



Records Disposal Schedule 2001/02

Administration [1876 – Ongoing]



RECORDS DISPOSAL SCHEDULE NO: 2001/02
Administration [1876 - ongoing]

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Purpose

A Records Disposal Schedule (RDS) provides a listing of various classes of records and specifies 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 Administration RDS 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 Administration RDS has been prepared by Records & Archives Services following consultation with appropriate officers from faculties, administrative areas, student bodies and senior management. The Schedule has been developed to deal with records of all ages and can be applied to current and future records created within the University. It is intended to cover University-specific administrative records and to be used in conjunction with the State Records of South Australia General Disposal Schedule No.15 (GDS15). The GDS15 is a substantive schedule used throughout the State Government to administer the preservation and disposal of generic administrative records. University administrative records, which are not adequately covered by GDS15, are included in the University Administration RDS. Where there are similar entries in both, the University schedule will always take precedence.

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Arrangement

The Administration RDS has a hierarchical structure that reflects its arrangement according to functions and activities. This represents a broad classification scheme for the records. The Schedule has been divided into twenty-three functional areas:

- Academic Programmes
- Cultural Preservation
- Committees
- Community Relations
- Compensation
- Donations
- Equipment and Stores
- Establishment
- Financial Management
- Fleet Management
- Government Relations
- Industrial Relations
- Information Management
- Legal Services
- Occupational Health and Safety
- Personnel
- Property Management
- Publication
- Research
- Staff Development
- Strategic Management
- Student Services
- Technology and Telecommunications

Within each function, 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. Cross-references have been provided as a direction to related entries within the State Records of South Australia General Disposal Schedule No.15 and Adelaide University Records Disposal Schedule No.2001/01 Student Administration. These related entries should be checked to ensure that records are accurately sentenced.

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Normal Administrative Practice

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

- transitory or short-term items, e.g. 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 that 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 Administration RDS, but extends to records of ephemeral and transitory value only.

Destruction of Records

When the disposal date for the destruction of records is reached, appropriate arrangements for their destruction must be made. Records containing any personal details about individuals, information given in confidence or considered commercial, legal or financial in confidence should be shredded or placed into confidential waste bins. Records & Archives Services can provide advice on this matter. Routine records can be destroyed using usual methods of recycling or waste disposal.

References

Adelaide University Records Disposal Schedule No.2001/01 Student Administration.

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.16: Central Records.

Joint National Health and Medical Research Council (NHMRC)/ Australian Vice-Chancellors' Committee (AVCC) Statement and Guidelines on Research Practice (1997).

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Definitions

de-accession	the process of formally removing an item from a collection.
disposal	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).
disposal action	the area of a disposal schedule that advises the minimum retention period after an identified trigger for each record class.
last action	the completion of a task or administrative process that will act as a trigger for records disposal.
official record	a record made or received by an agency in the conduct of its business (State Records Act, 1997). Official records provide evidence of transactions conducted as part of the University's business.
permanent record	records that have archival value and will be retained permanently for research purposes subject to appropriate access restrictions.
record	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.
retention period	the length of time records are to be retained.
temporary records	records that do not have archival value and may be destroyed when a prescribed retention period has lapsed.
trigger	the event or activity that indicates that the active life of a record is over and the disposal sentence can be applied.
when reference ceases	when there is no longer any need to refer to the document.

Contact For further advice, contact Records & Archives Services on extension 35184.

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Item No.	Function Activity/Process	Description	Disposal Action
1	ACADEMIC PROGRAMMES	The function of developing and delivering University courses.	
1.1	Curriculum Development	<i>The process of developing curricula for University courses, including the initiation or discussion of proposals.</i>	
1.1.1		Master copies of proposals and reports relating to curriculum development.	PERMANENT
1.1.2		Records relating to policy and procedures on curriculum development.	TEMPORARY Destroy 10 years after policy or procedure superseded.
1.1.3		Supplementary records relating to curriculum development <i>Examples of records:</i> Working papers, drafts and administrative arrangements.	TEMPORARY Destroy 3 years after last action.
1.2	Accreditation	<i>The process of approval from a governing body and/or external organisation.</i>	
1.2.1		Approved curricula (master set).	PERMANENT
1.2.2		Records relating to unsuccessful accreditation, both internal and external. <i>Examples of records:</i> Applications, reports, criteria.	TEMPORARY Destroy 10 years after last action.
1.2.3		Supplementary records relating to course accreditation. <i>Examples of records:</i> Working papers, drafts and administrative arrangements.	TEMPORARY Destroy 3 years after last action.

