

Glasgow Caledonian University			
Records Retention Schedule	Student Enquires, Advice & Events		
Approved by	Kirsty MacInnes	Date	29 May 2018
Review Date	May 2020	Version	V1.0

Functions:

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Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
Fund 1	Student Funding						
Fund 1.1	Student Finance Assistance Applications and Letters of Award	Discretionary applications, Childcare	End of relationship with	Retain in Department 1 academic year	6 years	Last relationship with student	

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
		<p>applications</p> <p>Fee Waiver applications, HECF applications</p> <p>Return/No award letters</p> <p>Statements of Accounts, Hardship, Childcare, BSBF, HECF,</p> <p>John Mather Trust Application forms, memos to Finance</p> <p>Sutherland Page Trust Database – report</p> <p>Isabella F MacDonald Trust: Letter of Award memos to Finance</p> <p>Matrix Evidence Log</p>	student	then transfer to Records Centre		plus six years then shred	
Fund	Uniaid	Information and	When	Routine waste	n/a	n/a	

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
1.2		guidelines	superseded	disposal			
Fund 1.3	Student appointment records	Diary/calendar	End of academic year	Transfer to Records Centre	2 years	Current academic year plus 2 years then shred	
Fund 1.4	Student files	Complete student files	End of relationship with student	Retain in Department 1 academic year then transfer to Records Centre	6 years	Last relationship with student plus six years then shred	
Events 1	Student Events and Communications						
Events 1.1	Student events emails	Email correspondence with students held in limited access shared student events mailbox	1 year from date of correspondence	Delete emails	n/a	1 year then delete	

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Events 1.2	Student photographs and emails	Photographs and videos taken at events	2 years from date of event	Delete photographs and emails	n/a	2 years then delete	
Events 1.3	Student consent forms	Consent forms for photographs and videos	2 years from date of event	Delete photographs and emails	n/a	2 years then delete	
Enq 1	Student Enquires						
Enq 1.1	Student emails	Email correspondence with students held in limited access shared student support mailbox	1 year from date of correspondence	Delete emails	n/a	1 year then delete	
Enq 1.2	Graduation Creche Details	Log of students and children using graduation crèche	1 year from date of graduation	Delete log	n/a	1 year then delete	
Enq 1.3	Mitigating Circumstances log	Log of students applying for mitigating circumstances	1 year from date of application	Delete log	n/a	1 year then delete	

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Enq 1.4	Tier 4 Qualification Checks	Log of Tier 4 Qualification checks	5 years from date of check (information required for entirety of course and audit purposes)	Delete log	n/a	5 years then delete	(As agreed with VISA)
Enq 1.5	Lost Student Cards	Lost Student Cards	1 year (academic year)	Shred card	n/a	1 academic year then delete	
Enq 1.6	Student Ambassador Employment Information	Application forms	1 year (academic year)	Delete application	n/a	1 academic year then delete	