HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Learning & Teaching Records

This category covers the delivery of all taught programmes, regardless of the type of award they lead to and whether they are delivered using traditional teaching methods (e.g. lectures, seminars, practical instruction) or newer methods (e.g. distance learning, e-learning, blended learning, workplace learning). It is also intended to cover programmes delivered in collaboration with other HE institutions, with FE institutions or with other organisations.

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.

<table>
<thead>
<tr>
<th>Folder Structure</th>
<th>Examples of Types of Record</th>
<th>Retention Period</th>
<th>Legislative Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching/Strategy</td>
<td>Key records documenting the development and establishment of the institution's teaching strategy</td>
<td>A: Superseded + 10 years</td>
<td>Copy to the University Archive after approval for permanent retention.</td>
</tr>
<tr>
<td></td>
<td>Working papers documenting development and establishment of the institution's teaching strategy</td>
<td>D: Issue of strategy + 1 year</td>
<td></td>
</tr>
</tbody>
</table>

Examples of Types of Record:
- Identifying requirements for new/revised strategy
- Undertaking research
- Developing strategy proposals
- Consulting on strategy proposals
- Reviewing and revising strategy proposals in the light of comments received
- Drafting strategy documents
- Consulting on strategy documents
- Reviewing draft strategy documents in the light of comments received
- Producing final strategy documents
- Submitting final strategy documents for formal endorsement
- Formally endorsing strategy documents
- Disseminating strategy documents

DE: RM: DraftsforPublication: Teaching
Author: Brian D.A.Kelvin, Records Manager
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## Records Retention Schedule for Learning & Teaching Records (2)

### Teaching/Strategy (continued)
- reviewing strategy

### Teaching/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

<table>
<thead>
<tr>
<th>Records</th>
<th>Retention Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key records documenting the development and establishment of the institution's teaching policies.</td>
<td>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</td>
</tr>
<tr>
<td>Working papers documenting development and establishment of the institution's teaching policies.</td>
<td>D: Issue of policy + 1 year</td>
</tr>
</tbody>
</table>

### Teaching/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.

<table>
<thead>
<tr>
<th>Records</th>
<th>Retention Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master copies of procedures relating to teaching.</td>
<td>A: Superseded + 5 years Copy to the University Archive after approval for permanent retention.</td>
</tr>
<tr>
<td>Development of the institution's procedures relating to teaching.</td>
<td>D: Issue of procedures + 1 year</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>TEACHING/QUALITY STANDARDS</th>
<th>The conduct and results of formal internal reviews of teaching quality, and responses to the results.</th>
<th>D: Current academic year + 5 years Copy of final report to the University Archive after approval for permanent retention.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The conduct and results of external reviews and audits of teaching quality and standards.</td>
<td>D: Current academic year + 5 years Copy of final report to the University Archive after approval for permanent retention.</td>
</tr>
<tr>
<td>TEACHING/PROGRAMMES/ASSESSMENT</td>
<td>The design and development of assessments.</td>
<td>D: Life of programme</td>
</tr>
<tr>
<td></td>
<td>Submitted/completed assessments: formative assessments.</td>
<td>D: Current academic year</td>
</tr>
<tr>
<td></td>
<td>Submitted/completed assessments: summative assessments.</td>
<td>D: Confirmation of marks/grades by Board of Examiners + 6 months.</td>
</tr>
<tr>
<td></td>
<td>Marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications.</td>
<td>D: Current academic year + 6 years Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6</td>
</tr>
<tr>
<td>TEACHING/PROGRAMMES/Delivery</td>
<td>The preparation of teaching and learning materials.</td>
<td>D: Current academic year + 1 year</td>
</tr>
<tr>
<td></td>
<td>The planning and conduct of teaching and learning events.</td>
<td>D: Current academic year + 1 year</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>Teaching/Programmes/Development</strong></th>
<th><strong>Teaching/Programmes/MonitoringSupport</strong></th>
<th><strong>Teaching/Programmes/Review</strong></th>
</tr>
</thead>
</table>
| • designing and developing new programmes and new modules in existing programmes  
• revising existing programmes and modules  
• withdrawing programmes or modules  
• obtaining and maintaining accreditation for programmes. | • providing support and guidance to taught students on programme/module selection  
• providing academic feedback, advice and guidance to students  
• providing advice and guidance to students whose progress is unsatisfactory or who are considering suspending or terminating their studies. | • collecting and analysing student numbers and other programme statistics  
• collecting, reviewing and responding to feedback on programmes from staff, students, external examiners and others. |
| The design and development of modules of taught programmes.  
Obtaining approval and/or accreditation for modules of taught programmes from professional, statutory or other accreditation bodies. | Feedback on academic progress, and general academic guidance and support, given to individual taught students. | Data on, and analyses of, student numbers and other taught programme statistics.  
Routine solicited feedback on taught programmes from staff & examiners.  
Routine solicited feedback on taught programmes from students.  
Anonymised summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students.  
Reports of routine internal reviews of taught programmes.  
Conduct and results of formal independent reviews of taught programmes, & responses to results. |
| D: Life of programme + 10 years  
Copy of Module Descriptors to University Archive for permanent retention on approval | D: Completion of student's programme + 6 years  
May include email correspondence. | D: Current academic year + 5 years  
D: Current academic year + 5 years  
OR Life of course + 1 year |
| D: Life of programme | | D: Current academic year + 5 years  
OR Life of course + 1 year  
D: Current academic year + 5 years  
D: Current academic year + 5 years |