

Teaching

Record Group Name	Retention Period	Citation	Action at end of retention period	Where information to be retained
Curriculum Development and Review	Superseded + 10 years	JISC	Destroy	Academic Department
Course Development, Teaching Materials and Assessment	Life of course	JISC	Review	Academic Department
Planning and Conduct of Teaching Events	CAY + 1	JISC	Destroy	Academic Department
Programme Administration (class lists, coursework submission records etc.)	CAY + 1	JISC	Destroy	Academic Department
External Examiners' Reports	CAY + 5	JISC	Destroy	Academic Department
Student and Staff Feedback (results of analysis)	CAY + 5	JISC	Destroy	Academic Department

Key:

CAY = Current Academic Year

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