, therefore, determined by the date of any forthcoming audit. 2. Samples of coursework, dissertations, theses etc. may be retained indefinitely in department as exemplars only with the consent of the author. Supervisors wishing to retain copies of Research Theses must also seek the consent of the author.</p>			
Examination Scripts from Year One	Can be disposed of in Year Two	Student Administration; Programme Lead	Assuming it doesn't count towards final mark.
Examination Scripts from Year Two onwards.	Duration of studies and 6 months after awards are conferred.	Student Administration; Programme Lead	Relevant time to let students exercise right of appeal or in case of any other dispute.
Examination Scripts for students who have withdrawn or had their studies terminated.	6 months from the withdrawal/ termination date	Student Administration; Programme Lead	Relevant time to let students exercise right of appeal or in case of any other dispute.
DISCIPLINE, APPEALS AND COMPLAINTS (held separately from main student file)			
Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case + 6 years.	Student Administration; Academic Quality Office	Limitation period for negligence.
Records documenting the handling and results of academic appeals by individual students.	Last action on case + 6 years.	Student Administration; Academic Quality Office	Limitation period for negligence.
Records documenting the handling of formal complaints made by individual students.	Last action on case + 6 years.	Student Administration; Academic Quality Office	Limitation period for negligence.
Records documenting the handling of complaints made by individual students where formal complaints procedure is not initiated.	Last action on case + 3 years.	Student Administration; Academic Quality Office	Good practice.
GRADUATION CEREMONIES			

Records documenting the organization of award ceremonies	Completion of ceremony + 1 year	Student Administration	Good practice.
Records documenting the production, collection and mailing of award certificates.	Completion of ceremony + 1 year	Student Administration	Good practice.
FINANCIAL ACCOUNTING			
Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting the receipt and payment of purchase invoices.	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting the payment and/or reimbursement of employees' expenses.	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting the handling of petty cash.	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting the receipt and processing of students' fees.	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting debt collection	Current financial year + 6 years	Finance Office Archives and Finance Office	Good Practice
Records documenting the payment and/or reimbursement of students' expenses.	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting the payment of PGCE bursaries and research student stipends.	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting the preparation of annual and statutory accounts	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting internal recharges	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Annual and statutory Accounts	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
MANAGEMENT ACCOUNTING			
Records documenting analyses of the internal deployment of the institution's financial resources.	Current financial year + 6 years	Finance Office Archives and Finance Office	Good Practice
Records documenting analyses of annual returns for TRAC, HESA and BCI	Current financial year + 6 years	Finance Office Archives and Finance Office	Good Practice
Records documenting Research costing and other bids	Current financial year + 6 years	Finance Office Archives and Finance Office	Good Practice
Records documenting the preparation of annual operating budgets.	Current financial year + 6 years	Finance Office Archives and Finance Office	Good Practice

Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.	Current financial year + 6 years	Finance Office Archives and Finance Office	Good Practice
PAYROLL ADMINISTRATION			
Records documenting employees' personal data. Home address, bank account, Date of birth, national Insurance Number etc.	Current tax year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting employees' authorisation for non-statutory payroll deductions.	Current tax year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting calculation and payment of payroll payments to employees.	Current tax year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting the operation of the Statutory Maternity Pay scheme.	Current tax year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting changes to employees' salaries (including increments and pay awards) and hours	Current tax year + 6 years	Finance Office Archives and Finance Office	Statutory Period
PENSION ADMINISTRATION			
Salary records relating to employees' for pension administration.	Termination of employment + 60 years	Finance Office Archives and Finance Office	Good practice
Records documenting payments of the institution's employees' and employers' contributions to pensions schemes for its employees.	Termination of employment + 60 years	Finance Office Archives and Finance Office	Good practice
TAX MANAGEMENT			
Records documenting the preparation and filing of the institution's tax returns for PAYE	Current tax year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting the preparation and filing of the institution's tax returns for VAT and other taxes	Current tax year + 6 years	Finance Office Archives and Finance Office	Statutory Period
CASH AND INVESTMENT MANAGEMENT			
Records documenting the opening, closure and routine administration of bank accounts.	Closure of account + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting routine bank account deposits / withdrawals / transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period

Records documenting the overall management of the institution's financial investment portfolio.	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
ASSEST MANAGEMENT			
Records documenting the value of the institution's capital assets.	Current financial year + 6 years	Finance Office Archives and Finance Office	Statutory Period
Records documenting decisions (and authorisations) to dispose of capital assets.	Current financial year (of disposal) + 6 years	Finance Office Archives and Finance Office	Statutory Period
INSURANCE			
Employers Liability.	Retained permanently	Finance Office Archives and Finance Office	Statutory Period
Other Insurance Certificates	Current financial year (of disposal) + 6 years	Finance Office Archives and Finance Office	Good Practice
Records documenting insurance renewal values	Current financial year (of disposal) + 6 years	Finance Office Archives and Finance Office	Good Practice
RECRUITMENT & SELECTION			
Adverts, application forms interview notes for unsuccessful candidates	6 months	HR Office, Archive, HR system and electronic files	Equality Act, 2010
Adverts, application forms, interview notes for successful candidates	See below	See below	Data will be transferred into Personnel files (see below)
PERSONNEL FILES			
All data and paperwork relating to the employee life cycle for example (but not limited to): <ul style="list-style-type: none"> Recruitment & selection paperwork Induction and probation New starter paperwork such as contracts and RTW documents Paperwork relating to any variation to terms and conditions Reward and recognition paperwork 	Period of employment + 6 years	HR Office, Archive, HR system and electronic files	Limitation Act, 1980
DBS			
DBS certification	6 months	HR Office, Archive, HR system and electronic files	DBS Guidelines
EMPLOYEE RELATIONS			

All data and paperwork relating to employee relations such as disciplinary and grievance cases, performance and absence management	Period of employment + 6 years	HR Office, Archive, HR system and electronic files	Limitation Act 1980
Employment Tribunal case files	Closure of case + 6 years		
LEARNING & DEVELOPMENT			
All data and paperwork relating to L&D for example (but not limited to): <ul style="list-style-type: none"> • CPD & Training records • Performing & Developing Reviews 	Period of employment + 6 years	HR Office, Archive, HR system and electronic files	
MANAGEMENT INFORMATION			
All reports extracted from the HR system which include employee data	2 years	Electronic files	
HESA returns	Current year + 10 years		
FOI request data	Current year + 1 year		
STAFF ENQUIRIES			
All email correspondence generated by enquiries	1 year		Good practice
INDUSTRIAL RELATIONS			
Records documenting institutional recognition/derecognition of trades unions	Derecognition + 6 years		Limitation Act, 1980
Records documenting agreements with trade unions	Termination of agreement + 10 years		Limitation Act, 1980
Records documenting routine communications with trade union representatives, including minutes of meetings	Current year + 20 years		
Records documenting consultations/negotiations with trade unions on specific issues	Last action on issue + 20 years		