

# The University of Reading

## Student Records Management

### Paper Records Retention Policy

Custodian*	Description	Retention Period	JISC recommended Retention Period	Citation	Notes
<b>DSS Academic Registrar Student Records' Officer</b>	Paper records containing personal data on individual students, including: <ul style="list-style-type: none"> <li>• Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.</li> <li>• Records documenting the transfer of individual students to new programmes or to new courses within programmes.</li> <li>• Records documenting the withdrawal of individual students from the institution</li> <li>• Records documenting the termination of individual students' programmes.</li> </ul>	End 'registered student' relationship + 6 years	Minimum required. Variable for different types of personal data.  <i>Recommended maximum retention:</i> End of 'registered student' relationship with institution + 6 years	Limitation Act 1980	Retention must comply with the provisions of the Data Protection Act 1998  ?Review for historic value
<b>DSS Academic Registrar Student Records' Officer</b>	Paper records documenting: <ul style="list-style-type: none"> <li>• conduct and results of disciplinary proceedings against individual students.</li> <li>• handling and results of academic appeals by individual students.</li> <li>• handling of formal complaints made by individual students against the institution.</li> <li>• handling of complaints by individual students where the formal complaints procedure is not initiated.</li> </ul>	Last action on case + 6 years	Last action on case + 6 years	Limitation Act 1980	Retention must comply with the provisions of the Data Protection Act 1998

\* "Custodian" refers to the Directorate and offices responsible for the central record: The policy is intended to cover all University held (student, paper) records.

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### Notes re Paper Records Retention Policy

- This applies to **paper** records only.
- We are still seeking agreement re policy concerning services (such as provision of references, copy certificates and transcripts) once students graduate and leave. Until this policy is agreed, and we have identified how this might affect retention of records, be careful about disposing of old records. In particular, there is concern that transcripts for masters' students may only be held by schools.
- We are also clarifying what is held centrally - on paper and within electronic systems. Once this and retention schedules for electronic records have been agreed we will publish both schedules and details of what is held where, centrally.
- As part of agreeing policy we anticipate clarifying how services will be offered, and giving students better information about where they should request certificates or references, and for how long they will be available.