Student Administration

Record Group Name	Records in Group	Retention Period	Citation	Action at end of retention period	Where information to be retained
Basic Records of Students	• Name • Dates of attendance • Classification • Records of modules taken • Module marks	Permanent	JISC	N/A	Registry
Individual Student Files (including support)		End of relationship + 6 years	Limitation Act 1980 c. 58	Destroy	Academic Department
Coursework	Part 1	CAY + 1	JISC	Destroy	Academic Department
	Part 2	CAY + 2	JISC	Destroy	Academic Department
	Part 2 modules taken as part of a four year scheme	CAY + 3	JISC	Destroy	Academic Department
	Full time Masters	CAY + 1	JISC	Destroy	Academic Department
	Part time Masters	CAY + 1	JISC	Destroy	Academic Department

	PhD thesis	Graduation + 1 * *Library held on a longer term basis	JISC	Review May be retained longer by department for reference purposes	Department Library – retained on a longer term basis
Examination Scripts	Part 1	CAY + 1	JISC	Destroy	Academic Department
	Part 2	CAY + 2	JISC	Destroy	Academic Department
	Part 2 modules taken as part of a four year scheme	CAY + 3	JISC	Destroy	Academic Department
	Full time Masters	CAY + 1	JISC	Destroy	Academic Department
	Part time Masters	CAY + 2	JISC	Destroy	Academic Department
Records documenting awards, classifications and marks awarded	Including: • Mark sheets • Reviews e.g. mitigating circumstances	CAY + 6	JISC	Destroy	Academic Department

Key:

CAY+ 1 = Current Academic Year, plus 1 further Academic Years (e.g. a record created during the 2016/17 academic year should be held until the end of the 2017/18 academic year).

CAY+ 2 = Current Academic Year, plus 2 further Academic Years (e.g. a record created during the 2016/17 academic year should be held until the end of the 2018/19 academic year).

Etc.

Please note that this retention schedule is currently under review. For more detailed guidance please contact the Information Governance team: information-governance@lancaster.ac.uk