

The University of Reading

Student Records Management

Paper Records Retention Policy

Custodian*	Description	Retention Period	JISC recommended Retention Period	Citation	Notes
DSS Academic Registrar Student Records' Officer	Paper records containing personal data on individual students, including: • Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress. • Records documenting the transfer of individual students to new programmes or to new courses within programmes. • Records documenting the withdrawal of individual students from the institution • Records documenting the termination of individual students' programmes.	End 'registered student' relationship + 6 years	Minimum required. Variable for different types of personal data. <i>Recommended maximum retention:</i>		

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Notes re Paper Records Retention Policy

- This applies to **paper** records only.
- We are still seeking agreement re policy concerning services (such as provision of references, copy certificates and transcripts) once students graduate and leave. Until this policy is agreed, and we have identified how this might affect retention of records, be careful about disposing of old records. In particular, there is concern that transcripts for masters' students may only be held by schools.
- We are also clarifying what is held centrally - on paper and within electronic systems. Once this and retention schedules for electronic records have been agreed we will publish both schedules and details of what is held where, centrally.
- As part of agreeing policy we anticipate clarifying how services will be offered, and giving students better information about where they should request certificates or references, and for how long they will be available.