

HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Student Financial Support

This category covers all financial support funds which are available to students, regardless of whether students must apply for them or whether they are selected to receive them (e.g. bursaries or prizes).

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. 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.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Legislative Authority
FINANCIALSUPPORT/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 student financial support policies. Working papers documenting development and establishment of the institution's student financial support 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	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention.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 Student Financial Support (2)

FINANCIALSUPPORT /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 - trialling 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 student financial support. Development of the institution's procedures relating to student financial support.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	
FINANCIALSUPPORT /Aid FUNDS - providing advice to students about financial aid funds and assisting them to apply for funds - handling applications for financial aid funds.	Records documenting the provision of financial aid funds to individual students.	D: Current financial/academic year + 6 years	Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6
FINANCIALSUPPORT /BURSARIES	Award of bursaries to individual students e.g. Music Scholarships.	D: Current financial/academic year + 6 years	Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6
FINANCIALSUPPORT /CRISIS-HARDSHIP FUNDS - providing advice to students about financial aid funds and assisting them to apply for funds - handling applications for financial aid funds. - providing advice to students about crisis/hardship funds and assisting them to apply for funds - handling applications for financial aid funds.	Provision of financial aid funds to individual students. Provision of crisis/hardship payments to individual students.	D: Current financial/academic year + 6 years D: Current financial/academic year + 6 years	Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6 Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6
FINANCIALSUPPORT /PRIZES - inviting nominations for prizes - considering nominations received and awarding prizes - notifying the recipients of prizes; presentation of prizes.	Nominations for prizes, the consideration of nominations and notifications to recipients of prizes. List of prize winners	D: Current academic year + 5 years D: While prize is awarded	

Records Retention Schedule for Student Financial Support (3)

FINANCIAL SUPPORT / SCHOLARSHIPS • Ann Trotman Fund • Fiona Watson Prize/Scholarship • Allen McTernan Fund	Award of scholarships and fellowships to individual students.	D: Current financial/academic year + 6 years	Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6
---	---	--	--