

## Student Disclosure Service Records Retention Schedule (RRS)

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Version: 0.1

This document defines the records retention schedule for records held and owned by the Development 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>

### Version history

Version	Date	Note
0.1	15 <sup>th</sup> March 2013	First Draft

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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> )

### Student Disclosure Service (SDS)

Activity	Record Group	Retention Period	Authority	Action at Period End	Notes
Travel Administration	Records documenting travel arrangements	Completion of travel + 3 months	NA	Destroyed at end of academic year	Purchase Orders/ Invoices retained by FMH Finance

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<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>

<b>Activity</b>	<b>Record Group</b>	<b>Retention Period</b>	<b>Authority</b>	<b>Action at Period End</b>	<b>Notes</b>
Work Flow Monitoring	Records documenting the progress of work.	Academic year	NA	Archived	SDS Work Flow Document & Student Tracking Documents
SDS Consent to Release Document	Document signed by student authorising release of any information contained within their Disclosure to the relevant school contact.	6 months*	NA	Destroyed	*12 months where Disclosures highlight a criminal record.
Records Storage	Completed Disclosure and Barring Service Disclosures & supporting identity documents.	6 months*	NA	Destroyed	*12 months where Disclosures highlight a criminal record.
SDS Standard Policies	Standard Operating Policies		NA	Archived	Previous versions archived.
SDS Website	Web Content & Downloadable Forms		NA	Destroyed	Web content is removed and replaced with new content as required.
ADS Database	Name, Disclosure Number, Issue Date of all completed Disclosures		N/A		All completed Disclosure information is retained in the database for future reference.
Financial Accounting	Records documenting the issue of sales invoices and incoming payments/receipt and payment of purchase invoices, authorisation for procurement, delivery notes etc.	Current Financial Year + 6 years	NA	Destroyed	FMH Finance Record Retention Policy states that they will retain records for current financial year + 6 years in compliance with legislation and HMRC requirements
	Records documenting the payment and/or reimbursement of expenses	5 years	NA	Destroyed	FMH Faculty Finance retain records for 5 years

<b>Activity</b>	<b>Record Group</b>	<b>Retention Period</b>	<b>Authority</b>	<b>Action at Period End</b>	<b>Notes</b>
Financial Planning and Budgeting	Records documenting the preparation, monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances	Current financial year + 2 years	NA	Archived	FMH Faculty Finance retain records
Human Resources Management	Records documenting the employees' applications for employment with SDS and supporting documentation supplied by third parties (e.g. references), shortlisting decisions etc.	Information will be retained by SDS staff involved in the recruitment process only until completion of each recruitment activity	NA	Destroyed	HRD will retain central records according to university policy and current legislation
	Records documenting routine assessments/reviews of the employees' performance, and any consequent action taken – including training and development needs		NA		Retained by Director of University Services, PPE
	Records relating to the administration of the employees' contractual holiday entitlement	Current year + 1 year	NA	Destroyed	Kept on PPE Outlook calendar/ individual holiday cards retained by individual SDS staff
	Records documenting the authorisation and administration of other leave, eg time off work, leave for study and training, sick leave	Current year + 1 year	NA	Destroyed	Records retained centrally by HRD/PPE. Sick leave forms retained by DUS PA.