



Government of South Australia

GPO Box 2343
ADELAIDE SA 5001
Tel (08) 8204 8791
Fax (08) 8204 8777 DX:467
srsaRecordsManagement@sa.gov.au
www.archives.sa.gov.au

State Records
of South Australia



General Disposal Schedule No. 24

South Australian Universities

Disposal Schedule

Effective from 8 June 2010 to 30 June 2020

1st Edition

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Approval for the commencement of this Schedule

State Records Act 1997

Government of South Australia

General Disposal Schedule No. 24, 1st Edition

for

South Australian Universities

Effective from 8 June 2010 to 30 June 2020

Approved By

Chair, State Records Council

Director State Records

Approved Date 8 June 2010



Preface

Universities are complex, innovative and increasingly fluid organisations. They aim to disseminate knowledge through tertiary teaching, research and scholarship.

In South Australia, there are currently three Universities:

- Flinders University of South Australia
- University of Adelaide and
- University of South Australia.

Each University:

- performs its functions in accordance with its relevant legislation
- consists of a Council, graduates, staff (academic and general/professional) and students
- is a body corporate but not an instrumentality or agency of the Crown.

Flinders University of South Australia

Flinders University, governed by the *Flinders University of South Australia Act 1966*, was created in 1966 at a time when new universities were being established across Australia as part of a major expansion of university education. Its Adelaide campus is situated at Bedford Park, Adelaide. It also has various regional (Barossa, Port Lincoln, Mount Gambier, Renmark and Victor Harbor) and interstate locations (Victoria and the Northern Territory). In 2008 it had a total number of 16 629 students, 795 academic staff and 1090 general staff.

University of Adelaide

The University of Adelaide was established in 1874 and is the oldest University in South Australia. Governed by the *University of Adelaide Act 1971*, the University has major strengths in wine and food, health sciences, biological sciences, physical sciences, information technology and telecommunications, environmental sciences and social sciences. The University has campuses on North Terrace and at Waite, Thebarton and Roseworthy. In 2008 it had a total number of 21,311 students, 1,293 academic staff and 1,593 general staff.

University of South Australia

University of South Australia (UniSA) was founded in January 1991 through the amalgamation of the South Australian Institute of Technology and the Magill, Salisbury and Underdale campuses of the South Australian College of Advanced Education. UniSA is governed by the *University of South Australia Act 1990*. UniSA has five campuses – City East, City West, Magill, Mawson Lakes and Whyalla. In 2008 UniSA had a total number of 36,156 students, 1,043 academic staff and 1,353 professional staff.



Acknowledgments

This General Disposal Schedule was developed and prepared by State Records in conjunction with the Universities GDS Development Working Party, members of which included:

- Llew Goode, Manager Records and Archives, Flinders University
- Kylie Percival, Manager, University Archives, Records & Collections, University of Adelaide
- Sue Coppin, Collection Archivist, University of Adelaide
- Shaun Hobby, Records Officer, University of South Australia
- Douglas Pitt, Records Manager, University of South Australia (part)
- Ros Walmsley, A/Records Manager, University of South Australia (part)
- Cathy Davis, Records Manager, University of South Australia (part).

Special appreciation to the members of the working party for their invaluable contribution and enormous effort.

Intra-agency consultation on a draft version of GDS 24 took place within each of the Universities.

Consultation with professional historian Rob Linn also took place.

Feedback and comments from the South Australian Universities as well as Mr Linn is acknowledged with much appreciation.



Introduction

Scope

GDS 24 applies to operational records commonly created or received by South Australian Universities.

For records that are of a general administrative or financial nature, one should refer to *General Disposal Schedule No. 15 for State Government Agencies*. Cross-references to *GDS 15* (as amended), where appropriate, are set out in this Schedule.

GDS 24 is intended to be a comprehensive schedule encompassing all operational records of South Australian Universities.

Objectives

The aims of *GDS 24* are to:

- accurately reflect the functions, activities and associated records of South Australian Universities
- identify records which are worthy of permanent preservation as part of the State's documentary heritage
- prevent the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements and
- authorise the destruction of those records not required permanently.

Implementation

GDS 24 is issued under the *State Records Act 1997*.

The State Records Act was proclaimed in October 1997 to provide for the preservation and management of official records. *GDS 24* is issued as a determination under section 23 of the Act.

Section 23 of the *State Records Act 1997* states that no official records may be disposed of without a determination made by the Director [Manager], State Records and approved by the State Records Council. *GDS 24* provides South Australian Universities with the means of disposing of their operational records in an orderly, consistent and accountable manner.

GDS 24 was approved by the State Records Council on 8 June 2010 and is effective from 8 June 2010 to 30 June 2020.

GDS 24 has been issued in hard copy to South Australian Universities. *GDS 24* has also been issued in electronic form via State Records' website (www.archives.sa.gov.au) to allow ease of use and greater accessibility.

Any modification of the Schedule by end users is not permitted. Changes can only be made with the approval of State Records and the State Records Council.



Updates/Amendments

GDS 24 is effective from 8 June 2010 to 30 June 2020 unless reviewed earlier as instructed by the South Australian Universities, State Records or the State Records Council. Amendments approved by the State Records Council may be issued during this period.

Previous Disposal Schedules Revoked

- RDS 2001/01 Version 3 for the University of Adelaide – Student Administration (approved by the State Records Council on 9 April 2002)
- RDS 2001/02 Version 2 for the University of Adelaide – Administration (approved by the State Records Council on 9 April 2002)

Complementary Disposal Schedules

GDS 15 for State Government Agencies (as amended) complements GDS 24.

Consultation

In developing *GDS 24* consultation occurred initially with the GDS Development Working Party, which consisted of the following members:

- Llew Goode, Manager Records and Archives, Flinders University
- Kylie Percival, Manager, University Archives, Records & Collections, University of Adelaide
- Sue Coppin, Collection Archivist, University of Adelaide
- Shaun Hobby, Records Officer, University of South Australia
- Douglas Pitt, Records Manager, University of South Australia (part)
- Ros Walmsley, A/Records Manager, University of South Australia (part)
- Cathy Davis, Records Manager, University of South Australia (part).

Subsequent stakeholder consultation occurred with various departments and staff within the three Universities represented by the GDS Development Working Party.

The 2002 Records Disposal Schedules previously developed by the University of Adelaide were taken into consideration as part of the development of GDS 24.

Interstate disposal schedules for universities were also considered as part of the GDS development process. In particular:

- Queensland State Archives – *General Retention and Disposal Schedule for Queensland Universities (QDAN 601)* (Issued June 2005)
- State Records Authority of New South Wales - *General Retention and Disposal Authority – University records (GDA 23)* (Issued December 2005).

External stakeholder consultation occurred with Mr Rob Linn, professional historian. His comments have been considered in the development of GDS 24.



