



STUDENT RECRUITMENT AND ADMISSIONS
UNDERGRADUATE

RETENTION SCHEDULE

JULY 2010

STUDENT RECRUITMENT AND ADMISSIONS (GENERAL)

ACTIVITY AREAS

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Activity Area	Name of record	To Records store	Suggested retention period	Method of disposal	Authorised by:
		(Inactive Period i.e. each session)		(Archive\Shred)	

Undergraduate 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	Undergraduate Admissions Manager
Undergraduate 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	Undergraduate Admissions Manager
Undergraduate 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	Undergraduate Admissions Manager
Undergraduate Applications	Application Forms for applicants who have been rejected or withdrawn	6 weeks after start of the Semester A or B (November & March)	Retained for one year after expected entry point (i.e. Sem A or B)	Confidential Waste	Undergraduate Admissions Manager
Undergraduate 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	Undergraduate Admissions Manager
Undergraduate Fee Status Enquiries	Photocopy of applicants documentation (i.e. passports)	After one academic year	End of student relationship + 5 years	Confidential Waste	Undergraduate Admissions Manager

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		(Inactive Period i.e. each session)		(Archive\Shred)	
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	Undergraduate Admissions Manager
Criminal Conviction Forms - Posgraduate	Copy of documents from applicants	After one academic year	End of student relationship + 5 years	Confidential Waste	Undergraduate Admissions Manager
Criminal Conviction Forms - Posgraduate	Correspondence with applicants	After one academic year	End of student relationship + 5 years	Confidential Waste	Undergraduate Admissions Manager