



# Redeemer's University, Ede

## Data Retention Schedule

S/N	Data Category	Examples	Retention Period	Purpose of Retention	Responsible Office/Unit
1.	<b>Student Admission Records</b>	Application forms, admission letters, entrance exam scores	Permanent	Audit trail, accreditation, alumni reference	Registry / Admissions office
2.	<b>Academic Records</b>	Course registration, transcripts, grades, academic progress reports	Permanent	Verification, alumni services, institutional memory	Academic Affairs / Exams & Records
3.	<b>Student Disciplinary Records</b>	Disciplinary hearings, warnings, sanctions	Permanent	Legal reference, behavior tracking	DSSS / Legal Unit
4.	<b>Student Financial Records</b>	Payment records, fee receipts, scholarship details	7 years	Financial audit, reporting to regulators	Bursary / Finance Office
5.	<b>Staff Personnel Files</b>	Employment letters, CVs, contracts, appraisals	Permanent	HR tracking, references, dispute resolution	Human Resources
6.	<b>Payroll Records</b>	Pay slips, tax returns, pension records	7 years	Financial compliance, pension verification	Bursary / HR
7.	<b>Health Records</b>	Medical reports, clinic visits, immunization records	Permanent	Legal compliance, student welfare	University Health Services
8.	<b>Research Data</b>	Research datasets, field notes, consent forms	Permanent	Academic integrity, reproducibility, legal compliance	DRIPs / PI
9.	<b>Library Records</b>	Borrower history, fines, subscriptions	3 years	Operational tracking, usage analysis	University Library
10.	<b>ICT Logs and System Backups</b>	Server logs, email metadata, security access logs	1–2 years	Cybersecurity, audit trails	ICT Directorate

S/N	Data Category	Examples	Retention Period	Purpose of Retention	Responsible Office/Unit
11.	<b>CCTV Footage</b>	Video surveillance data	30–90 days (max 6 months for incidents)	Campus security, investigations	Security Unit / ICT
12.	<b>Examination Scripts</b>	Marked scripts, results sheets, examination records	3 years	Quality assurance, re- assessment	Exams & Records Office
13.	<b>Examination Record</b>	Marked scripts, results sheets, examination records	5 years	Quality assurance, re- assessment	Exams & Records Office
14.	<b>Course Materials &amp; eLearning Content</b>	Lecture notes, slide decks, LMS content	5 years (review every 2 years)	Curriculum development, reuse	Academic Planning / Faculties
15.	<b>Email and Communication Logs</b>	Staff/student email content, internal memos	2–3 years	Institutional memory, legal discovery	ICT / Internal Audit
16.	<b>Legal and Contractual Records</b>	MOUs, contracts, agreements, NDAs	12 years	Legal compliance, reference, dispute resolution	Legal Unit / VC's Office
17.	<b>Alumni Records</b>	Contact info, donation history, engagement records	Permanent	Fundraising, institutional engagement	Advancement / Alumni Relations
18.	<b>Internship &amp; Industrial Training Records</b>	Placement letters, reports, assessments	3 years after graduation	Career support, compliance with curriculum	Student Affairs / Academic Dept.
19.	<b>Staff disciplinary records</b>	Query letters, warning letters, investigation reports, sanctions	Permanent	Legal reference, dispute resolution, staff behavior tracking	Human Resources / Legal Unit.

**Notes:**

- "Permanent" retention should involve digitization and secure archival.
- Where legal retention periods are specified (e.g., NDPR, tax laws), those take precedence.
- Data identified for deletion must be securely destroyed (e.g., digital wiping or physical shredding).
- Periodic audits should be conducted to enforce this schedule.

**Review and Update Cycle:**

- This schedule shall be reviewed every **three years** or as required by law or regulation.
- The **Data Protection Officer (DPO)** is responsible for oversight and compliance enforcement.