**Documentation Retention and Archiving Policy**

This policy sets out approved document retention periods in order that CECOS College may meet its legal obligations, comply with quality assurance requirements, reduce burdens on space and storage; and comply with the Data Protection Act by not retaining documentation longer than is justifiably necessary.

**Data Protection Act 2018 and General Data Protection Regulations (GDPR)**: the Act and GDPR stipulates that personal data must only be used for the purpose for which it was obtained and kept for no longer than necessary. When personal data is no longer required to be retained, it must be destroyed.

**Retention**: Documentation may be retained for a longer period of time than stated in this document, but the department or office must make explicit the reasons for doing so, for example, to retain project work that includes original data and/or analysis; for surveys of trends in student achievement; to use as examples to future students. The documentation must be destroyed when the stated purpose has been fulfilled.

**Professional, Statutory and Regulatory Bodies (PSRB)**: Where relevant, academic departments should refer to PSRB guidance on the archiving of assessed work to ensure that they will comply with any specific requirements.

**Students**: The policy on the retention of student work and files should be made available to students, e.g., via the programme handbook and/or the College virtual learning environment (VLE) and College website.

**Formats**: Paper (e.g., files, forms, folders) or electronic (incuding word processed documents, databases, spreadsheets, web, scanned images). Records held electronically must remain accessible and not lost in obsolete technology.

Electronic storage should be reviewed periodically and, if necessary, arrangements made for it to be moved to new software. Long term data should be held on a central server to ensure that it is adequately backed up.

**Storage and Disposal**: If it is helpful to retain both paper and electronic copies as the official record in some circumstance. Where this is the case, any non-official copy should be destroyed as soon as the need for reference ceases. In order to make disposal easier, make a note on the folder lists when they are due for disposal at the creation or closure of that folder. For each area, there should be someone with responsibility for organising disposal of specific files/data. Paper documentation with personal data should be shredded on disposal.

Before undertaking permanent disposal of student data it is vital to ensure that any student marks and results information, including pass lists, are retained by the Student Records and Examinations Office, or on the Student Data System itself before destroying files.

Core Records [as defined in below] must be retained permanently, but Supplementary Records may be destroyed after a specified period [as outlined below].

**Destruction of Records**: The destruction of student files must in all cases be in accordance with this policy; all student files held on paper must be shredded before destruction. In order to facilitate the destruction of student files, relevant College departments are advised to categorise archived student data according to the academic year in which a student left the College.

**The “Student Record” and the “Curriculum Record”**: The student record relates to individual students. It therefore includes records of admission; registration & enrolment to modules/courses; attendance and engagement; exam scripts and coursework answers; marks, progression and award outcomes; records of examiners’ meetings and of the consideration of appeals; and references or other documents supplied to confirm a student’s achievements. The student record comprises the core record & the supplementary record.

**The core student record**: comprising: the student’s name, ID number, date of birth, most recent contact address and programme(s) of study, minutes, mark sheets and transcripts from Panels/Boards of Examiners, any other information about the student that is held on the student record system is maintained indefinitely, with Student Administration being responsible for storing, and maintaining the integrity of, the record.

**The supplementary student record**: comprising: data held about individual students in addition to the core student record, is maintained according to timescales agreed from time to time, but in any case, not less than six years from the last active use of the record.

The curriculum record relates to the course, not to the student. It therefore includes records of curriculum structures, assessment patterns and weightings, progression and award rules, calendars and examination timetables, and regulations & published regulatory guidance. The curriculum record comprises the core record and the supplementary record.

**The core curriculum record**: comprising: the approved Definitive Documents and subsequent amendments; academic calendars; approved regulations and conventions; any other information about the curriculum that is held on the student record system, is maintained indefinitely, with Student Administration being responsible for storing, maintaining the integrity of, the record.

**The supplementary curriculum record**: comprising: data held about courses in addition to the core curriculum record, is maintained according to the timescales agreed from time to time but in any case, not less than six years from the last active use of the record.