

## **ARM RAO Recruitment and Outreach Records Retention Schedule (RRS)**

**Author: Sarah Cox (RAO)**

**Approved: Claire Petley (Head of Recruitment and Outreach)**

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**This document defines the records retention schedule for records held and owned by the ARM RAO department, and is based on the JISC Higher Education Business Classification Scheme and Records Retention Schedules.<sup>1</sup> Further information about RRSs and their structure including the descriptions of the column headings are available on the UEA website.<sup>2</sup>**

<sup>1</sup> <http://bcs.jiscinfonet.ac.uk/he/default.asp>

<sup>2</sup> <http://www.uea.ac.uk/is/strategies/infregs/Records+management/RRS>

Please Note: 'Destroyed' means shredded/deleted according to the nature of the documentation. 'Archived' means that the document will be moved from an 'active' electronic or paper file to an 'archive' electronic file or secure storage room. (IT systems are regularly backed up by ITCS and contingency planning is in place to enable critical systems to be recovered within given timeframes  
<https://www.uea.ac.uk/is/itregs/ICT+Contingency+Plan+-+Top+Level>

## Recruitment and Outreach RRS

Information held by Recruitment and Outreach (RAO).

### Hobsons Connect – Enquiry and Duplicate Applicant Data

Activity	Record Group	Retention Period	Format (Digital or Paper)	Authority if applicable	Notes
Enquiry Data	Records documenting enquirers subject interests (and personal data) for communication purposes	Entry year enquired for admission + 2 years	Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Enquirer personal data included until end of retention period then personal data removed (see below for exception) and archived.
	Records documenting enquirers subject interests (and personal data) for courses for reporting purposes	While current (or likely to be current)	Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Enquirer personal data included for Widening Participation (OFFA) reporting purposes. Archived at end of retention period.
	Records documenting enquirers event registration and attendance	While current (or likely to be current)	Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Enquirer personal data included for Widening Participation (OFFA) reporting purposes. Archived at end of retention period. Also covered in Recruitment Events Team section within RAO RRS.
Duplicate Applicant Data	Duplicate records documenting applicants personal data and application information for communication purposes (primary record held on SITS)	While current (or likely to be current)	Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Applicant personal data included until end of retention period then personal data removed (except for Widening Participation reporting purposes) and archived. In line with Admissions RRS.

	Duplicate records documenting applicants personal data and application information for reporting purposes (primary record held on SITS)	While current (or likely to be current)	Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Applicant personal data included until end of retention period then personal data removed (except for Widening Participation reporting purposes) and archived. In line with Admissions RRS.
	Duplicate records documenting applicants event registration and attendance (primary record held on SITS)	While current (or likely to be current)	Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Applicant personal data included until end of retention period then personal data removed (except for Widening Participation reporting purposes) and archived. In line with Admissions RRS.

### Recruitment Events Team

Activity	Record Group	Retention Period	Format (Digital or Paper)	Authority if applicable	Notes
Teachers Conference	Registration documentation for event used to track application from feeder school	While current (or likely to be current)	Digital	N/A	Personal data included. Password protected then destroyed at end of retention period.
Student Guides Scheme	Student Guide Profile Form and Contract of Employment	End of contract + 2 years (Paper) While current (or likely to be current) (Digital)	Paper / Digital	N/A	Personal data included. Paper copy kept in locked filing cabinet in LSB 1.120, digital copy password protected then destroyed at end of retention period.