Adequate Records Management

Outcome 3 of *Adequate Records Management: Meeting the Standard* (State Records, 2002) requires records to be disposed of systematically in accordance with the *State Records Act 1997*. For South Australian Universities an important aspect of compliance with the Standard is the application of both *GDS 24* and *GDS 15* as a routine part of their records management programs. Retention periods in both *GDS 15* and *GDS 24* may be applied to records on creation and registration for later review; alternatively records may be sentenced when they become non-current.

Legislation Affecting Recordkeeping Requirements

Legislation that specifically affects the recordkeeping requirements of South Australian Universities include:

- *Flinders University of South Australia Act 1966*
- *University of Adelaide Act 1971*
- *University of South Australia Act 1990*.

Indigenous Considerations

The determinations within *GDS 24* are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families*.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

In this instance, *GDS 24* does not have relevance to Native Title.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.

Record Formats

GDS 24 applies to records in any format. This includes paper, microform (film or fiche), audiovisual, graphic, photographic and electronic media.



Custody and Transfer of Records

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in *Records of Temporary Value: Management and Storage: Standard and Guidelines*. South Australian Universities need to comply with these policy documents - available from the State Records website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. South Australian Universities need to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

Access Rights and Responsibilities

South Australian Universities need to ensure that records, irrespective of format, will remain accessible for the duration of the designated retention period. By “accessible” it is meant that the information contained within a record remains readable for the life of the record. In addition, “accessible” also refers to the retrievability and availability of a record. Whether stored on or off-site, a record needs to be able to be retrieved and made available as soon as practicable (and, in any case, within 30 days).



Access to Records in the Custody of an Agency

For records in the custody of South Australian Universities, conditions stipulated in the *Freedom of Information Act 1991* and the *Information Privacy Principles Instruction* need to be adhered to.

Access to Records in the Custody of State Records

Public access to records in the custody of State Records is governed by section 26 of the *State Records Act 1997*, which stipulates:

“The agency responsible for an official record in the custody of State Records may, in consultation with the Manager [Director], State Records – (a) determine that access to the record (other than by the agency) is not subject to any restrictions...; or (b) determine conditions excluding or restricting access to the record”.

For further details on public access to records in the custody of State Records, South Australian Universities can refer to the *Public Access Determinations Guideline* (State Records, 2007) available from State Records’ website (www.archives.sa.gov.au). This guideline explains the rights and responsibilities of agencies in defining access determinations.

Agency access to records in the custody of State Records is governed by section 25 of the *State Records Act 1997*. South Australian Universities are entitled to resume possession of an official record that has been in existence for more than 15 years if such a record is necessary for the proper performance of the functions of a South Australian University. In some instances, in the interest of records preservation, a University's access to official records may be subject to conditions negotiated with the Director [Manager], State Records.

Retention Periods and Reactivation

Retention periods for temporary records shown in *GDS 24* are minimum retention periods for which records must be retained before they are destroyed.

Retention periods are triggered by disposal actions listed in the Schedule.

If a record is reactivated after a retention period has commenced the time is recalculated from the date of the subsequent last action.

The reactivation of a record is triggered by such events as:

- record retrieved to meet a Freedom of Information (FOI) request
- record retrieved to meet a subpoena
- record accessed for research
- record identified as being of significant risk management status
- record identified as being required for possible legal proceedings.



There is no requirement to destroy temporary records if South Australian Universities have a need to retain them longer than the designated minimum retention period. However, in the interests of efficient and economic records management, South Australian Universities should take all steps to reduce the storage costs of time-expired records.

Where a record contains information that falls into two or more disposal classes in either *GDS 15* or *GDS 24*, it must be sentenced in accordance with the disposal class with the longest retention period. However, where a record contains information covered by a disposal class within both *GDS 15* and *GDS 24*, it must be sentenced in accordance with the disposal class in *GDS 24*.

Destruction of Records

Prior to destruction, *GDS 16 Impact of Native Title Claims on Disposal of Records* needs to be consulted to ensure records which are relevant to native title claims in South Australia are identified and preserved.

When official records in a University's custody or housed in secondary storage, are due to be destroyed in accordance with the provisions of this or other disposal determinations, State Records is required to be notified via an *Intention to Destroy Records Report*. This form is available on the State Records website (www.archives.sa.gov.au).

South Australian Universities must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any "pointers" in the system are destroyed. "Delete" instructions do not offer adequate security as data may be restored or recovered.

South Australian Universities should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Normal Administrative Practice

The destruction of some official records that are of a transitory nature only may be permitted under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a low level administrative nature created, acquired or collected by staff during the course of their duties.

For further information regarding the application of NAP, South Australian Universities should refer to the Introduction to *GDS 15*, available from State Records' website (www.archives.sa.gov.au).



Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where South Australian Universities are aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

Training

Training in general records management areas is available from State Records. For further information about workshops and courses, South Australian Universities should contact State Records or visit its website (www.archives.sa.gov.au).

Contacts/Help Desk

For advice on implementing *GDS 24*, as well as advice on records appraisal, disposal, destruction, transfer and storage, contact Records Management Services, State Records.

For changes or updates to *GDS 24*, please also contact Records Management Services, State Records.

State Records

GPO Box 2343

ADELAIDE

South Australia 5001

Email: srsaRecordsManagement@sa.gov.au

Ph: +61 8 204 8791

Fax: +61 8 204 8777

DX: 467 Adelaide



Layout

The Schedule, featured in table portrait format, is arranged as described below:

Function

GDS 24 is divided into a number of functions:

- Collections Management
- Community Engagement
- Finance Management
- Governance
- Human Resources
- International Relations
- Learning and Teaching
- Property and Facilities Management
- Research
- Student Administration and
- Student Services.

Each function is shown at the start of each division.

For each function a scope note has been included which provides a definition of the particular function. The scope note also identifies any exclusions or exceptions that the user needs to be aware of. In addition, cross-references to GDS 15 (as amended) for related but non-operational records are given.

Item Number

The numbering in the Schedule is multi-level:

- functions have single numbers
- activities have two level numbers and
- disposal classes have three level numbers.

For example,

2.	COMMUNITY ENGAGEMENT	The function of establishing rapport with the community to raise and maintain the University’s broad public profile and develop relationships with alumni, industry and other professional bodies...	
2.1	Alumni Relations	<i>The activities associated with developing and maintaining a relationship with the University’s graduate cohort.</i>	
2.1.1	Alumni Relations	Records relating to significant Chapters.	PERMANENT



Activity

The activity relating to the particular function is shown in **12 point bold Arial, e.g. Alumni Relations.**

Description

Descriptions are at two levels, ranging from activities to specific disposal classes.

Definitions are provided for the activities in the Schedule and are featured in *12 point italic Arial.*

Descriptions of each disposal class are then provided under the activity header and description in 12 point Arial.

