

HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Academic Awards

This retention schedule is based on the recommendations made by the Joint Information Systems Committee. The letter indicates the final disposition of each type of record, and applies to original records. Where copies of originals are kept locally, these can be destroyed when these are no longer required.:

A = 1 copy to be transferred to the University Archive for permanent retention. See Retention Schedule Guidelines for further details.

D = Destroyed.

The number following the letter code indicates the period (in years) after which records may be destroyed, and is the minimum retention period required by best practice or legislation. It assumes a new file is opened at the start of each academic, calendar or financial year, and is **always** calculated from the date of the last record in the file.

Academic awards means both awards to students who have successfully completed academic programmes and honorary awards.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Authority
ACADEMIC AWARDS/POLICY - identifying requirements for new/revised policy - undertaking research - developing policy proposals - consulting on policy proposals - reviewing and revising policy proposals in the light of comments received - drafting policy documents - consulting on policy documents - reviewing draft policy documents in the light of comments received - producing final policy documents - submitting final policy documents for formal approval - formally approving policy documents - disseminating policy documents - reviewing policy	Key records documenting the development and establishment of the institution's academic awards administration policies. Working papers documenting development and establishment of the institution's academic awards administration policies.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	

Records Retention Schedule for Academic Awards (2)

ACADEMIC AWARDS/PROCEDURES - identifying needs for new/revised procedure - undertaking research - analysing work processes - drafting procedure documents - consulting on procedure documents - reviewing draft procedure documents in the light of comments received - trailing procedure - refining procedure as a result of trials - submitting final procedure documents for formal approval - formally approving procedure documents - disseminating procedure documents - reviewing procedure	Master copies of procedures relating to academic awards. Development of the institution's procedures relating to academic awards.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	
ACADEMIC AWARDS/CONFERMENT For awards to students, activities include: - issuing lists of students eligible to receive awards and individual notifications of awards - organising the production of awards certificates - issuing awards certificates to students who do not attend awards ceremonies. For honorary awards, activities include: - inviting and receiving nominations for honorary awards - considering nominations for honorary awards and preparing recommendations for submission to the appropriate committee - issuing offers of awards and handling responses	Notification of awards to students and the issue of awards certificates. Process of inviting, receiving and considering nominations for honorary awards. Offers of honorary awards and responses received.	D: Conferment of award + 1 year D: Conferment of award + 1 year D: Conferment of award + 1 year	

Records Retention Schedule for Academic Awards (3)

ACADEMIC AWARDS/CONGREGATIONS - determining dates, times and venues for ceremonies - planning ceremonies - issuing invitations and/or tickets for ceremonies - designing programmes for ceremonies and arranging production and distribution - organising official photography of ceremonies - organising media coverage of ceremonies.	Organisation of award ceremonies. Congregations includes awards ceremonies and official events associated with ceremonies (e.g. receptions, lunches, dinners). Production of award certificates. Mailing of award certificates to students who do not attend ceremonies.	D: Completion of ceremony + 1 year A; Congregation event records Academic Registry/Corporate Communications Office to pass to University Archive complete set of: Congregation Programmes, Honorary Degree photographs, Press Releases, Address to Graduates and Honorary Degree Laureations D: Completion of ceremony + 1 year D: Completion of ceremony + 1 year	
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