



STUDENT RECRUITMENT AND ADMISSIONS  
POSTGRADUATE

RETENTION SCHEDULE

JULY 2010

STUDENT RECRUITMENT AND ADMISSIONS  
POSTGRADUATE

ACTIVITY AREAS

1

7

2

8

3

9

4

10

5

11

6

<b>Activity Area</b>	<b>Name of record</b>	<b>To Records store</b>	<b>Suggested retention period</b>	<b>Method of disposal</b>	<b>Authorised by:</b>
		<b>(Inactive Period i.e. each session)</b>		<b>(Archive\Shred)</b>	
Postgraduate Applications	Application Forms for applicants who have registered to study	N/A	Retain in Admissions during admissions process	Forward to Academic School at start of new session	Postgraduate Admissions Manager
Postgraduate Applications	Application Forms for applicants who have been made offer but don't register	5 weeks after start of the Semester A or B (November & March)	Retained for one year after expected entry point (i.e. Sem A or B)	Confidential Waste	Postgraduate Admissions Manager
Postgraduate Applications	Application Forms for applicants who have made offer but defer entry	6 weeks after start of the Semester A or B (November & March)	Retained for one year after expected entry point (i.e. Sem A or B)	Confidential Waste	Postgraduate Admissions Manager
Postgraduate Applications	Application Forms for applicants who have been rejected or withdrawn	6 weeks after start of the Semester A or B (November & March)	Retained for one year after expected entry point (i.e. Sem A or B)	Confidential Waste	Postgraduate Admissions Manager
Postgraduate Fee Status Enquiries	Fee Status Enquiry Forms for applicants who GCU wish to make an offer to but require more information on fee level	After one academic year	End of student relationship + 5 years	Confidential Waste	Postgraduate Admissions Manager
Postgraduate Fee Status Enquiries	Photocopy of applicants documentation (i.e. passports)	After one academic year	End of student relationship + 5 years	Confidential Waste	Postgraduate Admissions Manager

<b>Activity Area</b>	<b>Name of record</b>	<b>To Records store</b>	<b>Suggested retention period</b>	<b>Method of disposal</b>	<b>Authorised by:</b>
		<b>(Inactive Period i.e. each session)</b>		<b>(Archive\Shred)</b>	
Criminal Conviction Forms - Posgraduate	Forms for applicants who we wish to make an offer to but have indicated that they have criminal convictions.	After one academic year	End of student relationship + 5 years	Confidential Waste	Postgraduate Admissions Manager
Criminal Conviction Forms - Posgraduate	Copy of documents from applicants	After one academic year	End of student relationship + 5 years	Confidential Waste	Postgraduate Admissions Manager
Criminal Conviction Forms - Posgraduate	Correspondence with applicants	After one academic year	End of student relationship + 5 years	Confidential Waste	Postgraduate Admissions Manager