Student Accommodation Viewing Scheme	Student Guide Profile Form and Contract of Employment	End of contract + 2 years (Paper) While current (or likely to be current) (Digital)	Paper / Digital	N/A	Personal data included. Paper copy kept in locked filing cabinet in LSB 1.120, digital copy password protected then destroyed at end of retention period.
Campus Tours	Registration documentation for event used to track if attendee becomes applicant and to track student journey	While current (or likely to be current)	Digital	N/A	Personal data included. Stored on Hobsons Connect in line with Enquiry and Duplicate Applicant Data.
Open Days	Registration documentation for event used to track if attendee becomes applicant and to track student journey	While current (or likely to be current)	Digital	N/A	Personal data included. Stored on Hobsons Connect in line with Enquiry and Duplicate Applicant Data.
Visit Days	Registration documentation for event used to track if attendee goes Firm or Insurance and to track student journey	While current (or likely to be current)	Digital	N/A	Personal data included. Stored on Hobsons Connect in line with Enquiry and Duplicate Applicant Data.
Norfolk UCAS Higher Education Convention	Records of event registrations from schools and exhibitors collected by UCAS booking system	While current (or likely to be current)	Digital	N/A	Personal data included. Password protected and destroyed.

## Outreach

Activity	Record Group	Retention Period	Format (Digital or Paper)	Authority if applicable	Notes
Student Ambassadors	Student ambassador application forms, timesheets, HR contracts, trip information	End of contract + 2 years (Paper) While current (or likely to be current) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included. Paper copy kept in locked filing cabinet in LSB 1.120, digital copy password protected then destroyed at end of retention period except for data necessary for reporting purposes.
Outreach Summer Schools	Registration documentation including personal data, subject interests, WP monitoring and evaluation data	End of event + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34 SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).
Outreach Mentoring	Registration documentation including personal data, subject interests, WP monitoring and evaluation data	End of cycle + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).

Outreach E-Mentoring	Registration documentation collected via secure online platform, including personal data, subject interests, WP monitoring and evaluation data	End of cycle + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).
Next Steps	Registration documentation including personal data, subject interests, WP monitoring and evaluation data	End of cycle + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).
Outreach School Liaison Activity	Registration details, personal information, feedback forms, WP monitoring and evaluation data	End of cycle + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).
Inclusion	UCAS details, contact details for Local Authority Staff, personal information	End of cycle + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).
Move On Up	Registration documentation of schools and contact details, special requirements, personal information, WP monitoring and evaluation data	End of cycle + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).

Sports for Boys	Registration documentation including personal data, subject interests, WP monitoring and evaluation data	End of cycle + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).
Bringing Scientists To You	Registration documentation of schools and contact details, special requirements, personal information, WP monitoring and evaluation data	End of cycle + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).
East Schools Outreach	Registration documentation of schools and contact details, special requirements, personal information, WP monitoring and evaluation data	End of cycle + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes (OFFA).
Outreach Communication Materials	Records including names and contact details, profile pieces for marketing materials, personal information and images from photo shoots including photo permissions documentation	End of cycle + 6 months (Paper) While current (or likely to be current) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for permission to use images.

Faculty Outreach Activities	Records including names and contact details, profile pieces for marketing materials, personal information and images from photo shoots including photo permissions documentation	End of cycle + 6 months (Paper) While current (or likely to be current) (Digital)	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Personal data included, destroyed at end of retention period except for data necessary for permission to use images.
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### Higher Education Advisers

Activity	Record Group	Retention Period	Format (Digital or Paper)	Authority if applicable	Notes
Target markets	General correspondence regarding recruitment of Home and EU students from specific countries	While current (or likely to be current)	Digital	N/A	Password protected then archived at end of retention period.
Schools Liaison Activities	Records regarding all correspondence to schools with regards to all HE activities	While current (or likely to be current)	Digital	N/A	Password protected then archived at end of retention period.



## Enrichment Team

Activity	Record Group	Retention Period	Format (Digital or Paper)	Authority if applicable	Notes
Postgraduate Lunchtime Sessions	Records detailing Postgraduate Lunchtime session registrations, attendees, subject specific information and personal data	While current (or likely to be current)	Digital	N/A	Personal data included. Stored on Hobsons Connect in line with Enquiry and Duplicate Applicant Data and Recruitment Events Team.
Subject Tasters (including FLY Festival)	Registration documentation including personal data, subject interests, monitoring and evaluation data	End of event + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	N/A	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes.
Enrichment Summer Schools	Registration documentation including personal data, subject interests, monitoring and evaluation data	End of event + 6 months (Paper) While current (or needed for reporting purposes) (Digital)	Paper / Digital	N/A	Personal data included, destroyed at end of retention period except for data necessary for reporting purposes.
Enrichment Mailing List	Records containing contact list for communications	Superseded / While current (or likely to be current)	Digital	N/A	Personal data included.

