

# UCD Records Management and Freedom of Information

## Aonad Bainistíochta Taifead & Saoráil Faisnéise UCD

### Student Records Retention Schedule

General Guidelines - This retention schedule will be reviewed periodically in light of experience and any legal or other relevant indications.

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<b>General classes of records held by Registrars' offices and departments.</b>	<b>Default retention period : This is the suggested time period for which these records should be held based on legal precedence and experience elsewhere</b>	<b>Final disposition: After the retention period expires the records should be archived or shredded.</b>
Student registration forms - undergraduate and postgraduate	Duration of studies plus one year	Destroy by confidential shredding
Changes to registration records	Duration of studies plus one year	Destroy by confidential shredding
Changes to biographical records	Duration of studies plus one year	Destroy by confidential shredding
Deferral, withdrawal and applications for transfer	Duration of studies plus one year	Destroy by confidential shredding
Postgraduate progress reports	Duration of studies plus one year	Destroy by confidential shredding
Records of unsuccessful direct applicants for undergraduate and postgraduate courses	Two years	Destroy by confidential shredding
Student file (general correspondence)	Duration of studies plus two years	Destroy by confidential shredding
Overseas	Duration of agreement with	Destroy by

recruitment/exchange	agent plus two years	confidential shredding
Examination papers	Indefinitely	Archive
Examination scripts	Thirteen months	Destroy by confidential shredding
External examiners' reports	Indefinitely	Archive
Examination board meeting records	Indefinitely	Archive
Records of project/examination grades	Indefinitely	Archive
Formal signed result sheets, broadsheets and class pass lists	Indefinitely	Archive
Conferring records	Indefinitely	Archive
Alumni records	Indefinitely	Archive

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