

# Records Disposal Schedule 2001/01

## Student Administration [1950 – Ongoing]

## Purpose

A Disposal Schedule provides a listing of various classes of records and specifying periods of retention, from short term through to permanent. It is not a list of file titles. The Schedule provides an aid to administrative staff in the management of University records. Legal, administrative, financial and archival requirements and purposes are taken into consideration when determining the retention periods for records.

The aim of the Student Administration Records Disposal Schedule is to provide continuing instruction to staff on:

- records which have been identified as having continuing value, and
- records which are considered to be of temporary value and can be destroyed when administrative use ceases.

Complying with the Schedule ensures:

- consistent, lawful and timely disposal of records,
- records retained are kept to an efficient minimum by periodically discarding those deemed temporary, and
- records are retained for administrative, legal, financial and archival requirements.

## Scope

The Student Administration Records Disposal Schedule has been prepared by Records & Archives Services following consultation with appropriate officers from Student and Staff Services, the six Faculties, the Student Association and senior management. It is intended to cover operational records concerning students which are created and maintained throughout the University. It does not cover policy and administrative files (other than student files) maintained by Faculty Offices and Academic Departments. The Schedule has been developed to deal with records created since 1950 and can be applied to current and future records created within the University.

## Student Records

The Adelaide University Student Information System (SIS) and its successor system, Peoplesoft, provide the permanent master record and is regarded as the prime source of information concerning a student. Hard copy records are retained in the Student Records Office for students whose enrolment pre-dates the development of electronic records. The Student Administration Records Disposal Schedule does not authorise the disposal of information from SIS or Peoplesoft.

## Arrangement

The Student Administration Records Disposal Schedule has an hierarchical structure which reflects its arrangement according to functions and activities. This represents a broad classification scheme for the records. The Schedule has been divided into ten functional areas:

- Admission
- Assessment
- Credit Transfers
- Enrolment
- Graduations
- Scholarships, Prizes and Fellowships
- Student Records
- Student Financials
- Exchange Programs
- Grievances and Misconduct

Within each function, activities or records are listed with a corresponding disposal action. The retention period specifies the *minimum* period records should be retained before they can be destroyed. There is no requirement to destroy temporary records if there is a need to retain them longer.

## Normal Administrative Practice

Normal Administrative Practice (NAP) provides for the routine destruction of copies, drafts and publications which contain no information of continuing value to the University. Such material falls into six main groups:

- transitory or short term items, eg. notes, phone messages, office notices.
- rough working papers and calculations created in the preparation of official records.
- drafts not intended for further use or reference, excluding official version drafts of agreements, submissions or legal documents.
- duplicate copies of material retained for reference purposes only.
- published material which does not form an integral part of a University record.
- system printouts used to verify or monitor data or answer queries that are not part of regular reporting procedures and are not required for ongoing use.

Destruction of material falling into these six categories is authorised by the Student Administration Records Disposal Schedule, but extends to records of ephemeral and transitory value only.

## References

State Records of South Australia, General Disposal Schedule No.15.  
State Records New South Wales General Disposal Authority: University Records (GDA9).  
University of Melbourne Records Disposal Schedule No.17: Student Records.

## Contact

Records & Archives Services: Extension 35830.

## Definitions

<b>disposal</b>	a range of processes associated with implementing appraisal decisions, including the retention deletion or destruction of records in or from recordkeeping systems (AS 4390.1 Australian Standard - Records Management, 1996).
<b>disposal action</b>	the area of a disposal schedule that advises the minimum retention period after an identified trigger for each record class.
<b>last action</b>	the completion of a task or administrative process which will act as a trigger for records disposal.
<b>permanent records</b>	records that have archival value and will be retained permanently for research purposes subject to appropriate access restrictions.
<b>record</b>	written, graphic or pictorial matter, or other object that contains information or from which information may be reproduced (State Records Act, 1997) and includes data in a computer system.
<b>retention period</b>	the length of time records are to be retained.
<b>temporary records</b>	records that do not have archival value and may be destroyed when a prescribed retention period has lapsed.
<b>trigger</b>	the event or activity which indicates that the active life of a record is over and the disposal sentence can be applied.
<b>when reference ceases</b>	when there is no longer any need to refer to the document.

**Student Administration [1950 - ongoing]**

**Effective: 9 May, 2001 – 30 June, 2011**

Item No.	Function Activity/Process	Description	Disposal Action
1	<b>ADMISSION</b>	<b>The function of administering University admission.</b>	
1.1	<b>Applications</b>	<i>The process of application for admission to any course of study offered by the University.</i>	
1.1.1		Successful.  <i>Examples of records:</i> Application forms and supporting documentation, interview records, results of entry examinations, correspondence, offer letter.	<b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.
1.1.2		Unsuccessful.	<b>TEMPORARY</b> Destroy 1 year after determination.
1.2	<b>Quotas</b>	<i>The processes associated with administering University course quotas.</i>	
1.2.1		Reports and summaries presented to Council.	<b>PERMANENT</b>
1.2.2		Routine records relating to the development and administration of quotas.	<b>TEMPORARY</b> Destroy 5 years after last action.