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Normal Administrative Practice should be used with duplicate records, reference copies and external publications.

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Item No.	Function Activity/Process	Description	Disposal Action
1	ACADEMIC PROGRAMMES (cont.)		
1.3	Course Delivery	<i>The activities associated with teaching and the way it is conducted.</i>	
1.3.1		Records relating to policy and procedures on course delivery.	PERMANENT
1.3.2		Supplementary records relating to course delivery. <i>Examples of records:</i> Correspondence, notes, drafts.	TEMPORARY Destroy 3 years after last action.
1.3.3		Calendars (master set) containing descriptions of course content and requirements.	PERMANENT
1.3.4		Course resources and material used in academic program delivery. <i>Examples of records:</i> Course outlines, timetables, study guides, lecture notes.	TEMPORARY Destroy 3 years after last action.
1.3.5		Faculty handbooks and course guides (master set).	PERMANENT
1.4	Assessment	See AU RDS No.2001/01 Student Administration Section 2 ASSESSMENT	
1.5	Quality Assurance	<i>The activities associated with the collection and assessment of course delivery feedback.</i>	
1.5.1		Records relating to the collection of assessment data on course delivery. <i>Examples of records:</i> Data collection forms, survey forms.	TEMPORARY Destroy 1 year after last action.
1.5.2		Records relating to the assessment of data/feedback on course delivery. <i>Examples of records:</i> Reports, recommendations, evaluations, consolidated data files.	TEMPORARY Destroy 5 years after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
1	ACADEMIC PROGRAMMES (cont.)		
1.6	Reviewing	<i>The process of internal and/or external review of academic programs.</i>	
1.6.1		Master copies of records relating to academic program reviews. <i>Examples of records:</i> Applications, reports.	PERMANENT
1.6.2		Supplementary records relating to reviews <i>Examples of records:</i> working papers, drafts and administrative arrangements.	TEMPORARY Destroy 3 years after last action.
2	CULTURAL PRESERVATION	The function of managing the University's historical and art collections.	
2.1	Control	<i>The activities associated with creating and maintaining control mechanisms.</i>	
2.1.1		Control records for collections. <i>Examples of records:</i> Card catalogues, electronic control systems, indexes, registers. NOTE: For electronic records maintain and update as necessary for administrative and evidential purposes.	PERMANENT
2.2	Access	<i>The process of providing access to the University's historical and art collections.</i>	
2.2.1		Records relating to access of collections. <i>Examples of records:</i> Applications, access conditions, register of access.	TEMPORARY Destroy 5 years after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
2	CULTURAL PRESERVATION (cont.)		
2.3	Acquisition	<i>The process of gaining ownership or use of items for a collection.</i>	
2.3.1		Records relating to the purchase or other means of acquisition (excluding donation or loan) of items for a collection.	PERMANENT
2.3.2		Records relating to the commissioning of works of art.	PERMANENT
2.4	Disposal	<i>The process of disposing of collection items.</i>	
2.4.1		Records relating to the disposal arrangements of collection items.	PERMANENT
2.5	Donations	See GDS No.15 Section 1.8 COMMUNITY RELATIONS - Donations	
2.6	Exhibitions	See GDS No.15 Section 1.10 COMMUNITY RELATIONS - Exhibitions	
2.7	Preservation	<i>The activities involved in the protection and maintenance of collection items.</i>	
2.7.1		Records relating to conservation projects.	PERMANENT
