This category covers the institution's corporate relationship with its student body and **not** its contractual relationships with its students, e.g. Staff-Student Committees, but does not include HWUSA, for which see Students' Union Relations.

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
STUDENTRELATIONS/STRATEGY • 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 • reviewing strategy.	Key records documenting the development and establishment of the institution's student relations strategy. Working papers documenting development and establishment of the institution's student relations strategy.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D:Issue of strategy + 1 year	

STUDENTRELATIONS/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	Key records documenting the development and establishment of the institution's student relations policies. Working papers documenting development and establishment of the institution's student relations policies.	A: Superseded + 5 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	
STUDENTRELATIONS/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.	Master copies of procedures relating to student relations. Development of the institution's procedures relating to student relations.	A: Superseded + 3 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	

STUDENTRELATIONS/COMMUNICATIONS		
• organising the election and/or appointment of student representatives to the institution's governing body and executive committees • establishing and operating staff-student liaison committees • operating student suggestion schemes • conducting general student surveys and consultations.	Operation of staff-student liaison committees.	D: Current academic year + 3 years
	Design and conduct of student surveys.	D: Completion of survey + 5 years
	Results of student surveys: individual responses.	D: Completion of analysis of survey responses
	Results of student surveys: summaries and analyses of responses.	D: Completion of survey + 5 years
	Design of, and overall response to, student suggestion schemes.	D: Closure of scheme + 5 years
	Handling of suggestions from individual students.	D: Last action on suggestion + 1 year