

Glasgow Caledonian University			
Records Retention Schedule	Counselling, Wellbeing and Disability		
Approved by	Avril Williams	Date	9 November 2017
Review Date	November 2019	Version	V1.0

Functions:

<ul style="list-style-type: none"> • Counselling and Wellbeing 	<ul style="list-style-type: none"> • Disability
---	--

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
Couns 1	Counselling and Wellbeing						

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
Couns 1.1	Counselling and Wellbeing Records	Student files . Student worksheets. Statistical monitoring reports.	End of relationship with student	Retain in Department for 1 year after end of relationship then move to Records Centre	5 years	Last relationship with student plus six years then shred	
Couns 1.2	Counselling and Wellbeing e-mail	Email correspondence with students held in limited access shared wellbeing mailbox	2 years from date of correspondence	Delete emails	n/a	2 years then delete	
Couns 1.3	Student appointment records	Diary/calendar	End of academic year	Held in Outlook calendars	n/a	Current academic year plus 2 years then delete	
Dis 1	Disability Service						
Dis 1.1	Disability Service -	Recommended Adjustment Pages (RAPs) RAP Reports Educational psychologist reports	end of relationship with student	Electronic - Retain in Department for 6 years after the end of relationship with student	n/a	Last relationship with student plus six years then delete	

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
Dis 1.2	Disability service e-mail correspondence with students	Email correspondence with students held in limited access shared Disability mailbox	2 years from date of correspondence	Delete emails	n/a	2 years then delete	