

**HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Education & Training**

This category covers the delivery of all education and learning programmes, regardless of their purpose (e.g. continuing education, access to higher education, continuous professional development) 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).

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	Authority
EDUCATION TRAINING/STRATEGY <ul style="list-style-type: none"> • 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 	<p>Key records documenting the development and establishment of the institution's education & training strategy</p> <p>Working papers documenting development and establishment of the institution's education & training strategy</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of strategy + 1 year</p>	
Records Retention Schedule for Education & Training (2)			
EDUCATION TRAINING/STRATEGY (continued) <ul style="list-style-type: none"> • reviewing strategy. 			

<p>EDUCATION TRAINING/POLICY</p> <ul style="list-style-type: none"> • 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 	<p>Key records documenting the development and establishment of the institution's education & training policies.</p> <p>Working papers documenting development and establishment of the institution's education & training policies.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of policy + 1 year</p>	
<p>EDUCATION TRAINING/PROCEDURES</p> <ul style="list-style-type: none"> • 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. 	<p>Master copies of procedures relating to education & training.</p> <p>Development of the institution's procedures relating to education & training.</p>	<p>A: Superseded + 5 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of procedures + 1 year</p>	

Records Retention Schedule for Education & Training (3)

<p>EDUCATIONTRAINING/CONTRACTS</p> <p>The activities involved in negotiating and managing contracts with external organisations for the provision of bespoke education and training programmes, including</p> <ul style="list-style-type: none"> • negotiating contract terms and conditions • negotiating subsequent variations to contracts. 	<p>Records documenting the negotiation and establishment of contracts.</p>	<p>D: Termination of contract + 6 years</p>	<p>Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6</p>
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This category covers education and training programmes which are provided directly by the institution. Where education and training programmes are provided through a related company, use the relevant categories within the Function for the company (or add a Function for the company using the framework provided in RELATED COMPANIES). The functions and activities of individual related companies are outside the scope of this Business Classification Scheme but the activities involved in providing education and training programmes will be similar to those outlined here.

<p>EDUCATIONTRAINING/PROGRAMMES/ASSESSMENT</p> <ul style="list-style-type: none"> • setting assessments • marking/grading assessments • reviewing marks/grades awarded in response to notifications of mitigating circumstances • conducting meetings of/with examiners/assessors to confirm marks/grades • determining awards and classifications. 	<p>Design and development of assessments.</p> <p>Submitted/completed assessments: formative assessments.</p> <p>Submitted/completed assessments: summative assessments.</p> <p>Marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications.</p>	<p>Life of programme</p> <p>Current academic year</p> <p>Confirmation of marks/grades + 6 months.</p> <p>A: Current academic year + 6 years</p>	<p>Assessments means written and practical examinations and all other forms of assessed work.</p> <p>Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6</p>
<p>EDUCATIONTRAINING/PROGRAMMES/DELIVERY</p> <ul style="list-style-type: none"> • preparing teaching and learning materials • planning and conducting teaching and learning events. 	<p>Preparation of teaching and learning materials, which may be in any medium and format.</p> <p>Planning and conduct of teaching and learning events, including lectures; tutorials; seminars; workshops; field trips; work placements.</p>	<p>Current academic year + 1 year</p> <p>Current academic year + 1 year</p>	

Records Retention Schedule for Education & Training (4)

<p>EDUCATION TRAINING/PROGRAMMES/DEVELOPMENT</p> <ul style="list-style-type: none"> • developing new programmes and new modules in existing programmes • making changes to existing programmes and modules • withdrawing programmes or modules • obtaining and maintaining accreditation for programmes. 	<p>Development of education and training programmes.</p>	<p>A: Life of programme + 5 years</p>	
<p>EDUCATION TRAINING/PROGRAMMES/REVIEW</p> <ul style="list-style-type: none"> • collecting and analysing student numbers and other programme statistics • collecting, reviewing and responding to feedback on programmes from staff and students. 	<p>Records containing data on, and analyses of, student numbers and other programme statistics.</p>	<p>D: Current academic year + 5 years</p>	