



ROYAL ACADEMY OF MUSIC

Student Record Retention Schedule

1. Scope and context

The JISC guidance on managing student records recommends that institutions create and implement their own policy on the management and retention of student records.

The creation and maintenance of records relating to the students of an institution are essential to managing the relationship between the institution and the student; providing support and other services and facilities to the student; monitoring and supporting the student's academic progress and measuring their achievement, both at the institution and subsequently; providing support to the student after they leave the institution.

This procedure will ensure the following:

- Student records are complete, accurate and up to date
- Any duplication of student data is deliberate rather than accidental or uncontrolled and kept to the minimum needed to support effective administration
- Records are held securely to prevent unauthorised access to them
- Records relating to the academic aspects of the student's relationship with the institution are clearly segregated from those dealing with financial, disciplinary, social, support and contractual aspects of that relationship. This will enable differential retention periods to be applied to each of these to meet business and regulatory requirements.

2. Overview of retention periods

2.1 The contractual relationship between the institution and the student is subject to the same statutory limitations on action as any other contract. This will include records of disciplinary action taken against the student. The records should be disposed of accordingly. The date at which the student leaves the institution normally provides the retention 'trigger'.

2.2 The records relating to the student as a learner need to be retained for longer than other student records. Institutions accept that they have an obligation, during a student's working life, to provide factual information on what they have studied and achieved, i.e. a Transcript.

2.3 Records relating to the student as an individual and as a user of student support and institutional services are relatively short term and should be retained for a short finite period once the student leaves the institution. This period should be shorter than for records relating to the wider contractual arrangements.

3. Current Student Files

3.1 The Registry creates the student file prior to enrolment. This file will contain:

- a UCAS application form
- entrance assessment form
- references as required

3.2 Once the student has enrolled, the following will be added to the file:

- Enrolment form for each year of enrolment
- Registry certified copies of passport
- Registry certified copies of any visa and associated immigration information
- Copies of certificates of entry qualifications (where appropriate)

3.3 Student files must be retained in accordance with the General Data Protection Regulation 2018 (GDPR) and the Limitation Act 1980. GDPR protects students' personal data by ensuring that it is not held for longer than necessary, while the Limitation Act provides the right for students to take legal action for negligence up to 6 years after leaving an institution.

3.4 Typical information added to the file during studentship at the Academy may include:

- Examination Board notifications to confirm referrals, deferrals and progression
- Principal Study Feedback
- End of year transcripts
- Data relating to debt
- Withdrawal/suspension/transfer forms
- Correspondence with funding bodies
- Correspondence with Tutors concerning the student
- Pastoral/welfare support documentation including Personal Learning Plans (PLPs).
- Correspondence with the student
- Any other documentation or correspondence that would enable the Academy to formulate an accurate picture of the student's period of study
- Copies of Prize nominations and details of prize achievements
- Data relating to any disciplinary offences, academic malpractice
- Data relating to any academic appeals or student complaints
- Final transcript detailing award or credits achieved

4. Graduating/leaving student files

4.1 After a student has either withdrawn or graduated and their file is due to be sent for storage in the Academy's off-site archives, the archive student file will contain the following for a 6-year period (in case of representations made by the former student, see 3.3 above):

- Evidence of acceptance of a place at the Academy
- All items listed under 3.4

4.2 Once the 6-year period has expired, the archive file should be pruned to only contain the following:

- Confirmation of dates of attendance (in whatever format it exists)
- Final transcript

5. Reasons to access archive student files

5.1 Production of references

Using student records to provide personal references should be limited to a maximum of 6 years after the student leaves the institution, in line with other contractual obligations.

The author of a reference has a duty of care to the data subject to ensure that it is both accurate and complete. A time lapse can make this problematic and, consequently, references should be limited to statements of verifiable fact such as dates of study, programme details and award outcome.

5.2 Letter requests from alumni

These typically require confirmation of study dates, programme and final credits/award.

5.3 Copies of transcripts

These should be readily available either via the existing student records system or from the archive student file.

Document Control

Document owner	Registry
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