2.7.2		Records relating to general preservation activities such as environmental control and pest treatment for storage areas.	TEMPORARY Destroy 5 years after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
2	CULTURAL PRESERVATION (cont.)		
2.8	Loans	<i>The activities associated with the lending of items to and by the University.</i>	
2.8.1		Agreements or contracts relating to the loan of items for use in the University including exhibitions or displays.	TEMPORARY Destroy 7 years after last action.
2.8.2		Records relating to the loan of items (excluding agreements and contracts) from other institutions.	TEMPORARY Destroy 1 year after last action.
2.8.3		Agreements or contracts relating to the lending of items owned by the University to other institutions.	TEMPORARY Destroy 7 years after last action.
2.8.4		Records relating to the loan of collection items (excluding agreements and contracts) to other institutions.	TEMPORARY Destroy 1 year after last action.
3	COMMITTEES	See GDS No.15 Section 16.3 STRATEGIC MANAGEMENT - Committees	
4	COMMUNITY RELATIONS	<i>The function of establishing rapport with the community and maintaining the University's public profile.</i>	
	See also	GDS No.15 Section 1 COMMUNITY RELATIONS	
4.1	Media Relations	<i>The activities associated with maintaining a relationship with the media.</i>	
4.1.1		Master copies of University media releases relating to issues of significance.	PERMANENT
4.1.2		University media releases of a routine nature.	TEMPORARY Destroy 2 years after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
4	COMMUNITY RELATIONS (cont.)		
4.1	Media Relations (cont.)		
4.1.3		Media releases received from other organisations.	TEMPORARY Destroy when reference ceases.
4.1.4		Press cuttings and other media reports relating to the University and its activities. <i>Examples of records:</i> Newscutting books, audiotapes, videotapes.	PERMANENT
5	COMPENSATION	See GDS No.15 Section 2 COMPENSATION	
6	DONATIONS	See GDS No.15 Section 1.8 COMMUNITY RELATIONS - Donations	
7	EQUIPMENT & STORES	See GDS No.15 Section 3 EQUIPMENT AND STORES	
8	ESTABLISHMENT	The function of establishing and changing the organisational structure of the University.	
	See also:	GDS No.15 Section 4 ESTABLISHMENT	
8.1	Election	<i>The activities associated with electing office-bearers, representatives and heads of departments.</i>	
8.1.1		Records relating to electoral roll creation, maintenance and roll services.	TEMPORARY Destroy 1 year after last action.
8.1.2		Records relating to the conduct of elections. <i>Examples of records:</i> Ballot papers, nominations, results, tally sheets.	TEMPORARY Destroy 6 months after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
9	FINANCIAL MANAGEMENT See also:	The function of managing the University's financial resources. GDS No.15 Section 5 FINANCIAL MANAGEMENT	
9.1	Superannuation	<i>The process of administration of University sponsored and other superannuation schemes.</i>	
9.1.1		Scheme 'A' files for members who have not joined SSAU or any successor schemes.	TEMPORARY Destroy 85 years after date of birth.
9.1.2		Records relating to Scheme 'A' members who left the University while the scheme was still active.	TEMPORARY Destroy 7 years after policy matures.
9.1.3		Superannuation files relating to SSAU and other successor schemes.	TEMPORARY Destroy 7 years after separation.
10	FLEET MANAGEMENT	See GDS No.15 Section 6 FLEET MANAGEMENT	
11	GOVERNMENT RELATIONS	See GDS No.15 Section 7 GOVERNMENT RELATIONS	
12	INDUSTRIAL RELATIONS	See GDS No.15 Section 8 INDUSTRIAL RELATIONS	
13	INFORMATION MANAGEMENT	See GDS No.15 Section 9 INFORMATION MANAGEMENT	
14	LEGAL SERVICES	See GDS No.15 Section 10 LEGAL SERVICES	
15	OCCUPATIONAL HEALTH & SAFETY	See GSD No.15 Section 11 OCCUPATIONAL HEALTH & SAFETY	

