

Membership Administration

Records Series	Retention	Owner	Citation	Final action	Notes
Membership Records					
Core membership records	Membership expiry date + 3yrs	ENSA General Manager	Business Decision	Confidential Disposal	Records documenting members' personal details, preferences, membership of student groups and purchases made. See MSL Service Level Agreement
Student Representation Records					
Programme Representative Records	Current Academic Year + 3yrs	Deputy Manager (Student Engagement)	Business Decision	Confidential Disposal	Records documenting Programme Reps' personal details, University committee minutes and attendance at Student Council.
University Contacts	Current Academic Year + 3yrs	Deputy Manager (Student Engagement)	Business Decision	Confidential Disposal	Contact details for Programme Leaders and Committee members.
Student Executive Records	Current Academic Year + 6yrs	ENSA General Manager	Business Decision	Confidential Disposal	Contact details for Executive Committee, committee minutes and attendance.
NUS Conference Nominations	Current Academic Year + 3yrs	ENSA General Manager	Business Decision	Confidential Disposal	Contact details for NUS conference nominees.
ENSA Election Records	Current Academic Year + 1yr	ENSA General Manager	Business Decision	Confidential Disposal	Contact details for election nominees, complaint forms and notes.
Student Group Records (Sports Clubs & Societies)					
Office Holder Records	Current Academic Year + 3yrs	Deputy Manager (Student Engagement)	Business Decision	Confidential Disposal	Records providing contact details, handover documentation and forum attendance.
Student Group Administration Records	Current Academic Year + 3yrs	Deputy Manager (Student Engagement)	Business Decision	Confidential Disposal	Health & Safety, risk assessments and finance records including group funding applications and bank details.
Student Group Booking Requests	Current Academic Year	Deputy Manager (Student Engagement)	Business Decision	Confidential Disposal	Records of facilities and transport bookings, driver and passenger details.
Competition and NGB Registration and Funding Applications	Current Academic Year + 3yrs	Deputy Manager (Student Engagement)	Business Decision	Confidential Disposal	Records of NGB, BUCS, SSS and other competition registration and funding applications.

Student Communications and surveys					
Student Enquiries	Last action of enquiry + 1yr	ENSA General Manager	Business Decision	Confidential Disposal	Records documenting enquiries from students and the responses provided.
Student Feedback	Last action of enquiry + 1yr	ENSA General Manager	Business Decision	Confidential Disposal	Records documenting unsolicited feedback from students, the internal handling of this feedback and the responses provided.
Student Survey Design	Completion of survey + 3yrs	ENSA General Manager	Business Decision	Archive	Records documenting the design and conduct of surveys to assess student attitudes, opinions and experiences.
Student Surveys	Completion of analysis of survey responses	ENSA General Manager	Business Decision	Confidential Disposal	Results of student surveys: individual responses.
Student Surveys	Completion of survey + 3yrs	ENSA General Manager	Business Decision	Archive	Results of student surveys: summaries and analyses of responses.
Member Complaints	Last action on complaint + 1yr	ENSA General Manager	Business Decision	Confidential Disposal	Records documenting complaints from members of the student community, the internal handling of these complaints and the responses provided.
Events Management					
Event attendee Records	Completion of event + 1yr	ENSA General Manager	Business Decision	Confidential Disposal	Records of personal details of event attendees.
Event Management Documentation	Completion of event + 3yrs	ENSA General Manager	Business Decision	Archive	Records documenting the planning and impact/results of ENSA events

ENSA Advice Administration

Records Series	Retention	Owner	Citation	Final action	Notes
Case Records					
Client Case Records	Last contact with student + 6yrs	ENSA General Manager	Business Decision	Confidential Disposal	Case records for ENSA Advice clients, including consent forms
Case Administration Records	Current Academic Year + 1yr	ENSA General Manager	Business Decision	Confidential Disposal	Administration records such as staff calendar and appointment bookings

Employment Administration

Records Series	Retention	Owner	Citation	Final action	Notes
Strategy and Planning					
Workforce requirements	Current Financial Year + 5yrs	ENSA General Manager	Business Decision	Confidential Disposal	Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.
Succession Planning	Superseded + 5yrs	ENSA General Manager	Business Decision	Confidential Disposal	Records documenting management succession plans.
Job Specification Development	Superseded + 5yrs	ENSA General Manager	Business Decision	Confidential Disposal	Records documenting the development and evaluation of job specifications.
Recruitment					
Vacancy Records	Current Financial Year + 1yr	ENSA General Manager	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6 <i>See Section 1.7 of the Employment Practices Code (Information Commissioner's Office, 2005). Actions under discrimination legislation must generally be brought within 3 months. The CIP recommends '1 year'. See the factsheet Retention of personnel and other related records (2006). Anonymised data may be held for a longer period (e.g. for equality monitoring purposes).</i>	Confidential Disposal	Internal authorisation for recruitment and the advertising of vacancies.
Enquiries and Application Requests	Completion of recruitment process + 1yr	ENSA General Manager		Confidential Disposal	Records documenting enquiries about vacancies and requests for application forms.
Unsuccessful Applications	Completion of recruitment process + 1yr	ENSA General Manager		Confidential Disposal	Records documenting the handling of applications of unsuccessful applications.
Successful Applications	Termination of employment + 6yrs (as part of employee contract records)	ENSA General Manager		Confidential Disposal	Records documenting the employee's initial application for employment with the institution and supporting documentation supplied by third parties (e.g. references, Criminal Records Bureau checks).
Training & Induction Planning					
Induction Programme Development	Current year + 5yrs	ENSA General Manager	Business Decision	Confidential Disposal	Records documenting the development, overall delivery and assessment of induction programmes.
Induction Administration Records	Current year + 5yrs	ENSA General Manager	Business Decision <i>See Section 1.7 of the Employment Practices Code (Information Commissioner's Office, 2005).</i>	Confidential Disposal	Records documenting the administration of induction programmes.
Training and Development Strategy	Superseded + 5yrs	ENSA General Manager	Business Decision	Confidential Disposal	Summary information on workforce training and development needs.