Disposal Action

Disposal actions relate to the disposal classes arranged under the activity descriptions. Status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records. It is to be noted that the retention period for temporary records is the minimum period.

List of Acronyms

- AUQA - Australian Universities Quality Agency
- CHESSN - Commonwealth Higher Education Student Support Number
- MOU - Memorandum of understanding
- NHMRC - National Health and Medical Research Council
- SSABSA - Senior Secondary Assessment Board of South Australia
- SACE - South Australian Certificate of Education
- TESS - Tertiary Education Superannuation Scheme

List of Definitions

- Action completed A disposal action directing the legal destruction of records documenting a particular set of transactions linked to a function and activity set when all business action has been completed.
National Archives of Australia, Administrative Functions Disposal Authority.
- Last action A disposal action referring to the date of the last recorded action.
National Archives of Australia, Administrative Functions Disposal Authority.



- Non-significant Events, policy, projects or programs that may involve –
 - matters that result in only a minor change
 - minor operational details
 - routine mattersand which do not result in outcomes defined under the term ‘significant’.
- Significant Events, policy, projects or programs that may result in –
 - major environmental impact
 - profound change to lives of individuals
 - political or legal ramifications
 - considerable expenditure, financial commitment or revenue generation
 - major changes or reversal of agency policy or operations
 - state, national or international reaction
 - public reaction or sensitivity
 - social impact.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COLLECTION MANAGEMENT			
1.	COLLECTION MANAGEMENT	<p>The function of managing the University's collections, including the library, archives, visual art collections, heritage collections, special collections as well as teaching collections held in faculties and schools. Includes acquisition, access, loans, preservation, storage and outreach programs.</p> <p>See GDS 15:1.30 COMMUNITY RELATIONS – Customer Service for records relating to User Education.</p> <p>See GDS 15:9.58 INFORMATION MANAGEMENT – Intellectual Property for records relating to intellectual property, including copyright, patents, copying of items by library members, etc.</p>	
1.1.	Access	<p><i>The process of facilitating use of the University's archival and historical collections.</i></p> <p><i>See GDS 15: 1.40 for records relating to the handling of requests for information about the University and its services.</i></p>	
1.1.1.	Access	Records relating to the process of applying to access University collections, eg applications, access conditions, registers of access.	TEMPORARY Destroy 5 years after last action
1.2.	Collection Acquisition	<p><i>The process of gaining ownership or use of collection items through purchase, requisition, donation or commission.</i></p> <p><i>See also 2.2 COMMUNITY ENGAGEMENT – Donations/Bequests.</i></p>	
1.2.1.	Collection Acquisition	Records relating to the acquisition of items for a collection by means of purchase. Excludes library items.	PERMANENT
1.2.2.	Collection Acquisition	Records relating to the commissioning of works for the University, including art work and publications.	PERMANENT



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COLLECTION MANAGEMENT			
1.2.3.	Collection Acquisition	Records relating to the acquisition of items for a collection by means of donations and/or bequests to the University, including money or goods. Includes records relating to the terms and conditions of the donation or bequest.	PERMANENT
1.2.4.	Collection Acquisition	Records relating to the acquisition of external publications and library materials, including subscriptions to journals, orders, approvals, etc.	TEMPORARY Destroy 7 years after action completed
1.3.	Collection Control	<i>The activities associated with creating and maintaining control mechanisms for managing University collections.</i>	
1.3.1.	Collection Control	Records relating to the systematic listing of items within a University collection. Includes catalogues, inventories, electronic control systems, indexes, registers.	PERMANENT
1.3.2.	Collection Control	Records relating to the receipt (accessioning) of items for a University collection.	PERMANENT
1.4.	Collection Disposal	<i>The process of deaccessioning and disposing of collections or items no longer required by the university by sale, transfer, conversion to another medium or format, auction, destruction or repatriation.</i> <i>See GDS 15: 9.34.5 INFORMATION MANAGEMENT – Disposal for records relating to the disposal of library materials.</i>	
1.4.1.	Collection Disposal	Records relating to the disposal arrangements of collections or items within a collection.	PERMANENT



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COLLECTION MANAGEMENT			
1.5.	Exhibitions and Events	<p><i>The processes involved with the development of events and activities for the purpose of internal and external engagement with the University’s cultural heritage and collections. Includes using collections material in mounted exhibitions and displays.</i></p> <p><i>See also 1. 7 COLLECTION MANAGEMENT – Loans for records relating to the loan of items for exhibitions and displays.</i></p> <p><i>See also 2.3 COMMUNITY ENGAGEMENT – Outreach Programs.</i></p>	
1.5.1.	Exhibitions and Events	Records relating to the management of significant functions, ceremonies, exhibitions, displays and other special occasions.	PERMANENT
1.5.2.	Exhibitions and Events	Records relating to the management of non-significant/less significant functions, ceremonies, exhibitions, displays and other special occasions.	TEMPORARY Destroy 5 years after last action
1.5.3.	Exhibitions and Events	Consolidated record of significant exhibitions or events, eg programmes, photographs, recordings, media releases, copies of speeches.	PERMANENT
1.5.4.	Exhibitions and Events	Consolidated record of non-significant exhibitions or events, eg programmes, photographs, recordings, media releases, copies of speeches.	TEMPORARY Destroy 5 years after last action
1.6.	Library Lending	<p><i>The activities associated with the lending of library items, including membership, inter-library loans, reserve and multi-media.</i></p> <p><i>See also 1.10 COLLECTIONS MANAGEMENT – Service Provision.</i></p>	
1.6.1.	Library Lending	Records relating to the circulation, lending and returns of items by Library patrons.	TEMPORARY Destroy 2 years after last action
1.6.2.	Library Lending	Records relating to inter-library loans.	TEMPORARY Destroy 7 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COLLECTION MANAGEMENT			
1.6.3.	Library Lending	Low level administrative records relating to borrowing and use of library items, including reciprocal loans.	TEMPORARY Destroy 3 months after last action
1.7.	Loans	<i>The activities associated with the lending of collection items to and by the University, excluding library lending.</i> <i>See also 1.5 COLLECTION MANAGEMENT – Exhibitions and Outreach Programs.</i> <i>See also 1.6 COLLECTION MANAGEMENT – Library Lending.</i>	
1.7.1.	Loans	Agreements or contracts under seal (specialty) relating to the loan of collection items from other institutions for use in the University, including exhibitions or displays.	TEMPORARY Destroy 17 years after agreement or contract expires
1.7.2.	Loans	Agreements and contracts not under seal (simple) relating to the loan of collection items from other institutions for use in the University, including exhibitions and displays.	TEMPORARY Destroy 8 years after agreement or contract expires
1.7.3.	Loans	Records relating to the loan of collection items (excluding agreements and contracts) from other institutions.	TEMPORARY Destroy 1 year after last action
1.7.4.	Loans	Agreements or contracts under seal (specialty) relating to the lending of collection items owned by the University to other institutions.	TEMPORARY Destroy 17 years after agreement or contract expires
1.7.5.	Loans	Agreements and contracts not under seal (simple) relating to the lending of collection items owned by the University to other institutions.	TEMPORARY Destroy 8 years after agreement or contract expires
1.7.6.	Loans	Records relating to the loan of collection items (excluding agreements and contracts) to other institutions.	TEMPORARY Destroy 1 year after last action
1.8.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COLLECTION MANAGEMENT			
1.8.1.	Policy and Procedures	Records relating to the formulation of University policies relating to collection management. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
1.8.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
1.8.3.	Policy and Procedures	Records relating to operational procedures. Includes manuals, handbooks, instructions, etc.	PERMANENT
1.8.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action
1.9.	Preservation	<i>The activities involved in the storage, protection and maintenance of University collections.</i>	
1.9.1.	Preservation	Records relating to conservation projects. Includes conservation surveys, conservation plans, and services of consultants.	PERMANENT
1.9.2.	Preservation	Records relating to pest treatment for storage areas.	PERMANENT
1.9.3.	Preservation	Records relating to environmental control and the storage of items in a collection.	TEMPORARY Destroy 5 years after last action
1.10.	Valuation	<i>The activities associated with the valuation of collections and items.</i> <i>Excludes periodic financial reporting requirements relating to values, for which see GDS 15:5.12.2 FINANCIAL MANAGEMENT – Asset Register.</i>	
1.10.1.	Valuation	Records relating to the valuation of collections, including master copies of surveys, reports and plans.	PERMANENT
1.10.2.	Valuation	Low level administrative records relating to valuations, including arrangements.	TEMPORARY Destroy 5 years after last action





Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY ENGAGEMENT			
2.	COMMUNITY ENGAGEMENT	<p>The function of establishing rapport with the community to raise and maintain the University’s broad public profile and develop relationships with alumni, industry and other professional bodies. Includes marketing, media liaison, representation at functions and participation in community activities.</p> <p>See GDS 15:1.60 COMMUNITY RELATIONS – Joint Ventures for records relating to Collaborative and Joint Ventures.</p> <p>See GDS 15:1.65 COMMUNITY RELATIONS – Liaison for records relating to liaison with community groups and professional associations.</p> <p>See GDS 15:1.22 COMMUNITY RELATIONS – Conferences for records relating to public conferences and seminars either delivered externally or by the University to the general community.</p> <p>See GDS 15:14.x PUBLICATION – various for records relating to the preparation, production, printing, marketing and supply of publications.</p> <p>See GDS 15:1.68 COMMUNITY RELATIONS – Marketing for records relating to the promotion of University products and services.</p> <p>See GDS 15:1.106 COMMUNITY RELATIONS – Visits for records relating to visits.</p> <p>See also 11.9 STUDENT SERVICES – Orientation.</p>	
2.1.	Alumni Relations	<i>The activities associated with developing and maintaining a relationship with the University’s graduate cohort.</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY ENGAGEMENT			
2.1.1.	Alumni Relations	Records relating to the establishment and ongoing management of alumni chapters and graduate organisations.	PERMANENT
2.1.2.	Alumni Relations	Low level administrative records including routine interaction and arrangements.	TEMPORARY Destroy 5 years after last action
2.2.	Donations and Bequests	<p><i>The activities involved in managing money, items, artefacts or property donated to the University, including unsolicited donations or funds or property bequeathed to the University for specific purposes. Also includes gifts and support provided by the University and/or its staff to external organisations.</i></p> <p><i>See also 1.2 COLLECTIONS MANAGEMENT – Acquisitions.</i></p> <p><i>See also 3.2 FINANCE MANAGEMENT – Donation Management.</i></p> <p><i>See also 3.3 FINANCE MANAGEMENT – Estate (Bequest) Management</i></p>	
2.2.1.	Donations and Bequests	Records relating to donations and/or bequests made to the University, including proposals not proceeded with. Includes donation and bequest registers/systems.	PERMANENT
2.2.2.	Donations and Bequests	Records relating to routine donations made by the University and/or its staff.	TEMPORARY Destroy 5 years after last action
2.2.3.	Donations and Bequests	Source records entered into systems for registering details of donations containing financial details and other personal information.	TEMPORARY Destroy 1 year after entry into system
2.3.	Fundraising Campaigns	<i>The activities involved in organising and managing a specific theme or event to generate revenue for specific purposes.</i>	
2.3.1.	Fundraising Campaigns	Records relating to the establishment and ongoing management of fundraising campaigns.	PERMANENT



