

Glasgow Caledonian University			
<b>Records Retention Schedule</b>	<b>Department of Strategy and Planning</b>		
<b>Approved by</b>	Claire Hulsen	<b>Date</b>	09.05.19
<b>Review Date</b>	May 2021	<b>Version</b>	V3.0

**Functions:**

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Code	Record series	Examples of records	Retention Trigger	Department Action	Years in Records Centre (if used)	Retention Action (Total)	Notes/Citation
<b>SP1</b>	<b>Equality and Diversity</b>						
SP1.1	E&D database	E&D database from 2013/14 Electronic	End of year created	Year created +4	-	Retain 5 years then delete	Business Requirements
SP1.2	UCAS transparency data	Tableau dashboard of UCAS data	End of year created	Year created	-	5 years for trend analysis then delete	Data is publically available from UCAS
<b>SP2</b>	<b>Marketing Intelligence</b>						
SP2.1	External update	From 2006 Electronic	End of year	Year created +4	-	Retain 5	Business

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			created			years then delete	Requirements
SP2.2	League table reports	Times & Sunday Times from 2013. Sunday Times 2008, Guardian University Guide 2008 The Guardian 2008	End of year created	Year created + 9 in Unit	-	Retain 10 years then delete	Business Requirements
SP2.3	League table data	From 2008 Electronic	End of year	Year created + 9	-	Retain 10 years then delete	Business Requirements
<b>SP3</b>	<b>Marketing Analysis</b>						
SP3.1	Marketing Analysis Reports for website from 2010/11	Marketing Analysis Reports. Strategic Planning GCU Draft Response	End of year created	Year created + 4	-	Retain 5 years then delete	Business Requirements
SP3.2	Market intelligence reports	Potential new course market intelligence	End of year created	Year created +4	-	Retain 5 years then delete	Business Requirements
SP3.3	HESA Big Data	Potential new course market intelligence / comparative analyses	End of year created	Year created +4	-	Retain 5 years then delete	Business Requirements
<b>SP4</b>	<b>DLHE</b>						
SP4.1	DLHE Electronic Dataset	DLHE Dataset 2012/13	End of year created	Year created +4	-	Retain 5 years then delete	Business Requirements
SP4.2	HESA DLHE	Completed HESA DLHE questionnaires for the	End of survey	Paper questionnaires	3 years	Retain for 3 years then	Business Requirements

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		final DLHE survey – 2016/17.		are not held in department. Electronic version retained by S&P for 3 years then deleted.		destroy as stated by HESA	Paper surveys will be destroyed after 3 years from 2016/17 as per HESA advice and no longer for 6 years as was previously stated when these records were retained by Careers.
<b>SP5</b>	<b>HESA</b>						
SP5.1	Electronic	Performance Indicators. HESA returns. DDS downloads. Council documents.	End of year created	Year created +4	-	Retain 5 years then delete	Business Requirements
<b>SP6</b>	<b>Programme/Modules</b>						
SP6.1	Programme/module reports	Annual programme analysis reports from 2007/08. Active programmes from 2010/11. Module deviation from 2008/09. Module pass rates. Programme progression	End of year created	Year created + 4	-	Retain 5 years then delete	Business Requirements

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		data from 2007/08. Module and programme rationalisation from 2007/08.					
<b>SP7</b>	<b>Monitoring Targets</b>						
SP7.1	Monitoring Targets	Quarterly reports plus data	End of current year	Current year + 1	-	Retain 2 years then delete	Business Requirements
<b>SP8</b>	<b>Student Info/Student Numbers</b>						
SP8.1	Student information	Monitoring reports, SIMD, SDUE, TNE and FTE targets, Gender, Carers	End of year created	Year created + 4	-	Retain 5 years then delete	Business Requirements
SP8.2	Student numbers	Student weekly number reports	Date created	Date created + 5 years		Retain 5 years then delete	Business Requirements
SP8.3	Student numbers	Student weekly number (registered) reports	Date created	Retain hard copy in department for 5 years	-	Retain 5 years then shred	Business Requirements
SP8.4	Student numbers	Student weekly admissions number report - electronic	End of year created	Year created + 2		Retain 3 years then delete	Business Requirements
SP8.5	Student numbers	Weekly admissions reports (originals e-mailed from Admissions)	End of current year	Delete	-	Retain 1 year	Business Requirements

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<b>SP9</b>	<b>Widening access</b>						
SP9.1	Student number reports	Articulating and non-articulating	End of current year	Year created + 2 for electronic End of current year then shred for hard copy	-	Retain 3 years then delete	Business Requirements
SP9.2	Agreements	Articulation agreements: Background information. Focus West Schools Data. WARP progression.	End of current year	Year created +3	-	Retain 4 years then delete	Business Requirements
SP9.3	Frank Buttle	Frank Buttle data	Date created	Year created + 4	-	Retain 5 years then delete	Business Requirements
SP9.4	Admissions	Weekly Admissions reports (from Admissions)	End of current year	Delete	-	Retain 1 year	Business Requirements
SP9.5	Contextualised Admissions	University policy Contextualised admissions data	End of current year	Year created + 4	-	Retain 5 years after last action	Business Requirements
SP9.6	SWAP	Student numbers and entry data	Date created	Year created + 4	-	Retain 5 years then delete	Business Requirements
SP9.7	SIMD	SIMD Data	Date created	Year created + 4	-	Retain 5 years then delete	Business Requirements