Staffing Fundamentals					
Basic Employee Records	Termination of employment + 6yrs	ENSA General Manager	Business decision	Confidential Disposal	Records containing employee's basic personal details (e.g. address, next of kin, emergency contacts).
Remuneration and Rewards Records	Current tax year + 6yrs <i>(Minimum: Current tax year + 3yrs)</i>	Finance Manager ENSA General Manager	1980 c. 58 s 5 Minimum: SI 2003/2682 Regulation 97(8) SI 1999/584 Regulation 38(7) Recommended: 1970 c. 9 s 34	Confidential Disposal	Records documenting the employee's remuneration and rewards (e.g. pay reviews, bonuses, merit awards, long service awards).
Special Leave Records	Current year + 1yr	Finance Manager ENSA General Manager	Business decision	Confidential Disposal	Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave
Statutory Leave Entitlement Records	Completion of entitlement + 6yrs	Finance Manager ENSA General Manager	SI 1999/3312	Confidential Disposal	Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.
Performance Management, Training and PDR Records	Termination of employment + 6yrs <i>(as part of employee contract records)</i>	ENSA General Manager	Business Decision	Confidential Disposal	Records documenting data on, and analyses of, performance against agreed plans, including training and PDR undertaken.
Grievance Records	Last action on case + 6yrs	HR Client Partner	Prescription and Limitation (Scotland) Act 1973 c. 52 s 6	Confidential Disposal	Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the university's response, action taken and the outcome.
Major Incidents					
Accident and Injury Records	Termination of employment + 40yrs	ENSA General Manager	1980 c. 58 s 11	Confidential Disposal	Records documenting major injuries to an employee arising from accidents in the workplace.

Supplier, Contractor, Sponsor and Client Administration

Records Series	Retention	Owner	Citation	Final action	Notes
Supplier, Contractor, Sponsor and Client Records					
Basic records	Last action + 6yrs	ENSA General Manager	Business Decision	Confidential Disposal	Records containing basic personal details (e.g. name , business address, email, telephone) and preferences
Contracts, bookings, invoices and bank details	Last action or contract expiry + 6yrs	Finance Manager ENSA General Manager	Business Decision	Confidential Disposal	Records of contracts, bookings, invoices raised or paid, and bank details for payment.

Finance Administration

Records Series	Retention	Owner	Citation	Final action	Notes
Accounting Records					
External Orders	Current Financial Year + 6yrs	Finance Manager	Business decision	Confidential Disposal	Includes invoices and payments to other parties.
Service Area Budget Accounts	Current Financial Year + 6yrs	Finance Manager	Business decision	Confidential Disposal	Includes income and expenditure for each service area or department.
Internal Orders	Current Financial Year + 6yrs	Finance Manager	Business decision	Confidential Disposal	Records documenting the allocation of funds to service area nominal accounts.
Purchase records	Current Financial Year + 6yrs	Finance Manager	Business decision	Confidential Disposal	Records of expenditure including bank statements, receipts, order information/delivery notes.

Constitution, Strategy and Policy

Records Series	Retention	Owner	Citation	Final action	Notes
Constitution					
Constitution Development Documentation	Perpetuity	ENSA General Manager	Board Decision	Archive	Records documenting the establishment, development and amendment of the ENSA Constitution
ENSA Constitution	Perpetuity	ENSA General Manager	Board Decision	Archive	The ENSA Constitution
Strategy					
Strategy Development	Superseded + 5yrs	ENSA General Manager	Business Decision <i>Consult Trustee Board before disposal</i>	Archive	Records documenting the development and establishment of the ENSA strategy.
Planning and Implementation Documentation	Superseded + 5yrs	ENSA General Manager	Business Decision <i>Consult Trustee Board before disposal</i>	Archive	Records documenting the development of plans for the implementation of the NSA strategy.
Policy & Procedures					
Policy Development	Superseded + 5yrs	ENSA General Manager	Business Decision <i>Consult Trustee Board before disposal</i>	Archive	Records documenting the development and establishment of ENSA policies
Procedure Development	Superseded + 3yrs	ENSA General Manager	Business Decision <i>Consult Trustee Board before disposal</i>	Archive	Records documenting the development of ENSA procedures