

Mr John Gilchrist
Freedom of Information Officer

25 April 2019

Ref: FOI/April 2019/ Craig Clark

By email to C.Clark@uel.ac.uk

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Dear Mr Clark

Your request for information received on 1 April 2019 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

Under the terms of the Freedom of Information Act 2000, I would like to ask for the following documentation.

- 1) A copy of your university records retention schedule
- 2) Confirmation of for how many years you retain data contained within a transcript
- 3) What is the oldest year you are you able to produce a copy of a student transcript? For example if a student graduated from your institution in 1994. Would you be able to produce a transcript of their results today?

University Response

1) Please see attachment to this correspondence.

2 and 3) We have data from 1993 onwards for transcripts on our student records system - we don't have paper records from before then of module information. If a student graduated in 1994 we may not have all of their module information so may be able to produce a transcript but it may only have 93/94 modules on it.

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University's response to your request for information. If you have such a complaint, you may contact Mr David Malpas, Director of Student Affairs, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 5830, d.malpas@mdx.ac.uk within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

John Gilchrist
Freedom of Information Officer