

**HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Tuition Fees**

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	Legislative Authority
<p>TUITIONFEE/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 tuition fees policies.</p> <p>Working papers documenting development and establishment of the institution's tuition fees 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A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.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>	

Records Retention Schedule for Tuition Fees (2)

<p>TUITIONFEE/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 tuition fees.</p> <p>Development of the institution's procedures relating to tuition fees.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of procedures + 1 year</p>	
<p>TUITIONFEE/REMISSION Activities involved in processing applications for remission of tuition fees</p>	<p>Handling of applications for remission of tuition fees: successful applications.</p> <p>Handling of applications for remission of tuition fees: unsuccessful applications.</p>	<p>D: Determination of application + 6 years</p> <p>D: Determination of application + 1 year</p>	<p>Limitation Act 1980 c.58 s5 Prescription and Limitation (Scotland) Act 1973 c.52 s6</p>
<p>TUITIONFEE/SETTING Activities involved in setting tuition fees.</p>	<p>Process of determining tuition fees.</p>	<p>D: Current + 5 years</p>	
<p>TUITIONFEE/COLLECTION Activities involved in collecting tuition fees.</p>	<p>Collection of tuition fees.</p>	<p>D: Current academic year + 1 year These are records documenting the collection/receipt of fees only. Financial records documenting the payment of fees, and the processing of the payments, are listed under Finance/Funding.</p>	