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY ENGAGEMENT			
2.3.2.	Fundraising Campaigns	Low level administrative records relating to the operation of fundraising campaigns, eg contributor information, period financial reports, annual appeals for general fundraising.	TEMPORARY Destroy 5 years after last action
2.4.	Outreach Programs	<i>The activities involved with arranging and managing an official, formal or social occasion to promote services or the University's image. Includes public lectures or seminars which are outside the teaching curriculum and can be attended by members of the community.</i> <i>See also GDS 15:1.x Community Relations – various.</i> <i>See also 1.5 COLLECTIONS MANAGEMENT – Exhibitions and Outreach Programs.</i>	
2.4.1.	Outreach Programs	Records relating to organising public lectures. Includes annual program and invitations to speak.	TEMPORARY Destroy 2 years after lecture
2.4.2.	Outreach Programs	Transcripts and programs of lectures.	PERMANENT
2.4.3.	Outreach Programs	Records relating to the management of University information and open days, including program development, implementation and evaluation. See GDS 15:14.86.3 PUBLICATION - Reporting for open day programmes.	TEMPORARY Destroy 5 years after last action
2.5.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 COMMUNITY ENGAGEMENT			
2.5.1.	Policy and Procedures	Records relating to the formulation of University policies relating to community engagement. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
2.5.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
2.5.3.	Policy and Procedures	Records relating to operational procedures. Includes manuals, handbooks, instructions, etc.	PERMANENT
2.5.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action
2.6.	Volunteer Management	<i>The activities involved in the management of volunteers within the University and at events promoting the University.</i>	
2.6.1.	Volunteer Management	Volunteer register.	PERMANENT
2.6.2.	Volunteer Management	Low level administrative records relating to the management of volunteer programs. Includes volunteer registration forms, arrangements.	TEMPORARY Destroy 5 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 FINANCE MANAGEMENT			
3.	FINANCE MANAGEMENT	<p>The function of managing the University’s financial resources including establishing, operating and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions. Also includes managing funds and revenue from charging, trading and investments.</p> <p>See GDS 15:5.x FINANCIAL MANAGEMENT – various for records relating to accounting, asset management, auditing, banking, budget, cost recovery, payroll, planning, procurement, reporting and taxation.</p> <p>See 10.7 STUDENT ADMINISTRATION – Fees and Financial Assistance for records relating to Student Loans.</p>	
3.1.	Agreements	<p><i>The activities associated with the establishment, maintenance, review and negotiation of agreements (Keyword AAA).</i></p> <p><i>Excludes staff and student agreements.</i></p>	
3.1.1.	Agreements	Register of contracts, agreements and/or memoranda of understanding.	PERMANENT
3.2.	Donation Management	<p><i>The activities associated with the process of financially managing donations to the University.</i></p> <p><i>See 2.2.1 COMMUNITY ENGAGEMENT – Donations and Bequests for Estate Registers/Systems.</i></p>	
3.2.1.	Donation Management	Records relating to significant donations (>\$50,000) to the University.	PERMANENT
3.2.2.	Donation Management	Records relating to routine donations made to the University.	TEMPORARY Destroy 5 years after last action
3.3.	Estate (Bequest) Management	<p><i>The activities associated with the process of managing bequeathed estates.</i></p> <p><i>See 2.2.1 COMMUNITY ENGAGEMENT – Donations and Bequests for Estate Registers/Systems.</i></p>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 FINANCE MANAGEMENT			
3.3.1.	Estate (Bequest) Management	Records relating to maintaining trust funds established by gift/bequest, including the Composite Fund. Includes legal documents defining the terms of the trust.	PERMANENT
3.3.2.	Estate (Bequest) Management	Low level administrative records relating to the management of trust funds. Includes periodic reports, trial balances, processing/report request forms, etc.	TEMPORARY Destroy 7 years after action completed
3.4.	Funds Management	<i>The activities involved with the monitoring and review of invested funds.</i>	
3.4.1.	Funds Management	Records relating to the management, monitoring and review of University investments, loans and trust funds.	TEMPORARY Destroy 7 years after action completed
3.5.	Grants	<p><i>The activities associated with administering grants either funded or distributed by the University, excluding research grants.</i></p> <p><i>See 9.17 RESEARCH – Research Grants for research grants funded or distributed by the University.</i></p> <p><i>See GDS 15:5.47 FINANCIAL MANAGEMENT – Grant Funding or 9.13 RESEARCH – Project Management for grants received by the University.</i></p>	
3.5.1.	Grants	Records relating to the establishment and ongoing management of University grant funding programs.	PERMANENT
3.5.2.	Grants	Low level administrative records relating to the administration of University grant funding programs, including periodic reports, drafts.	TEMPORARY Destroy 7 years after action completed
3.5.3.	Grants	Records relating to successful grant applications.	TEMPORARY Destroy 7 years after action completed
3.5.4.	Grants	Records relating to unsuccessful grant applications.	TEMPORARY Destroy 7 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 FINANCE MANAGEMENT			
3.6.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	
3.6.1.	Policy and Procedures	Records regarding the formulation of university policy relating to finance management. Includes master copy of proposals adopted, consultation papers, final drafts and reports.	PERMANENT
3.6.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
3.6.3.	Policy and Procedures	Records relating to operational procedures. Includes master copy of circulars, manuals, handbooks, instructions, etc.	PERMANENT
3.6.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action
3.7.	Superannuation	<i>The process of administering University sponsored and other superannuation schemes.</i> <i>See GDS 15:12.78 PERSONNEL - Policy for policy relating to superannuation.</i>	
3.7.1.	Superannuation	Records relating to the management of university sponsored superannuation schemes, eg Board minutes.	PERMANENT
3.7.2.	Superannuation	Records relating to the financial management of other external superannuation schemes, eg SSAU, TESS, UniSuper.	TEMPORARY Destroy 7 years after action completed
3.7.3.	Superannuation	Member files for superannuation schemes sponsored by the University.	TEMPORARY Destroy 85 years after date of birth



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 FINANCE MANAGEMENT			
3.7.4.	Superannuation	Member files for other external superannuation schemes.	TEMPORARY Destroy 7 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 GOVERNANCE			
4.	GOVERNANCE	<p>The function of directing the business of the University, including the operation of governing bodies and applying broad systematic management, planning and review. Also includes continuous improvement processes, quality assurance, the formulation and amendment of University legislation.</p> <p>See GDS 15: 5.92 FINANCIAL MANAGEMENT – Risk Management for records relating to business continuity and the prevention of economic loss.</p> <p>See GDS 15: 16.92 STRATEGIC MANAGEMENT – Risk Management for records relating to disaster preparedness.</p> <p>See GDS 15: 16.20 STRATEGIC MANAGEMENT - Committees for records relating to committees and advisory groups.</p> <p>See GDS 15:5.14 FINANCIAL MANAGEMENT – Authorisation or GDS 15:12.14 PERSONNEL – Authorisation for records relating to delegations of authority.</p> <p>See GDS 15:7.x GOVERNMENT RELATIONS – various for records relating to the University’s relationship with other Universities, local, state and federal governments.</p> <p>See GDS 15:x.57 Insurance for records relating to insurance.</p> <p>See GDS 15:x.13 Audit for records relating to internal auditing.</p> <p>See GDS 15:x.21 for records relating to compliance.</p> <p>See GDS 15:10.x LEGAL SERVICES – various for records relating to legal matters.</p>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 GOVERNANCE			
		<p>See GDS 15:16.70 STRATEGIC MANAGEMENT - Meetings – for records relating to meetings.</p> <p>See GDS 15:4.90 ESTABLISHMENT – Restructuring for records relating to a University’s organisation structure.</p> <p>See GDS 15:x.77 Planning for records relating to planning.</p> <p>See GDS 15:16.13 STRATEGIC MANAGEMENT – Audit for records relating to quality assurance audits conducted internally. See 4.1 GOVERNANCE – Audit for records relating to audits conducted by external bodies.</p> <p>See 5.4 HUMAN RESOURCES – Elections (Staff) for staff elections as office-bearers, representatives and heads of departments.</p> <p>See 10.4 STUDENT ADMINISTRATION – Elections (Students) for records relating to student elections.</p>	
4.1.	Audit - External	<p><i>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. (Keyword AAA)</i></p> <p>See GDS 15:16.13 STRATEGIC MANAGEMENT – Audit for records relating to quality assurance audits conducted internally.</p>	
4.1.1.	Audit - External	Final reports of audits conducted by external bodies, eg AUQA.	PERMANENT
4.1.2.	Audit - External	Records relating to audits, including quality assurance, conducted by external bodies, eg AUQA. Includes low level administrative records relating to the preparation for audits, schedules of audits, etc.	TEMPORARY Destroy 7 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 GOVERNANCE			
4.2.	Controlled Entities	<i>The activities associated with managing the relationship with entities in respect of which the University has the capacity to determine the outcome of decisions about the entity's financial and operating policies.</i>	
4.2.1.	Controlled Entities	Records relating to the establishment or acquisition and ongoing management of controlled entities, including minutes, reports, proposal, business case, appointment of directors, constitution, amendments to constitution, agreements.	PERMANENT
4.2.2.	Controlled Entities	Records relating to routine interaction between the university and the entity.	TEMPORARY Destroy 7 years after sale or wind up
4.3.	Corporate Identity	<i>The development and protection of the name, coat of arms, crest, motto, logo or seal of the University.</i>	
4.3.1.	Corporate Identity	Records relating to the development of corporate identity objects, including their design and format, eg letterhead, coat of arms, testamurs, common seal, logo, crest.	PERMANENT
4.3.2.	Corporate Identity	Records relating to the protection of the University's identity, including registration of seal, trademarks, applications and approval.	PERMANENT
4.3.3.	Corporate Identity	Records relating to the use of the University seal.	PERMANENT
4.3.4.	Corporate Identity	Records relating to the application and approval to use the University's identity objects, eg crest, motto, logo.	PERMANENT
4.3.5.	Corporate Identity	Records relating to the falsification or misuse of corporate identity, eg fraudulent use of web content, falsified transcripts.	PERMANENT
4.4.	Legislation - University	<i>The activities involved in the process of making laws, statutes and rules relating to the University.</i>	
4.4.1.	Legislation - University	Master set of University Act, by-laws, statutes and rules.	PERMANENT
4.4.2.	Legislation - University	Records relating to the development of the University Act, by-laws, statutes and rules.	PERMANENT



