

#	STUDENT-RELATED RECORDS	Record Type	Trigger	Retention Period	Action	Comments/Notes
STU01	Application	Unsuccessful applications	End of appeal period	1 year	Destroy	Sample records include application forms, interview records, correspondence, etc.
		Successful applicants who do not register	Intended registration date	1 year	Destroy	
STU02	Student Record	Registration records	Completion of studies	1 year	Destroy	Relates to routine records such as correspondence, fees, etc.
		Variation to studies	Completion of studies	1 year	Destroy	Includes deferral, discontinuation, transfer, etc.
		Variation to personal details	Completion of studies	1 year	Destroy	Includes change of address, contact details, etc.
		Attendance	Completion of studies	1 year	Destroy	
		Credit bearing placements	Completion of studies	1 year	Destroy	Record of placement remains on the student record, operational matters and correspondence etc is removed
STU03	Discipline	Disciplinary Records - major incidents	Completion of studies	Permanent	Archive	
		Disciplinary Records - minor incidents	Completion of studies	6 years	Destroy	
STU04	Support & Welfare	Medical/Health	According to specific nature of record	As required	Destroy	Retention for minimum period necessary to particular case or circumstances
		Disability support services	According to specific nature of record	As required	Destroy	Retention for minimum period necessary to particular case or circumstances
		Other student support services	According to specific nature of record	As required	Destroy	Retention for minimum period necessary to particular case or circumstances
STU05	Assessment	Examination papers and Continuous Assessment Briefs	End of programme	5 years	Destroy	Includes Moodle quiz and other assessment types
		Examination scripts and Continuous Assessment Submissions	End of appeal period	13 months	Destroy	Includes Moodle quiz and other assessment types
		Requests for extensions and extenuating circumstances	End of appeal period	13 months	Destroy	
		External examiners' reports	End of programme	5 years	Destroy	
		Transcripts/Final Results	Completion of studies	Permanent	Archive	
		Postgraduate theses	Date of submission	Permanent	Archive	Retain in Library
STU06	Awards	Student awards and prizes	Date of award	Permanent	Archive	
		Graduation/conferring records	Date of event	Permanent	Archive	
		Register of Graduates	n/a	Permanent	Archive	
STU07	Financial Record					
STU08	Statutory Returns	HEA student survey	HEA audit	3 months	Destroy	
		HEA consultants file	HEA audit	3 months	Destroy	
		HEA access file	HEA audit	3 months	Destroy	
		QBS student awards	Receipt of QQI parchments			