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Item No.	Function Activity/Process	Description	Disposal Action
16	PERSONNEL See also:	The function of managing all employees in the University. GDS No.15 Section 12 PERSONNEL	
16.1	Appointments	<i>The process of administration of University appointments.</i>	
16.1.1		Personal files for professorial appointments (including Reader, Associate Professor and Emeritus Professor).	PERMANENT
16.1.2		Personal files for senior academic appointments (including lecturer and senior lecturer).	TEMPORARY Destroy 20 years after separation or 75 years after date of birth, whichever is later.
16.1.3		Personal files for other academic appointments (including tutors, demonstrators and examiners).	TEMPORARY Destroy 75 years after date of birth.
16.1.4		Personal files for Executive Director appointments and equivalent.	PERMANENT
16.1.5		Personal files for other general staff.	TEMPORARY Destroy 75 years after date of birth.
16.1.6		Personal files for accorded titleholders and affiliates for professorial appointments.	PERMANENT
16.1.7		Personal files for accorded titleholders and affiliates for senior academic appointments.	TEMPORARY Destroy 20 years after separation or 75 years after date of birth, whichever is later.
16.1.8		Personal files for non-academic honorary status holders.	TEMPORARY Destroy 7 years after separation.
16.1.9		Records relating to appointments not accepted.	TEMPORARY Destroy 1 year after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
16	PERSONNEL (cont.)		
16.1.10	Appointments (cont.)	Consolidated staff records. <i>Example of records:</i> Staff cards, electronic staff data. NOTE: For electronic records maintain and update as necessary for administrative and evidential purposes.	PERMANENT
16.2	Study Leave	<i>The process of administration of study leave programs.</i>	
16.2.1		Study leave files for professorial (including Reader and Associate Professor) appointments and above.	PERMANENT
16.2.2		Study leave files for senior academic appointments.	TEMPORARY Destroy 20 years after separation or 75 years after date of birth, whichever is later.
16.3	Staff Clubs	<i>The activities associated with the University of Adelaide Club and other staff associations.</i>	
16.3.1		Records relating to the proposal and establishment of University staff clubs and associations.	PERMANENT
16.3.2		Records relating to routine arrangements with staff clubs and associations.	TEMPORARY Destroy 5 years after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
16	PERSONNEL (cont.)		
16.4	Staff Exchange Programs	<i>The activities associated with administering staff exchange programs with other institutions.</i>	
16.4.1		Records relating to arrangements with other institutions for staff exchange programs.	TEMPORARY Destroy 5 years after last action.
16.5	Staff Prizes and Awards	<i>The activities associated with the awarding of staff honours and prizes.</i>	
16.5.1		Records relating to honours and awards conferred on University staff as tokens of distinction or achievement.	PERMANENT
16.5.2		Policy, procedure and general information relating to staff prizes.	TEMPORARY Destroy when superseded.
16.5.3		Applications and administrative arrangements for the delivery of specific prizes.	TEMPORARY Destroy 7 years after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
17	PROPERTY MANAGEMENT	The function of managing space within University premises and of acquiring, constructing, maintaining, and disposing of premises.	
	See also:	GDS No.15 Section 13 PROPERTY MANAGEMENT	
17.1 17.1.1	Naming	<i>The activities associated with the naming of University property.</i> Records relating to the naming of University buildings, roads, ovals, reserves and other structures.	PERMANENT
17.2 17.2.1 17.2.2 17.2.3	Traffic Management	<i>The activities involved in the management and control of parking and traffic.</i> See also: GDS No.15 Section 2.5 COMPENSATION – Cases and Claims for traffic accidents that result in compensation claims or litigation. GDS No. 15 Section 11.1 OH&S – Accidents for traffic accidents involving injury that do not result in compensation claims. Records relating to management and planning of parking and traffic control. Records of a routine nature relating to parking and other traffic matters. Records relating to fines/penalties for parking and other traffic offences.	TEMPORARY Destroy 5 years after last action. TEMPORARY Destroy 6 months after last action. TEMPORARY Destroy 2 years after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
17	PROPERTY MANAGEMENT (cont.)		
17.3	Maps	<i>The preparation and management of University maps.</i>	PERMANENT
17.3.1		Master copies of maps of the University.	
17.3.2		Maps used for any other purpose that are based on the master maps. <i>Examples of records:</i> Maps produced for orientation, directional maps.	
17.4	Farming	<i>The activities associated with the management of farm animals and agricultural areas.</i>	TEMPORARY Destroy when reference ceases.
17.4.1		Records relating to the management of farm animals and agricultural areas.	
18	PUBLICATION	See GDS No.15 Section 14 PUBLICATION	

