

STUDENT RECORDS RETENTION POLICY

Purpose The purpose of this policy is to describe the College's approach to retaining student records.

Applicability The policy applies to all part-time, full-time and casual College employees in The College of Law Limited's (College) delivery of award Programs. This Policy should be read in conjunction with the Records Management Policy but to the extent of any inconsistency this policy prevails.

Introduction Higher Education institutions generate various types of records regarding students. These include records of enrolment, academic progress and achievement, graduation and may also include records of academic or other misconduct, course transfer, fines imposed or complaints and disputes.

Depending on the type of record we are required to keep it for the amount of time described below.

Incomplete Students All records pertaining to an incomplete student must be retained until that student has completed the Program in which he or she is enrolled.

If a student becomes an abandoned student (as defined within the Program Manuals), they should be treated for the purposes of this policy as a Complete Student.

Complete Students All records pertaining to completed students can be destroyed with the exception of the following:

- original applications for enrolment;
- copies of transcripts;
- any other record which impacted on the student's relationship with the College (eg, visas and associated correspondence, records of formal complaint or academic misconduct)

Exam scripts and other assessment records must be retained for 6

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months after the relevant Offering, after which they can be destroyed.

Retention Periods Where feasible, the records detailed above at 'Complete Students' should be kept forever. If they exist in electronic format, we do not need to retain hard copy after completion.

For the purposes of this policy, electronic record means a record on CLAS, PEPi or any previous or subsequent student administration system.

Where an electronic copy does not exist, the hard copy should be retained for 15 years, or until an electronic record has been made of a student's name, birth date, dates of enrolment and academic attainment.

Old Records All hard copy records older than 20 years should be destroyed, with the exception that hard copy records of academic transcripts should never be destroyed.

Academic transcripts should be archived in accordance with the [Archive Storage Policy](#).

Related Documents

- Archive Storage Policy
- Records Management Policy

Note:

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a ["hyperlink"](#).

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