

Glasgow Caledonian University			
Records Retention Schedule	School of Health and Life Sciences SHLS		
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Functions:

• Vision Centre Records	Page 1
• Laboratory Documentation	Page 2
• Student files	Page 3
• Fitness to Practise	Page 4
• PVG	Page 5
All other records which the School may hold will appear in the General Records Retention Schedule	

Code/Function	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
SHLS 1 –Vision Centre							
SHLS 1.1 Vision Centre	Patient Record (Adult)	Records of adult patients	2 years after last visit	Send to Records Store	Up to 10 years in total	10 years after last patient visit or 3 years after death if earlier. Restricted access	
SHLS 1.2 Vision Centre	Patient Records (Child)	Records of child patients	2 years after last visit	Send to Records Store	Up to 25 years in total	Reaches 25 years or 3 years after death if earlier. Restricted access	

Code/Function	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
SHLS 1.3 Vision Centre	Financial	EPOS daily transaction records	End of trimester	Keep for current academic year plus 1 year	n/a	1 year Copy forwarded to Finance Office at end of day	
SHLS 1.3 Vision Centre	Financial	Expense payment to volunteer patients	End of trimester	Current academic year + 1 year	n/a	1 year then shred	
SHLS 1.4 Vision Centre	Appointment Records		End of academic year	Current academic year plus 2 years. Hold in Department the shred	n/a	2 years	
SHLS 1.5 Vision Centre	Student Records	<ul style="list-style-type: none"> Logbooks (Patient Experience and Core Competency) Appointment lists for student clinics Clinical Portfolios (students' copies of clinical records for the patient episodes they have completed) 	End of academic year	Hold for student lifecycle plus 1 calendar year in Department after meeting of Assessment Board for final award (normally 5 years in total) Disposed of by confidential shredding within Department.	n/a		Kept in local storage for one calendar year after final award decision in case of need for GOC review.
SHLS 2 - Laboratory Documentation							
SHLS 2.1 Laboratory Documentation	Equipment Inventory		When Superseded	Superseded plus 1 year	5 years in records Centre	6 years once superseded	
SHLS 2.2 Laboratory Documentation	Equipment maintenance records, periodic specialist		Date of maintenance plus 5 years	Hold in Department	n/a	5 years then shred	

Code/Function	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
	equipment records, internal routine equipment repair/maintenance						
SHLS 2.3 Laboratory Documentation	Chemical Waste Inventory	(SEPA certification)	Removal of waste consignment plus 5 years	Hold in Department	n/a		
SHLS 2.4 Laboratory Documentation	Chemical Drugs Licences	(Home Office)	'Licences have no expiry date and are open ended and should be kept in a safe place.' [Home Office guidance]	Licences are returned to Home Office should the drugs within the schedule of the licence stop being used.			
SHLS 2.5 Laboratory Documentation	Register	Ethanol Register	Expiry of Register	Keep for one year after expiry then forward to Records Centre	Retain 4 years	5 years after expiry	
SHLS 2.6 Laboratory Documentation	Logs	Radiation Logs, User and Isotope (SEPA) (Monitoring levels of ionising radiation in work areas)	Date of monitoring plus one year	Keep for one year after monitoring then forward to Records Centre	Retain 4 years	5 years from monitoring then shred	

Code/Function	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
SHLS 2.7 Laboratory Documentation	Micro-organism logs	Micro-organism destruction logs	When superseded	Send to Records Store one year after superseded	Retain 9 years in Records Centre	10 years after superseded then shred	
SHLS 2.8 Laboratory Documentation	Ionising radiation	Risk Assessments, technical staff training logs,	When superseded	Send to Records Store one year after superseded	Retain 9 years in Records Centre	10 years after superseded then shred	
SHLS 2.9 Laboratory Documentation	Lab schedules	Lab preparation requirements for students/staff	When superseded	Send to Records Store one year after superseded	Retain 4 years in Records Centre	5 years after superseded then shred	
SHLS 2.10 Laboratory Documentation	Isotope purchase	PECOS Record of Approval for purchase of Isotope	End of current financial year	Retain 6 years	n/a	6 full years	
SHLS 3 – Student Files							
SHLS 3.1 Student files	Student files specifically named programmes	BA (Hons) Nursing Studies, Dip HE/Bachelor of Nursing (all fields and Midwifery students) and Mentorship programme. Including Placement documents	End of period of study	Move to Records Store	50 years from cohort start date	50 years	NES has no ruling (2015) (See Also ProgG8 on Generic and School RRS) Changed from 40 to 50 June 2018
SHLS 3.2 Student files	DPsych portfolios	DPsych portfolios in hard copy or on USB sticks	End of period of study	Hold in Department for two year then destroy	n/a	Destroyed by department	

Code/Function	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
SHLS 3.3 Fitness to Practise Records	Fitness to Practise Record	Copy report from Dept following meeting with Student regarding possible FtP issue. Copy evidence eg. Placement record, medical certs, emails between student/lecturer/mentor. Copy correspondence inviting student into informal meeting with Dean and FtP Panel meeting (if applic) plus copy letter of outcome of FtP panel meeting. Copy report from FtP panel meeting.	Outcome of investigation.	Dean's Office hold paper copy in locked cabinet and electronically on Dean's shared drive.	n/a	Kept locally for 10 years in line with student records.	
SHLS3.4 PVG Records	PVG Records	Application forms, certificates required for disclosure for courses requiring PVG registration	At end of application process	Application forms not retained. Agreed details recorded on database in Department. Certificates retained in secure storage for duration of programme plus 1 year.	n/a	Certificates retained by the University for duration of programme plus 1 year. Database entry period of registration plus 6 years (so ten years in total)	Must not be stored with student's file.

Code/Function	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
SHLS3.5 Student Assessment (Vision Science only)	Courseworks and exam scripts for specifically named programme in VISION SCIENCE ONLY	BSc (Hons) Optometry, BSc Ophthalmic Dispensing Management; MSc Investigative Ophthalmology; Vision Research (Full & Part-time)	After resit board	Hold in Department for three years		Retain for a total of 3 years from the date of the resit board	GOC requirement
SHLS3.6 Placement Documentation	Placement documentations (PLADS/SOARS)	BA (Hons) Nursing Studies, Dip HE/Bachelor of Nursing (all fields)	End of period of study	Move to Records Store from digital resource	50 years from cohort start date	50 years	Paper PLADS stored in Records. Electronic SOARS – further discussions required.
SHLS 4 –Caledonian Physiotherapy Clinic							
SHLS 1.1 Caledonian Physiotherapy Clinic	Patient Record (Adult)	Records of adult patients	2 years after last visit	Store in Clinic Archive	Up to 10 years in total	10 years after last patient visit	
SHLS 1.2 Caledonian Physiotherapy Clinic	Patient Records (Child)	Records of child patients	2 years after last visit	Store in Clinic Archive	Up to 10 years or until age 25 years (if younger than 15)	Reaches 25 years	