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Item No.	Function Activity/Process	Description	Disposal Action
19	RESEARCH See also:	The function of managing the investigation or inquiry into a subject or area of interest in order to discover facts, principles etc. Guidelines & Rules For Responsible Practice In Research available at: http://www.adelaide.edu.au/ari/researchers/responsiblesearch.html	
19.1 19.1.1 19.1.2	Proposal Development	<i>The activities associated with the formulation and development of research proposals.</i> Formulation or deliberations leading to application for funding/approval or commencement of research. <i>Examples of records:</i> Correspondence, working papers. Policy and procedures including guidelines and codes of practice.	TEMPORARY Destroy 3 years after last action. TEMPORARY Destroy 10 years after superseded.
19.2 19.2.1	Proposal Application	<i>The process of applying for funding and approval for research proposals.</i> Records relating to approved research proposals for projects of national or international significance, interest or controversy. Include ethical, bio-safety, funding and/or refereeing stages and other statutory requirements. <i>Examples of records:</i> Forms, protocols, grant applications, conditions of award.	PERMANENT

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Item No.	Function Activity/Process	Description	Disposal Action
19	RESEARCH (cont.)		
19.2	Proposal Application (cont)		
19.2.2		Records relating to approved research proposals for projects of lesser significance. <i>Examples of records:</i> Forms, grant applications, conditions of award.	TEMPORARY Destroy 7 years after project completion.
19.2.3		Records relating to unsuccessful proposals of significance.	TEMPORARY Destroy 5 years after last action.
19.2.4		Records relating to unsuccessful proposals of lesser significance.	TEMPORARY Destroy 1 year after last action.
19.2.5		Records relating to non-competitive and/or discretionary funds allocation.	TEMPORARY Destroy 7 years after last action.
19.3	Ethics Approval	<i>The process of applying for approval by University ethics committees.</i>	
19.3.1		Research protocol applications for human ethics approval and related correspondence.	PERMANENT
19.3.2		Research protocol applications for animal ethics approval and related correspondence.	TEMPORARY Destroy 7 years after last action.

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Item No.	Function Activity/Process	Description	Disposal Action
19	RESEARCH (cont.)		
19.4	Reporting	<i>The activities associated with providing a formal statement of findings or results.</i>	
19.4.1		Consolidated annual reports.	PERMANENT
19.4.2		Master copies of reports as required by grant conditions or research protocols. <i>Examples of records:</i> Progress reports, final reports, inspections.	PERMANENT
19.4.3		Copies of research reports.	TEMPORARY Destroy when reference ceases.
19.5	Dissemination	<i>The activities associated with the distribution of findings and reports through publications.</i>	
19.5.1		Research publications by the University (master set). <i>Examples of records:</i> Research reports, media releases, journals and monographs.	PERMANENT

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Item No.	Function Activity/Process	Description	Disposal Action
19	RESEARCH (cont.)		
19.6	Research Data	<i>The activities associated with the generation of information resulting from research.</i>	
19.6.1		Research data relating to projects of significance, interest or controversy or having an acknowledged influence on the area of study and cannot be readily duplicated.	PERMANENT
19.6.2		Research data relating to projects of lesser significance where human subjects and potential long-term effects are involved. <i>Examples of records:</i> Drug trials, genetic manipulation, some psychological research.	TEMPORARY Destroy 15 years after project completion.
19.6.3		Research data relating to projects of lesser significance where potential long-term environmental effects are involved. <i>Examples of records:</i> Genetic trials, disease management, changes to ecosystems.	TEMPORARY Destroy 15 years after project completion.
19.6.4		Other original research data. <i>Examples of records:</i> Notes, statistics, lab books.	TEMPORARY Destroy 5 years after project completion.
19.6.5		Higher Education Research Data Collection publications records.	TEMPORARY Destroy 3 years after submission.

