



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

Retention of student files.

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The following policy document has been written to inform all admin staff members and teachers of the policy for the retention of student files.

All new student files (hard copy) will be kept in the Principal's office at Regent Street. They will be kept in a locked filing cabinet and whenever the office is vacant it must be kept locked.

On arrival of a new student a new file will be raised by the Principal and filled in the current academic year's cabinet in alphabetical order.

When the current academic year has been completed they will be replaced by the new students for the following academic year.

The old files will be placed in an adjoining locked cabinet in the same office for reference should it be required.

The Principal will hold within the office the current and previous academic year's student files.

Older files will be placed in the archive room in the Principal's office at 89 Regent Street.

The files will be kept for 7 years and then destroyed in a safe and secure way.

Reviewed:

September 2010, 2011, 2012, 2013, 2014, July 2015, August 2015 and July 2016.

Next review: 1st August 2017.