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 GOVERNANCE			
4.4.3.	Legislation - University	Low level administrative records relating to the review and implementation of university legislation.	TEMPORARY Destroy 5 years after last action
4.4.4.	Legislation - University	Records relating to the development and review of legislation not directly related to the university, including comments and submissions.	TEMPORARY Destroy 7 years after action completed
4.4.5.	Legislation - University	Copies of legislation not directly related to the university held for reference purposes.	TEMPORARY Destroy 3 months after last action
4.5.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	
4.5.1.	Policy and Procedures	Records relating to the formulation of University policies. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
4.5.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
4.5.3.	Policy and Procedures	Records relating to operational procedures. Includes master copy of circulars, manuals, handbooks, instructions, etc.	PERMANENT
4.5.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action
4.6.	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns (Keyword AAA).</i>	
4.6.1.	Reporting	Master copy of formal reports prepared by and for the University.	PERMANENT



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 GOVERNANCE			
4.6.2.	Reporting	Master copy of University annual report.	PERMANENT
4.6.3.	Reporting	Responses to formal surveys conducted by University peak bodies, eg Group of Eight, Universities Australia, Knowledge Commercialisation Australasia, etc.	PERMANENT
4.6.4.	Reporting	Low level administrative records relating to the development of formal reports to external agencies.	TEMPORARY Destroy 7 years after action completed
4.6.5.	Reporting	Periodic internal reports on general administrative issues to monitor activities.	TEMPORARY Destroy 2 years after last action
4.6.6.	Reporting	Responses to surveys as requested by other agencies.	TEMPORARY Destroy 2 years after last action
4.7.	Restructures	<p><i>The activities involved in the reassessment of the activities, goals and structure of the University as part of a merger with one or more institutions. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.</i></p> <p><i>See GDS 15:4.90 ESTABLISHMENT – Restructuring for records relating to restructuring that does not involve institutional mergers.</i></p>	
4.7.1.	Restructures	Records relating to the merger of the University with one or more institutions that may result in the development of a new University structure and establishment, or substantial reassessment of University structure and establishment, eg committee minutes, reports and proposals.	PERMANENT
4.7.2.	Restructures	Low level administrative records relating to institutional mergers.	TEMPORARY Destroy 7 years after action completed
4.7.3.	Restructures	Records relating to the design and establishment of Chairs/Schools.	PERMANENT



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 GOVERNANCE			
4.8.	Review	<i>The activities involved in re-evaluating or re-examining the processes, procedures and operations of the University.</i> <i>Excludes review of academic programs and courses/topics, for which see item 7.11 LEARNING AND TEACHING – Review.</i>	
4.8.1.	Review	Records relating to reviews of University operations and programs, including faculty, school and departmental reviews.	PERMANENT
4.8.2.	Review	Records relating to reviews of routine administrative services, procedures and systems.	TEMPORARY Destroy 5 years after last action
4.9.	Sustainability Management	<i>The activities associated with the evaluation and implementation of sustainable management practices, including energy and water use and other environment-related programs.</i>	
4.9.1.	Sustainability Management	Records relating to the evaluation of the environmental impact of university activities and programs. Includes surveys, feasibility studies and ongoing monitoring.	TEMPORARY Destroy 7 years after action completed
4.9.2.	Sustainability Management	Records relating to the promotion of activities and programs designed to reduce the University’s environmental impact.	TEMPORARY Destroy 2 years after last action
4.9.3.	Sustainability Management	Master copies of formal proposals and reports relating to university sustainability management.	PERMANENT



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 HUMAN RESOURCES			
5.	HUMAN RESOURCES	<p>The function of managing all employees in the University, including permanent, temporary and part-time employees. Includes recruitment, appointment, academic promotion, appeals, salaries, superannuation, industrial relations, staff development and equity and diversity initiatives.</p> <p>See GDS 15:12.x PERSONNEL – various for records relating to committees, complaints, disciplinary action, equity and diversity, grievances, recruitment, remuneration/salaries, separation, superannuation.</p> <p>See GDS 15:8.x INDUSTRIAL RELATIONS – various for records relating to industrial relations matters.</p> <p>See GDS 15:15.x STAFF DEVELOPMENT – various for records relating to staff development, including staff surveys.</p>	
5.1.	Academic Promotion	<i>The activities associated with the application for promotion, evaluation and recognition of the performance of an academic working within the University.</i>	
5.1.1.	Academic Promotion	Records relating to the award of promotion. Includes applications, recommendations, approvals and advice of decision.	TEMPORARY Destroy 85 years after date of birth
5.1.2.	Academic Promotion	Records relating to unsuccessful applications for promotion.	TEMPORARY Destroy 85 years after date of birth
5.1.3.	Academic Promotion	Records relating to appeals against promotion decisions and appeal outcomes.	TEMPORARY Destroy 10 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 HUMAN RESOURCES			
5.2.	Appointment	<p><i>The activities associated with the employment of academic and professional staff within the University.</i></p> <p><i>See GDS 15.1.106 COMMUNITY RELATIONS – Visits for visiting academic staff.</i></p> <p><i>See GDS 15.12.26.1 PERSONNEL – Control for HR systems and summary records.</i></p> <p><i>See GDS 15: 12.94 PERSONNEL – Security for records relating to police checks.</i></p>	
5.2.1.	Appointment	Personnel files for associate professors and above including Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-chancellor, Chair, Reader, Executive Dean, Dean, Head of School and accorded titles.	PERMANENT
5.2.2.	Appointment	Personnel files for senior managers (above Higher Education Officer Level 10).	PERMANENT
5.2.3.	Appointment	<p>Personnel files for personnel in the following categories:</p> <ul style="list-style-type: none"> • employees who have made a major contribution to the community or have achieved considerable standing or notoriety • employees whose appointment is of historical significance, eg first of its kind • employees who were dismissed and whose manner of dismissal was extraordinary. 	PERMANENT
5.2.4.	Appointment	Personnel files for all other appointments including casual staff, postgraduate scholarship holders, non-academic honorary status holders and accorded titles.	TEMPORARY Destroy 85 years after date of birth or 7 years after termination of scholarship, whichever is the later