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Item No.	Function Activity/Process	Description	Disposal Action
19	RESEARCH (cont.)		
19.7	Intellectual Property	<i>The activities involved in managing the intellectual property resulting from research.</i>	
19.7.1	See also:	GDS No.15 Section 9.19 INFORMATION MANAGEMENT - Intellectual Property Records relating to intellectual property agreements and ownership. <i>Examples of records:</i> Agreements, contracts.	PERMANENT
19.8	Commercialisation	<i>The activities associated with the commercial development of products and processes resulting from research.</i>	
19.8.1	See also:	GDS No.15 Section 5.26 FINANCIAL MANAGEMENT - Tendering Records relating to the operation of consultancy services. <i>Example of records:</i> Expressions of interest, contracts, agreements, administrative and financial documents.	TEMPORARY Destroy 7 years after conditions have been satisfied.
19.8.2		Records relating to the provision of services. <i>Example of records:</i> Working papers, inspection reports, data, progress reports.	TEMPORARY Destroy 7 years after conditions have been satisfied.
19.8.3		Records relating to the final product satisfying the terms of the contract. <i>Example of records:</i> Reports, software, intellectual property.	PERMANENT

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Item No.	Function Activity/Process	Description	Disposal Action
19	RESEARCH (cont.)		
19.9	Animal Management	<i>The activities associated with the management and care of animals used for research purposes.</i>	
19.9.1		Consolidated records used for reporting purposes.	PERMANENT
19.9.2		Records relating to accreditation or other mandatory requirements.	TEMPORARY Destroy 7 years after last action.
19.9.3		Copies of guidelines, acts, regulations and other accreditation information.	TEMPORARY Destroy when superseded.
19.9.4		Policy and procedures for the use of animals in research projects.	TEMPORARY Destroy when superseded.
19.9.5		Records relating to the acquisition, care and use of animals.	TEMPORARY Destroy 7 years after last action.
19.9.6		Records relating to the breeding of animals for research purposes.	TEMPORARY Destroy 5 years after last action.
19.10	Affiliated Organisations	<i>The process of affiliation with other research institutions.</i>	
19.10.1		Records relating to establishment, funding and review of research centres affiliated with the University.	PERMANENT
19.10.2		Routine administrative records relating to staffing, equipment, accommodation etc.	TEMPORARY Destroy 7 years after last action.
19.10.3		General information regarding the operation of other research centres.	TEMPORARY Destroy when reference ceases.

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

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Item No.	Function Activity/Process	Description	Disposal Action
20	STAFF DEVELOPMENT	See GDS No.15 Section 15 STAFF DEVELOPMENT	
21	STRATEGIC MANAGEMENT	The function of applying broad systematic management planning for the University.	
	See also:	GDS No.15 Section 16 STRATEGIC MANAGEMENT	
21.1	Legislation	<i>The process of making laws.</i>	
21.1.1		University of Adelaide Act, by-laws, statutes and rules (master set).	PERMANENT
21.1.2		Records relating to the development of the Act, by-laws statutes and rules.	PERMANENT
21.2	Reviewing	<i>The activities involved in re-evaluating or re-examining the processes, procedures and operations of the University.</i>	
21.2.1		Records relating to reviews of University operations and programs.	PERMANENT
21.2.2		Records relating to reviews of general administrative services, procedures and systems.	TEMPORARY Destroy 5 years after last action.
22	STUDENT SERVICES	The function of providing support services to students.	
	See also:	Adelaide University RDS No.2001/01 Student Administration	
22.1	Clubs and Societies	<i>The activities associated with student clubs and societies within the University.</i>	
22.1.1		Records relating to the proposal, establishment and operation of University student clubs and societies.	PERMANENT

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

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Item No.	Function Activity/Process	Description	Disposal Action
22	STUDENT SERVICES (cont.)		
22.1 22.1.2	Clubs and Societies (cont.)	Records relating to routine arrangements with student clubs and societies.	TEMPORARY Destroy 5 years after last action.
22.2 22.2.1	Colleges (Residential)	<i>The activities associated with providing accommodation through external residential colleges.</i> Records relating to routine arrangements and administrative activities.	TEMPORARY Destroy 2 years after last action.
22.3 22.3.1 22.3.2	Student Union	<i>The activities involved in the provision of services and facility management by the Student Union.</i> Records relating to the establishment and operation of the Student Union. Records relating to the interaction between the University and the Student Union.	PERMANENT TEMPORARY Destroy 5 years after last action.
22.4 22.4.1	Orientation	<i>The activities associated with student orientation programs.</i> Records relating to the planning and management of student orientation activities and programs.	TEMPORARY Destroy 1 year after last action.
23	TECHNOLOGY & TELECOMMUNICATIONS	See GDS No.15 Section 17 TECHNOLOGY & TELECOMMUNICATIONS	

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