

Guidance for Retention of Assessed Materials

The University requires each Faculty to **retain all assessed materials in line with their retention schedules.**

The Compliance Team is responsible for monitoring Retention Schedules and carries out annual reviews, typically during the summer months to be ready for the new academic year. We contact all relevant department each year to remind everyone to review retention schedules and where additional storage is required for retained assessed materials, they should begin the offsite storage exercise.

You will need to review retention schedules and take the necessary steps to ensure your area is compliant and confirm with the compliance team when completed.

Why this is necessary.

The University must comply with the Retention Period for student assessed materials in accordance with the Office for Students (OfS) condition B5 and B6. Assessed Materials must be kept for: **End of student's programme, plus 5 years.**

It is highly likely additional storage will be required and for this, you are required to use Chatham Archives. **Each Faculty must :**

1. Keep all Assessed Materials

Keep all assessed materials in line with the new retention period which is, end of programme +5 years. All retention schedules should by now be updated to reflect the new time frame. If not, please update retention schedules.

2. Categories of Assessed Material

“Assessed Materials” means, **all** materials, including handwritten scripts, also electronic scripts, or assessment materials (e.g. electronic multiple-choice tests).

It also includes records of non-written assessed materials, e.g. photos or recordings of performances or seminars, and photographs taken of prototypes, models, maquettes etc. We are required to retain any assessed material or records of assessed material as would be necessary for the student's Progression and Award Board, (PAB) including scripts and academic feedback.

Once the PAB has met and the time for academic appeal has passed, the materials must be collated and prepared for archiving.

3. **Ensure all materials are archivable and retrievable.**

The University uses Chatham Archive services for archiving purposes. The process is as follows:

- a) Order Chatham Archive boxes and labels – this can be done using **budget code 1-G1110-431A-73606-0000-000000** and booking the job with:

Chatham Archive
Tom O'Donnell,
Account Manager, Email tom@securedatamgt.com
Tel: 0207 940 5050
DDI 0203 434 5697

- b) When the boxes have arrived, please fill them to the indicated fill line, and keep a note of which materials have gone into which boxes. The OfS will expect to be able to retrieve materials at a programme or module level, so please archive materials accordingly. It is recommended that records be kept segmented down to at least programme level and labelled accordingly to ensure they can be easily retrieved.
- c) Ensure that you have an accurate box list – this is a box-by-box schedule of the content of the box and its Chatham Archive label number. Please send a copy of your box lists to

compliance@gre.ac.uk for central filing but also keep a copy in a safe place for local use.

4. Offsite Storage:

Once the items have been boxed, labelled, and scheduled, they can be collected by Chatham Archive using the same details above. Chatham Archive will need a description of the content and the quantity of boxes to be collected and stored.

A representative from Chatham Archives will usually attend on the 2nd working day from receipt of your request.

5. Cost of Storage.

The cost of compliance is being borne centrally – please use the budget code above. Importantly so that we can track expenditure, please also email complianceTeam@gre.ac.uk to confirm the number of boxes you have sent to archive.

You can contact [@Compliance Team](#) or Pamela Harrison @ p.harrison@gre.ac.uk if you have any questions.