**NOTE:** The disposal actions prescribed in this Records Disposal Schedule are *minimum* standards.  
Normal Administrative Practice should be used with duplicate copies, reference copies and external publications.

**Student Administration [1950 - ongoing]**

**Effective: 9 May, 2001 – 30 June, 2011**

Item No.	Function Activity/Process	Description	Disposal Action
2	<b>ASSESSMENT</b>	<b>The function of evaluating student performance, including coursework, examination and thesis.</b>	
2.1	<b>Assessment Results</b>	<i>The activities associated with the marking and grading of individual assessment components such as assignments, examinations etc.</i>	
2.1.1		Official results for transcript production.  <i>Examples of records:</i> Student cards, academic record on electronic student system.	<b>PERMANENT</b>
		<b>NOTE:</b> For electronic records maintain and update as necessary for administrative and evidential purposes.	
2.1.2		Records relating to progress and final reports for higher degree students.  <i>Examples of records:</i> Annual review of progress reports, examiners' reports and recommendations.	<b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.
2.1.3		Practicum assessment documentation used for professional accreditation purposes.	<b>TEMPORARY</b> Destroy 7 years from date of completion or termination.
2.1.4		Grading/marking of individual assessment components such as assignments, examinations, essays.  <i>Example of records:</i> Mark sheets, performance recital sheets.	<b>TEMPORARY</b> Destroy 1 year after last action.

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**Student Administration [1950 - ongoing]**

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Item No.	Function Activity/Process	Description	Disposal Action
2	<b>ASSESSMENT (cont.)</b>		
2.1.5		Record of results for component options or units not presented to any course.	<b>PERMANENT</b>
2.2	<b>Student Assignments &amp; Examinations</b>	<i>The preparation and submission of work for the purpose of assessment and including written or oral examination.</i>	
2.2.1		Any work (except theses and practical projects) submitted by students for the purposes of assessment.	<b>TEMPORARY</b> Destroy after 1 year if not collected by student.
2.2.2		Copies of higher degree theses.	<b>PERMANENT</b> 2 copies deposited in University Library.
2.2.3		Practical projects. <i>Example of records:</i> Models, large drawings.	<b>TEMPORARY</b> Destroy 1 month after end of semester.
2.2.4		Examination question papers.	<b>PERMANENT</b> Retained by University Library.
2.2.5		Examination scripts.	<b>TEMPORARY</b> Destroy 1 year after last action.
2.2.6		Examination attendance slips.	<b>TEMPORARY</b> Destroy 1 year after last action.

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2	<b>ASSESSMENT (cont.)</b>		
2.3 2.3.1	<b>Applications for Supplementary Assessment</b>	<p><i>The process of applying for supplementary assessment.</i></p> <p>Records relating to student applications for supplementary assessment on medical and compassionate grounds.</p> <p><i>Example of records:</i> Application forms, correspondence.</p>	<p><b>TEMPORARY</b> Retain until end of supplementary period, then place on student file and destroy supporting documentation.</p>
3	<b>CREDIT TRANSFERS</b>	<b>The function of recognising academic achievement previously awarded to a student for the purpose of gaining credit within a current University course.</b>	
3.1 3.1.1 3.1.2	<b>Applications for Credit</b>	<p><i>The process of applying for credit or exemption for a subject.</i></p> <p>Application forms, including successful and unsuccessful.</p> <p>Outcome of successful application.</p> <p><i>Examples of records:</i> Student cards, record on electronic student system.</p> <p><b>NOTE:</b> For electronic records maintain and update as necessary for administrative and evidential purposes.</p>	<p><b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.</p> <p><b>PERMANENT</b></p>

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**Student Administration [1950 - ongoing]**

**Effective: 9 May, 2001 – 30 June, 2011**

Item No.	Function Activity/Process	Description	Disposal Action
4	<b>ENROLMENT</b>	<b>The function of arranging and conducting student enrolments.</b>	
4.1	<b>Course Enrolment</b>	<i>The process of enrolment of students into a course or academic program.</i>	
4.1.1		Records relating to the enrolment of students into an academic program or course.  <i>Example of records:</i> Enrolment forms, amendment to enrolment documentation, correspondence regarding pre-requisite waivers etc.	<b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.
4.1.2		Records relating to the enrolment of students who withdraw from an academic program or course before the HECS census date of their first semester of enrolment.	<b>TEMPORARY</b> Destroy at end of the academic year.
4.1.3		Records lodged in hardcopy format relating to amendments to students details such as change of name or address.	<b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.
5	<b>GRADUATIONS</b>	<b>The function of conferring University awards.</b>	
5.1	<b>Granting of Awards</b>	<i>The process of administration of students' eligibility to graduate.</i>	
5.1.1		Applications for awards.	<b>TEMPORARY</b> Destroy 2 years after last action.
5.1.2		Recommendation of award for higher degrees.	<b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.

