

Student Recruitment

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
1 Overall Student Recruitment					
1.1	Records documenting the design, conduct and summary results of student recruitment campaigns/events	Completion of event + 5 years	Review	JISC Recommendation	Domestic Recruitment and Events/International Office
1.2	Records documenting the design, operation and summary results of student recruitment schemes	Current academic year + 5 years OR Termination of scheme + 5 years	Review	JISC Recommendation	Domestic Recruitment and Events/International Office
1.3	Records containing summaries and analyses of enquiry, recruitment and retention data	End of current academic year + 5 years	Review	JISC Recommendation	Domestic Recruitment and Events/International Office
1.4	Records relating to Regulated Activity including working with children	See retention periods recorded in the 'Safeguarding Children and Vulnerable Adults Policy and Guidance Privacy Note'			
2 Domestic Student Recruitment					
2.1	Records documenting the organisation of School Open Days	Completion of event + 1 year	Destroy		Domestic Recruitment and Events
2.2	Records documenting the issue of student recruitment materials in bulk to schools and other organisations	End of current academic year	Destroy	JISC Recommendation	Domestic Recruitment and Events/International Office
2.3	Queries from prospective students who entered Queen's	End of the academic year the application was made + 6 years	Destroy		CRM Manager
2.4	Queries from prospective students who submitted applications but did not attend Queen's	End of the academic year the application was made + 1 year	Destroy		CRM Manager
2.5	Queries from individuals who made queries but did not apply to Queen's	End of current academic year the query was made + 1 year	Destroy		CRM Manager

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2.6	Contact details of Head Teachers and Careers Teachers	Yearly	Review	Information is reviewed annually to ensure it is accurate and is amended where necessary	Domestic Recruitment and Events
2.7	Details of Entrance Scholarship (Scholarship Fund Administration)	End of current financial year + 6 years (round up to 7 years)	Delete	Limitation Act, 1980; the Entrance Scholarship is no longer awarded	Domestic Recruitment and Events
2.8	Details of GB Scholarships (Scholarship Fund Administration)	End of current financial year + 6 years (round up to 7 years)	Delete	Limitation Act, 1980	Domestic Recruitment and Events
2.9	Lists of prize winners	n/a	Archive		Domestic Recruitment and Events
3 Presentation Ceremonies					
3.1	Records of the organisation of award ceremonies	Completion of ceremony + 1 year	Destroy	JISC Guidelines	Domestic Recruitment and Events
3.2	Records of the production of award certificates	Completion of ceremony + 1 year	Destroy	JISC Guidelines	Domestic Recruitment and Events
3.3	Records of the mailing of award certificates to students who do not attend ceremonies	Completion of ceremony + 1 year	Destroy	JISC Guidelines	Domestic Recruitment and Events
4 International Student Recruitment					
4.1	Records of QUB INTO students including contact details, degree and progression choices	End of current academic year + 1 year	Delete		International Office
4.2	Records relating to International Student Ambassadors	End of current academic year + 6 months	Delete		International Office
4.3	Contact details of businesses and institutions in regards to student recruitment	Superceded	Delete		International Office
4.4	Records of students who are eligible and non-eligible recipients of International Office Scholarships	End of current academic year + 1 year	Delete		International Office
4.5	International Students Applications - statistics and analyses	From academic year of activity or to which it relates + 5 years	Review		International Office
5 In country recruitment					
5.1	Agents Service Contracts and Agents Details	Termination of the contract + 6 years	Destroy	Limitation Act 1980; JISC Recommendation	International Office

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5.2	Payment of agent commission invoices	End of financial year + 7 years	Destroy		International Office
5.3	Office country plans	From year of creation + 5 years	Review		International Office
5.4	Visit reports	From date of visit OR from date superseded + 5 years	Review		International Office