

Glasgow Caledonian University			
Records Retention Schedule	Graduate School (GrS)		
Approved by	Sandy Renfrew	Date	February 2015
Review Date	February 2017	Version	V2.0

Functions:

• Research Students p1
• Committees p4

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
GrS1	Research Students						
GrS1.1	Theses – bound and unbound	MPhil, PhD, ProfD theses	Once student attains award	Original forwarded to University Library by Graduate School	n/a	Held in University library indefinitely.	The Library participates in the British Library's Electronic Theses Online Service through which some theses are available.

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
GrS1.2	Student Files - PhD, MPhil, ProfD, MRres	Application form and cv, selection form, offer letter, acceptance, milestone documents, miscellaneous correspondence, assessment details, RDC forms, confirmation of award letter, complaints, appeals etc, External examiner information and correspondence, Personal Development Templates	Completion of student's programme	Retain for one year in unit for reference until end of academic year following student's completion	4 years	5 full years after completion of student's programme then shred	
GrS1.3	Student files – withdrawn students	Student files as above	When student withdraws	Retain in unit for one year and add details to database then shred	n/a	1 year	
GrS1.4	External Examiners	External examiner expenses forms	When paid	Original to Finance Office. Copy shredded when paid	n/a	Held by Finance	
GrS1.5	Guidelines	Regulations, guidelines,	When new document is	Electronic copy retained by	n/a	Indefinitely by Archive	

Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
		handbooks	produced	Graduate School for life of institution. Copy of <u>new</u> document sent to Archives			
GrS1.6	Awards	Database of those awarded Higher Degrees (including those who withdrew)	Details added when awarded	Retain for life of institution	n/a	Indefinitely	
GrS1.7	Training	Research Student Log book, Personal Development Template		Log book is retained by the student. PDP is kept in student's file – see GrS1.2 above	n/a	Log book held by student. PDP only - 5 full years after completion of student's programme then shred	
GrS1.8	Training	Feedback Forms from training events, details of those who attended events	Completion of analysis of feedback	Retain in department 6 months then shred	n/a	6 months	
GrS1.9	Training statistics	Statistics retrieved from training event	5 years after the event	Retain in department then delete	n/a	5 years	
GrS1.10	SORSAS/ORSAS Successful applicant	Application form completed and signed by student; Annul Master List of Students, Record of funding from SFC, Confirmation	End of session of award	Retain in department for 7 years from session of award	n/a	Shred	To be disposed by 2020 as last payment would have been for session 12/13. Information is

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		to student of award					also held in individual student's file
GrS1.11	SORSAS/ORSAS Unsuccessful applicant	Application form completed and signed by student	End of session of award	Session of application plus 2 years	n/a	Shred	To be disposed in 2014 as last competition was in 2010/11
GrS1.12	SORSAS/ORSAS Monitoring form	Ethnic Monitoring form	End of session of award	Session of application plus 2 years		Shred	To be disposed in 2013 as award ended in 2010
GrS2	Committees						
GrS2.1	Standing Committees of Senate (Higher Degrees Committee, Graduate School Board)	Master copy of Agenda, papers, minutes	Current session plus 1 year	Forward to Records Store <u>with</u> <u>electronic list</u> to be subsequently used by Archives	Archive (5 years in Records Store)	Life of Institution	
GrS2.2	Higher Degrees Committee, Graduate Centre Board	Miscellaneous papers, signed Chair's Actions, membership lists, terms of reference	End of academic session	Retain for one year in Department	n/a	One year	
GrS2.3	Committee notes	Handwritten notes of Committee meetings	End of session plus 1	Move previous sessions used note books to Records Store annually at end of session	3 years	3 full years	May change following University discussion