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 HUMAN RESOURCES			
5.2.5.	Appointment	Unsuccessful applications, including appointments not accepted.	TEMPORARY Destroy 1 year after last action
5.2.6.	Appointment	Register of scholarships, including details of scholarship holders and period of the scholarship.	PERMANENT
5.3.	Awards and Prizes	<p><i>The activities involved in the administration of eligibility, nomination and awarding of internal and external honours and prizes.</i></p> <p><i>See also 5.5 HUMAN RESOURCES – Fellowships.</i></p> <p><i>See 10.3 STUDENT ADMINISTRATION – Awards and Prizes and 10.12 STUDENT ADMINISTRATION – Scholarships for awards, prizes and scholarships awarded to students.</i></p> <p><i>See 9.12 RESEARCH - Postgraduate Scholarships for records relating to postgraduate scholarships.</i></p>	
5.3.1.	Awards and Prizes	Consolidated register of recipients of awards and prizes.	PERMANENT
5.3.2.	Awards and Prizes	Records relating to the establishment, policies and conditions for internal awards and prizes for staff.	PERMANENT
5.3.3.	Awards and Prizes	Records relating to honours and awards conferred on University staff as tokens of distinction or achievement.	PERMANENT
5.3.4.	Awards and Prizes	Records relating to the establishment, policies and conditions for external awards and prizes to staff.	TEMPORARY Destroy 7 years after action completed
5.3.5.	Awards and Prizes - Staff	Successful applications and administrative arrangements for the delivery of specific awards and prizes.	TEMPORARY Destroy 7 years after action completed
5.3.6.	Awards and Prizes - Staff	Unsuccessful applications for specific awards and prizes.	TEMPORARY Destroy 1 year after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 HUMAN RESOURCES			
5.4.	Elections - Staff	<i>The activities associated with electing office-bearers, representatives and heads of departments.</i> <i>See 10.4 STUDENT ADMINISTRATION – Elections – Students for records relating to student elections.</i>	
5.4.1.	Elections - Staff	Records relating to the election of Heads of Schools.	TEMPORARY Destroy 7 years after action completed
5.4.2.	Elections - Staff	Records relating to electoral roll creation, maintenance and roll services.	TEMPORARY Destroy 1 year after last action
5.4.3.	Elections - Staff	Records relating to the conduct of elections, eg ballot papers, results, tally sheets.	TEMPORARY Destroy 6 months after last action
5.5.	Fellowships	<i>The activities involved in determining the conditions associated with the awarding of fellowships.</i> <i>See also 5.3 HUMAN RESOURCES – Awards and Prizes.</i> <i>See 10.3 STUDENT ADMINISTRATION – Awards and Prizes and 10.12 STUDENT ADMINISTRATION – Scholarships for awards, prizes and scholarships awarded to students.</i>	
5.5.1.	Fellowships	Consolidated register of recipients of fellowships.	PERMANENT
5.5.2.	Fellowships	Records relating to the establishment, policies and conditions for internal fellowships.	PERMANENT
5.5.3.	Fellowships	Records relating to the establishment, policies and conditions for external fellowships.	TEMPORARY Destroy 7 years after action completed
5.5.4.	Fellowships	Successful applications and administrative arrangements for the delivery of specific fellowships.	TEMPORARY Destroy 7 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 HUMAN RESOURCES			
5.5.5.	Fellowships	Unsuccessful applications for specific fellowships.	TEMPORARY Destroy 1 year after last action
5.6.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	
5.6.1.	Policy and Procedures	Records relating to the formulation of University policies relating to human resources. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
5.6.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
5.6.3.	Policy and Procedures	Records relating to operational procedures. Includes manuals, handbooks, instructions, etc.	PERMANENT
5.6.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action
5.7.	Staff Associations	<i>The activities associated with a University's staff associations.</i>	
5.7.1.	Staff Associations	Records relating to the proposal, establishment and dis-establishment of staff associations.	PERMANENT
5.7.2.	Staff Associations	Records relating to routine arrangements with staff clubs and associations.	TEMPORARY Destroy 5 years after action completed
5.8.	Staff Exchange Programs	<i>The activities associated with administering staff exchange programs with other institutions.</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 HUMAN RESOURCES			
5.8.1.	Staff Exchange Programs	Records and agreements relating to staff exchange programs directly involving the University.	PERMANENT
5.8.2.	Staff Exchange Programs	Records relating to routine arrangements with other institutions for staff exchange programs.	TEMPORARY Destroy 5 years after last action
5.9.	Study Leave	<i>The process of administering study leave programs.</i>	
5.9.1.	Study Leave	Records relating to study leave for all academic and non-academic staff.	Retain in accordance with personnel file



