

Glasgow Caledonian University			
<b>Records Retention Schedule</b>	<b>Careers Service</b>		
<b>Approved by</b>	Head of Careers	<b>Date</b>	Aug 2016
<b>Review Date</b>	August 2018	<b>Version</b>	V2.2

Functions:

<ul style="list-style-type: none"> <li>C1 HESA and DHLE p1</li> </ul>	<ul style="list-style-type: none"> <li>C2 Career and employer Events p2</li> </ul>
<ul style="list-style-type: none"> <li>C3 Vacancies p3</li> </ul>	
All other records which the Department may hold will appear in the General and School Records Retention Schedule	

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
<b>C1</b>	<b>HESA and DHLE</b>						
C1.1	HESA DLHE	Completed HESA DLHE Survey forms	End of current academic year	The current year's survey forms are retained by the Department. The previous 5 years survey forms are retained in GCU records store.	For 5 years	Current academic year plus 6 years then shred	Business Requirements and for longitudinal study
C1.2	Student Record	Monthly stats sheets with student name, course and level	End of current academic year	Kept in locked filing cabinet and destroyed once annual report is	n/a	Current year then shred/delete	Business Requirements

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
				completed			
C1.3	DHLE and HESA Reports	Reports on DHLE and HESA	Reports for previous years are retained by the Department in paper and electronic version	Retain current year plus 10. All reports produced are retained by the Department.	n/a	10 full years in Department then forward in hard copy to Archives	For possible future longitudinal research and historical record
<b>C2</b>	<b>Career and employer events</b>						
C2.1	Careers events, Employer visits	Initial contact information, confirmation of dates and presentations, topics for presentation, target audience, notes of needs	End of current academic year	Retain in department (Employer Co-ordinator) for 1 academic year after the academic year in which the event took place	n/a	Shred/delete after one year	Business requirements
C2.2	Career events and employer visit webpages	Summary past events and visits		Retain on website - electronic	n/a	Life of institution or in line with University policy on webpage retention	
C2.3	Employer Evaluations	Electronic or hard copy form sent to employer following an event. Satisfaction survey.	Completion of Annual Report	Delete or shred once incorporated into annual report	n/a	Maximum one year	

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C2.4	Employer database	Full employer contact details including: Contact name, title, email and telephone details. Calendar of events (campus visits): Contact name, reason for visit, recruitment needs.	When new contact details are provided.	Update when required and delete 5 years after last contact.	n/a	5 years after last contact	
C2.5	Evaluations	Student 1:1 Evaluations Class Evaluations from presentations, workshops, seminars and tutorial. Hard copy forms	When information is moved to Survey Monkey for use in the annual report and to inform service improvements.	Shred	n/a	Maximum one year from creation	
C2.6	Collated Evaluations	Student 1:1 Evaluations and Class Evaluations on Survey monkey	Completion of the Careers Service Annual Report	Delete	n/a	Maximum one year from creation	
<b>C3</b>	<b>Vacancies</b>						
C3.1	Shared Vacancy System	Student job search details which are accessible to careers staff	Deletion of student profile by student	Students choose to register for as long as they wish and are free to delete their profile whenever they wish.	n/a	Held on system until removed by student	