

<b>Glasgow Caledonian University</b>			
<b>Records Retention Schedule</b>	Academic Quality		
<b>Approved by</b>	Professor Nicky Andrew	<b>Date</b>	June 2017
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## Functions

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<b>Code</b>	<b>Record series</b>	<b>Examples of records</b>	<b>Retention Trigger</b>	<b>Department Action</b>	<b>Records Centre (if used)</b>	<b>Retention Action (Total)</b>	<b>Notes/Citation</b>
<b>Qual 1.1</b>	External Examiners	Approval Panel Membership, Terms of reference (electronic)	When superseded	Until superseded + 5 years	N/A	5 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 1.2</b>	External Examiners Approval Panel	Action points/minutes, signed Chairs actions sheets, Annual reports (electronic and print)	End of session	Current year + 5 years	N\A	5 years from end of session	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 1.3</b>	External Examiners Approval Panel	EXT1 and EXT2 forms and School approval form (electronic and print)	End of tenure	Termination of appointment + 5 years. Held in department the delete/shred	N\A	1 year from end of period of tenure	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 1.4</b>	External Examiners Approval Panel	Miscellaneous routine correspondence (payments, emails) (electronic)	End of session	Current academic session + 2 years	N\A	2 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 1.5</b>	External Examiners	External Examiners Handbook	When superseded	Until superseded then forward to University Archivist	N/A	Straight to Archive for indefinite retention	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 1.6</b>	External Examiners	Regulations for the Appointment and the responsibilities of External Examiners	When superceded	When superceded + 5 years	N/A	5 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 1.7</b>	External Examiners Approval Panel	Annual Report to Academic Policy Committee	End of session plus 1 year	Master forward to APPC Secretary. Held with Committee papers. Delete \Shred departmental copy	N/A	Indefinitely in Archives with Committee papers	Held in RRS file in Shared drive folder in the AQ department drive

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
<b>Qual 2.1</b>	Enhancement Led Internal Subject Review	Self Evaluation Doc, Panel membership, Report and Action plan, written notes of annual follow up, Reflective Analysis, QAA Report, Institutional Response, Pre-ELIR working group agendas & action points, agenda for review	End of session plus 1 year	Current year + 5 years (or until next ELISR event if sooner)	4 years	Current year plus 5 years then Archive	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 3.1</b>	Enhancement Led Institutional Review	Reflective Analysis, QAA Report, Institutional Response, Agenda for Review	End of session	Current year + 5 years (or until next ELIR event)	5 years	Archive	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 3.2</b>	Enhancement Led Institutional Review	Pre-ELIR working group agendas, action points	End of session	Current year + 5 years (or until next ELIR event)	Delete\Shred		Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 4.1</b>	Programme Approval/Re-Approval	Approved Programme Document inc, Programme Specification, Module Descriptors, CVs,	After approval event	Copy sent to Archive + held in department until next Approval Event	N/A	Archive	Held in RRS file in Shared drive folder in the AQ department drive for Life of Programme + 10 years
<b>Qual 4.2</b>	Programme Approval/Re-Approval	Academic and Business Case (approvals), Proof of concept (approvals) Costing model (re-approvals), Chair's sign off sheet, Report and Action plan (response),	End of session following approval	Hold in department until next Approval Event.	*Post 2010 documents to be retained by AQ	10 years	Held in RRS file in Shared drive folder in the AQ department driver. Pre 2010 paper documents to go to Archive.
<b>Qual 4.3</b>	Programme Approval/Re-Approval	Professional Statutory Body Approval Documentation, Proposals for amendment\Change to Programme Document	End of session of end of programme	Hold in department for life of programme then move to Records Centre	10 years	Life of programme + 10 years	Held in RRS file in Shared drive folder in the AQ department drive

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<b>Qual 5.1</b>	Quality Assurance and Enhancement	GCU Quality Assurance and Enhancement Handbook	When superseded	Forward to Archives when superseded	N\A	Direct to Archives	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 6.1</b>	Academic Appeals	Completed Academic Appeal Forms, Correspondence with student, Chair of Academic Appeal Committee decision on appeal (paper and electronic)	On closure of case	Last action on case + 5 years	5 years	5 years from closure of case.	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 6.1</b>	Academic Appeals Policy and Procedures	Policy document and associated documents	When superceded	When superceded + 5 years	5 years	5 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 7.1</b>	Module approval	Module approval proforma (electronic)	When superseded	Hold until superseded + 5 years	N/A	5 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 8.1</b>	Programme Monitoring	School Annual Report on Monitoring, QA/ E of Programmes, Annual Overview reports of the Programme Monitoring process (electronic)	End of session	Current academic session + 5 years then shred/delete	All held electronically	5 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 9.1</b>	Assessment Regulations Working Group	Agenda, Minutes, TOR, data	End of session	After current session + 10 years	N/A	10 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 9.2</b>	Assessment Regulations Working Group	APC paper; APC/Senate extracts (electronic)	End of session	After current session + 10 years	N/A	10 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 9.3</b>	Assessment Regulations Working Group	Assessment Regulations and associated policies (print and electronic)	End of session	After current session + 10 years	N/A	10 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>Qual 10.1</b>	Exceptions Subcommittee	TOR, minutes, agenda, approved cases, chairs action sheets (electronic)	End of session	After current session + 10 years	N/A	10 years	Held in RRS file in Shared drive folder in the AQ department drive

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<b>10.2</b>	Exceptions Subcommittee	Procedure and from (electronic)	When superceded	When superceded + 5 years	N/A	5 years	Held in RRS file in Shared drive folder in the AQ department drive
<b>11.1</b>	Policies: Qualifications Framework; Recognition of Prior Learning at GCU (RPL); GCU Similarity Checking Policy	Qualifications Framework (electronic) / Policy Document (electronic)	When superceded	Hold until superceded + 5 years	N/A	5 years	Held in RRS file in Shared drive folder in the AQ department drive. Copy sent to Archive.