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SP9.8	Care leavers / Carers	Care experienced data Carers data	Date created	Year created + 4	-	Retain 5 years then delete	Business Requirements
<b>SP10</b>	<b>Progression and Completion</b>						
SP10.1	Progression and Completion	Reports and data from 2008-09	End of year created	Year created + 9	-	Retain 10 years then delete	Business Requirements
<b>SP11</b>	<b>Planning</b>						
SP11.1	Corporate Plan work	Corporate Plan including preparatory work	When superseded +5 years	Retain in unit for 5 years after superseded	5 years	Retain 10 years after superseded then review for Archives	Business Requirements
SP11.2	Planning Round	Annual Planning round documentation. Scenario planning	End of year created	Year created + 4	-	Retain 5 years then delete	Business Requirements
SP11.3	KPI	Key Performance indicators	End of year created	Year created + 5	-	Retain 6 years then delete	Business Requirements
<b>SP12</b>	<b>Scottish Government</b>						
SP12.1	Consultation	Responses	Last action on consultation	Last action on consultation + 5 years then delete/ shred	-	Retain 5 years after last action	Business Requirements
SP12.2	Consultation	Preparatory work to responses	Last action on consultation	Last action on consultation + 1	-	Retain 1 year after last	Business Requirements

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				years then delete/shred		action	
<b>SP13</b>	<b>Scottish Funding Council (SFC)</b>						
SP13.1	Funding	Outcome Agreement Funding allocations. TRAC-T and price groups.	Last action on consultation	Last action on consultation + 5 years	-	Retain 5 years after last action and review for Archive	Business Requirements
SP13.2	Consultation	Responses/Outcome agreements	Last action on consultation	Last action on consultation + 5 years then delete shred	-	Retain 5 years after last action	Business Requirements
SP13.3	Consultation	Preparatory work	Last action on consultation	Last action on consultation + 1 years then delete/shred	-	Retain 1 year after last action	Business Requirements
SP13.4	Student data returns	Individual returns	End of year created	Year created + 5	-	Retain 6 years then delete	Business Requirements
SP13.5	Gender Action Plan	Gender action plan Gender data	Last action on consultation	Last action on consultation + 5 years	-	Retain 5 years after last action and review for Archive	Business Requirements
<b>SP14</b>	<b>Key Information Statistics</b>						

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SP14.1	KIS Working Group	Working Group papers from 2012	Date of creation	Date of creation + 2 years	-	Retain 2 years then delete	Business Requirements
SP14.2	KIS Data	Data and reports from 2012	Date of creation	Date created + 3	-	Retain 3 years then review for Archives	Business Requirements
<b>SP15</b>	<b>Strategy</b>						
SP15.1	The University Strategy	University Strategy including preparatory work	When superseded +5 years	Retain in unit for 5 years after superseded	5 years	Retain 10 years after superseded then review for Archives	Business Requirements
<b>SP16</b>	<b>Surveys</b>						
SP16.1	HESA BCI – Part A	Business community interaction spreadsheet	After sign-off in January	Year created + 3		Retain for 4 years and then delete	Business Requirements. Data is published by HESA via Heidi+
SP16.2	Student experience surveys (e.g. NSS, GCUES, ISB, New2GCU etc), module evaluations, and ad hoc surveys	Population data	End of year created	Year created +2	-	Retain 3 years then delete	Business Requirements
SP16.3	Student experience surveys (e.g. NSS, GCUES, ISB, New2GCU etc), module evaluations, and ad hoc	Results data, analysis and reports	End of year created	Year created +4		Retain 5 years then delete	Business Requirements Module evaluation



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	surveys						surveys are held by S&P from Trimester B 2016-17 onwards
<b>SP17</b>	<b>Tableau dashboard underlying data</b>						
SP17.1	Student demographics	Registered students, SIMD, articulation, fee payer type, school and programme	End of year created	Year created + 4		Retain 5 years then delete	
SP17.2	Degree classifications	FRP codes, qualifications awarded, classifications	End of year created	Year created + 4		Retain 5 years then delete	
SP17.3	Student mobility	Outgoing mobility (formal and informal), country, city, partner, mobility type, scheme, duration	End of year created	Year created + 4		Retain 5 years then delete	
SP17.4	Unistats	Unistats core data including NSS, DLHE and continuation outputs	End of year created	Year created + 4		Retain 5 years then delete	
SP17.5	Admissions data	Applications, offers and acceptances data, including fee payer type, domicile, nationality, stage code	End of year created	Year created + 4		Retain 5 years then delete	Aggregated data only for selected programmes.

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<b>SP18</b>	<b>Annual Programme Analysis</b>						
SP18.1	Annual Programme Analysis	Application, progression, completion data	Date of Creation	Year created + 4		Retain 5 years then delete	
<b>SP19</b>	<b>Admissions data</b>						
SP19.1	Admissions Reports (Weekly)	Applications, offers and acceptances data	End of year created	Year created +4		Retain 5 years then delete	Business requirements.
SP19.2	Admissions Reports (End of cycle)	Applications, offers and acceptances data	End of year created	Year created +4		Retain 5 years then delete	Business requirements.
SP19.2	Admissions Reports (Other)	Applications, offers and acceptances data	End of year created	Year created +4		Retain 5 years then delete	Business requirements.