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Item No.	Function Activity/Process	Description	Disposal Action
5.2	<b>Graduation Ceremony</b>	<i>The activities involved in the conferring of degrees and awards.</i>	
5.2.1		Program of commemoration proceedings with lists of graduates.	<b>PERMANENT</b> 1 copy deposited in the University Archives.
5.2.2		Uncollected degree testamurs.	<b>TEMPORARY</b> Destroy 7 years after last action.
5.2.3		Surrendered degree testamurs.	<b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.
6	<b>SCHOLARSHIPS, PRIZES AND FELLOWSHIPS</b>	<b>The function of establishment and award of both internal and external scholarships, prizes and fellowships.</b>	
6.1	<b>Policies and Conditions</b>	<i>The activities involved in determining the conditions or requirements associated with the awarding of a scholarship, prize or fellowship.</i>	
6.1.1		Establishment, policies and conditions for internal prizes, scholarships & fellowships.	<b>PERMANENT</b>
6.1.2		Establishment, policies and conditions for external prizes, scholarships & fellowships.	<b>TEMPORARY</b> Destroy when superseded.
6.2	<b>Applications and Nominations</b>	<i>The process of applying or nominating for scholarships, prizes and fellowships.</i>	
6.2.1		Consolidated registers of recipients.	<b>PERMANENT</b>

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Item No.	Function Activity/Process	Description	Disposal Action
6	<b>SCHOLARSHIPS, PRIZES AND FELLOWSHIPS (cont.)</b>		
6.2	<b>Applications and Nominations (cont.)</b>		
6.2.2		Successful applications and administrative arrangements for the delivery of specific prizes, scholarships & fellowships.	<b>TEMPORARY</b> Destroy 7 years after last action.
6.2.3		Unsuccessful applications.	<b>TEMPORARY</b> Destroy 1 year after last action.
6.2.4		Records relating to successful Rhodes Scholarships.	<b>PERMANENT</b>
7	<b>STUDENT RECORDS</b>	<b>The function of documenting the relationship of students with the University.</b>	
7.1	<b>Student Files</b>	<i>The preparation and maintenance of files containing specific information about students for use in student administration.</i>	
7.1.1		Central student files.  <i>Examples of records:</i> Undergraduate files, postgraduate files.	<b>TEMPORARY</b> Destroy 7 years after date of completion, termination or last action.
7.1.2		Faculty and departmental student files created for internal reference only.  <b>NOTE:</b> All original documents are to be placed on the central Student File.	<b>TEMPORARY</b> Destroy when reference ceases.

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8	<b>STUDENT FINANCIALS</b>	<b>The function of managing student fees and financial assistance to students.</b>	
8.1	<b>Fees and Charges</b>	<i>The process of administration of student fees.</i>	
8.1.1		HECS payment option forms.	<b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.
8.1.2		Student fees instalment contracts and supporting documentation.	<b>TEMPORARY</b> Destroy 7 years after last action.
8.2	<b>Financial Assistance</b>	<i>The activities involved with the provision of financial assistance to students.</i>	
8.2.1		Student loan documentation.	<b>TEMPORARY</b> Destroy 7 years after final instalment.
8.2.2		Records relating to student assistance programs.	<b>TEMPORARY</b> Destroy 7 years after last action.

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9	<b>EXCHANGE PROGRAMS</b>	<b>The function of administering exchange programs with other educational institutions.</b>	
9.1	<b>Student Exchange Programs</b>	<i>The activities associated with recruiting students to exchange programs offered by the University.</i>	
9.1.1		Records relating to exchange student applications received from Adelaide University students.	<b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.
9.1.2		Records relating to successful exchange student applications received from students of other institutions.	<b>TEMPORARY</b> Place on student file and sentence in accordance with Item 7.1.1.
9.1.3		Records relating to unsuccessful exchange student applications received from students of other institutions.	<b>TEMPORARY</b> Destroy 1 year after determination.
9.1.4		Records relating to arrangements with other organisations for student exchange programs.	<b>TEMPORARY</b> Destroy 5 years after last action.

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10	<b>GRIEVANCES AND MISCONDUCT</b>	<b>The function of investigating and addressing instances of grievance and student misconduct.</b>	
10.1	<b>Student Conduct</b>	<i>The activities associated with academic misconduct and other matters such as complaints of harassment and property damage.</i>	
10.1.1		Records relating to student discipline and misconduct.	<b>TEMPORARY</b> Retain in Records Management Office and destroy 2 years after last action.
10.1.2		Records relating to student complaints, review and appeal.	<b>TEMPORARY</b> Retain in Records Management Office and destroy 2 years after last action.

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