## Enquiry Handling Team

Activity	Record Group	Retention Period	Format (Digital or Paper)	Authority if applicable	Notes
Enquiries Process Manual	Records documenting the handling of enquiries from prospective students.	Indefinite	Paper / Digital	N/A	No data covered by Data Protection Act held.
Contact Sheets	Records of all UEA department contact details for enquiry handling	Superseded	Paper / Digital	N/A	Repository of non-sensitive contact details.
Enquiry Ambassadors	Records of Enquiry Handling Team Ambassadors contact details and payroll number	Superseded or end of Student Ambassador contract		SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Password protected, destroyed at end of retention period. In line with Outreach retention.
Accommodation Queries – Clearing Issues	Records of applicants accommodation queries during confirmation clearing	While current (or likely to be current)	Digital	N/A	Password protected, destroyed at end of retention period.
Staff Intern Information	Record of Intern activity and contact details	Superseded or end of Intern contract	Digital	N/A	Password protected, destroyed at end of retention period.

UCAS and PGT Course Closures	Record of when courses close/become full for enquiry purposes	While current (or likely to be current)	Paper / Digital	N/A	Non-sensitive information.
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### Human Resources and RAO Generic

Information is held by the RAO in LSB 1.120 with copies of some documentation also held by Human Resources (HR) and the Salaries office.

Activity	Record Group	Retention Period	Format (Digital or Paper)	Authority if applicable	Notes
Driving Licences	Photocopy of driving licences for each member RAO staff (and the wider university) who use the fleet cars and signed fleet car user agreement	Superseded (new driving licence) or termination of staff employment	Paper	N/A	Information held in LSB 1.120 lockable cupboard, destroyed when no longer valid/required. Reviewed on a yearly basis.
Staff Contact Details	Spreadsheet of emergency contact details for all RAO staff	Superseded (new contact details) or termination of staff employment	Digital	N/A	Password protected then destroyed at end of retention period.
Application Forms and Staff Recruitment Documentation	Application forms for people applying for admin roles in RAO, interview letters, schedules etc.	One year	Paper / Digital	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Paper information held in lockable office within LSB 1.120 then destroyed at end of retention period. Digital information on limited access folders then destroyed.

Annual and Sickness Leave	All staff annual leave and sickness leave reporting	Current year	Digital	N/A	Password protected then destroyed at end of retention period.
Return to Work Interviews	All staff return to work interviews following sick leave	While current (or likely to be current) or termination of staff employment	Paper / Digital	N/A	Destroyed at end of retention period.
Staff Timesheets/Expenses	Timesheets for temporary staff and additional hours worked and expenses	Current financial year + 3 years	Paper / Digital	N/A	Destroyed at end of retention period.
Staff Appraisals	Completed staff appraisal documentation	While current (or likely to be current) or termination of staff employment	Paper / Digital	N/A	Destroyed at end of retention period.
Safeguarding	Disclosure forms	Until scanned to digital copy (Paper) While current (or likely to be current) (Digital)	Paper / Digital	Section 11 (4) of the Children Act 2004	Destroyed at end of retention period.
Finance Documentation	All financial documentation including requisitions, purchase orders, quotes, invoices, budgets.	Current financial year + 3 years	Paper / Digital	N/A	Destroyed at end of retention period. Information held on financial system is covered by Finance RRS.
Emails to shared inboxes	All emails received into RAO	While current (or likely to be current)	Digital	N/A	Destroyed at end of retention period.