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 INTERNATIONAL RELATIONS			
6.	INTERNATIONAL RELATIONS	<p>The function of developing and promoting liaison and relationships with international educational institutions, business organisations, professional associations and community groups, including the management of agreements.</p> <p>See GDS 15:1.68 COMMUNITY RELATIONS – Marketing for records relating to marketing to international organisations.</p> <p>See GDS 15:1.106 COMMUNITY RELATIONS – Visits for records relating to visits involving international organisations.</p> <p>See 5.8 HUMAN RESOURCES – Staff Exchange for records relating to staff exchange programs.</p> <p>See 10.13 STUDENT ADMINISTRATION – Student Exchange for records relating to international student exchange.</p>	
6.1.	Agreements	<p><i>The activities associated with the establishment, maintenance, review and negotiation of agreements (Keyword AAA).</i></p> <p><i>Excludes staff and student agreements.</i></p>	
6.1.1.	Agreements	Register of contracts, agreements and/or memoranda of understanding.	PERMANENT
6.1.2.	Agreements	Records relating to the development of formal agreements or contracts of significance or under seal (specialty) with international organisations. Includes memoranda of understanding, actual agreements and contracts.	PERMANENT
6.1.3.	Agreements	Records relating to the development of formal agreements or contracts not under seal (simple) with international organisations. Includes memoranda of understanding, actual agreements and contracts.	TEMPORARY Destroy 8 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 INTERNATIONAL RELATIONS			
6.2.	Liaison	<i>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures (Keyword AAA).</i>	
6.2.1.	Liaison	Records relating to the management of major relationships with international organisations.	PERMANENT
6.2.2.	Liaison	Records relating to routine interaction and arrangements with international organisations.	TEMPORARY Destroy 7 years after action completed
6.3.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	
6.3.1.	Policy and Procedures	Records relating to the formulation of University policies relating to international relations. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
6.3.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
6.3.3.	Policy and Procedures	Records relating to operational procedures. Includes manuals, handbooks, instructions, etc.	PERMANENT
6.3.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 LEARNING AND TEACHING			
7.	LEARNING AND TEACHING	<p>The function of developing and delivering University programs and courses, including assessment, funding and review. Also includes cooperation with external bodies and industry, postgraduate management in programs other than research and awarding of prizes to students and staff.</p> <p>See GDS 15:1.60 COMMUNITY RELATIONS – Joint Ventures or GDS 15: 7.60 GOVERNMENT RELATIONS – Joint Ventures for records relating to collaborative/joint ventures and industry liaison.</p> <p>See GDS 15:x.20 Committees for records relating to committees.</p> <p>See GDS 15:9.58 INFORMATION MANAGEMENT – Intellectual Property for records relating to intellectual property issues associated with learning and teaching.</p> <p>See 5.3 HUMAN RESOURCES – Awards and Prizes and 5.5 HUMAN RESOURCES – Fellowships for awards, prizes and fellowships awarded to staff.</p> <p>See 10.3 STUDENT ADMINISTRATION – Awards and Prizes and 10.12 STUDENT ADMINISTRATION – Scholarships for awards, prizes and scholarships awarded to students.</p>	
7.1.	Assessment	<p><i>The activities associated with the marking and grading of individual assessment components such as assignments, examinations, etc and the processes for managing student progress, including grievance.</i></p> <p><i>See also 10.1 STUDENT ADMINISTRATION – Academic Progress, including for student files.</i></p>	
7.1.1.	Assessment	Master copy of examination question papers.	PERMANENT



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 LEARNING AND TEACHING			
7.1.2.	Assessment	Master copy of higher degree theses.	PERMANENT
7.1.3.	Assessment	Records relating to the assessment of postgraduate theses.	TEMPORARY If student information is duplicated in central system, destroy 7 years after action completed. If <i>not</i> duplicated, destroy 20 years after date of completion, termination or last action, whichever is later
7.1.4.	Assessment	Records relating to marking of individual assessment components such as assignments, examinations and essays. Includes mark sheets, recital sheets, etc.	TEMPORARY Destroy 1 year after last action
7.1.5.	Assessment	Completed examination scripts.	TEMPORARY Destroy 1 year after last action
7.1.6.	Assessment	Work submitted by students for practical projects, eg models, large drawings, etc.	TEMPORARY Destroy 1 year after last action
7.1.7.	Assessment	Statement of assessment methods for topics/courses.	TEMPORARY Destroy 1 year after last action
7.1.8.	Assessment	Completed essays and assignments uncollected by students.	TEMPORARY Destroy 1 year after last action
7.1.9.	Assessment	Record of alternative entry program results, including foundation course results.	TEMPORARY Destroy 5 years after last action
7.1.10.	Assessment	Low level administrative records relating to administrative arrangements for examinations.	TEMPORARY Destroy 1 year after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 LEARNING AND TEACHING			
7.1.11.	Assessment	Records relating to student practical and fieldwork assessments.	TEMPORARY Destroy 3 years after date of completion or termination
7.1.12.	Assessment	Records relating to medical students clinical assessments.	TEMPORARY Destroy 20 years after date of completion or termination
7.2.	Awards and Prizes	<p><i>The activities involved in the administration of eligibility, nomination and awarding of internal and external honours and prizes.</i></p> <p><i>See 5.3 HUMAN RESOURCES – Awards and Prizes and 5.5 HUMAN RESOURCES – Fellowships for records relating to awards, prizes and fellowships awarded to staff.</i></p> <p><i>See 10.3 STUDENT ADMINISTRATION – Awards and Prizes and 10.12 STUDENT ADMINISTRATION – Scholarships for awards, prizes and scholarships awarded to students.</i></p> <p><i>See 9.12 RESEARCH - Postgraduate Scholarships for records relating to postgraduate scholarships.</i></p>	
7.2.1.	Awards and Prizes	Records relating to the development and establishment of excellence awards, internal or external, within the University for either individuals or institutions.	TEMPORARY Destroy 5 years after last action
7.2.2.	Awards and Prizes	Records relating to the identification, consideration and approval of successful nominees, either individuals or institutions.	PERMANENT
7.2.3.	Awards and Prizes	Records relating to the identification and consideration of unsuccessful nominees, either individuals or institutions.	TEMPORARY Destroy 2 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 LEARNING AND TEACHING			
7.3.	Clinical Management - Practicum	<p><i>The activities relating to the provision of a service to the community by the University's students in the course of their studies under the supervision of teaching staff and practising professionals. Includes veterinary, health, dental and allied health clinics. May also include clinics conducted in professional areas such as psychology, social work and human movement studies.</i></p> <p><i>See 9.5 RESEARCH – Clinical Management for records relating to research activities.</i></p> <p><i>See 11.7 STUDENT SERVICES – Health Services for records relating to health service clinics.</i></p>	
7.3.1.	Clinical Management - Practicum	Records relating to the actual practice or provision of service to an individual client. Includes client/patient files.	<p>TEMPORARY Adults Destroy 15 years after last contact</p> <p>Minors Destroy 30 years after last contact</p>
7.3.2.	Clinical Management - Practicum	Client/patient registers.	PERMANENT
7.3.3.	Clinical Management - Practicum	Appointment registers.	<p>TEMPORARY Destroy 2 years after last action</p>
7.3.4.	Clinical Management - Practicum	Schedule of fees related to the provision of clinical services.	<p>TEMPORARY Destroy 5 years after superseded</p>
7.4.	Commercialisation	<i>The activities associated with the commercial development of and gaining economic benefit from products and processes derived from teaching.</i>	
7.4.1.	Commercialisation	Records relating to the development of contracts, agreements and formal arrangements under seal (specialty). Includes actual agreements and contracts.	<p>TEMPORARY Destroy 17 years after action completed</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 LEARNING AND TEACHING			
7.4.2.	Commercialisation	Records relating to the development of contracts, agreements and formal arrangements not under seal (simple). Includes actual agreements and contracts.	TEMPORARY Destroy 8 years after action completed
7.4.3.	Commercialisation	Records relating to the provision of services and products, eg working papers, inspection reports, financial and administrative arrangements.	TEMPORARY Destroy 8 years after conditions have been satisfied
7.4.4.	Commercialisation	Records relating to the final product satisfying the terms of the formal agreement or contract, eg reports, software, intellectual property.	PERMANENT
7.4.5.	Commercialisation	Records relating to the final product that are unsuccessful or do not satisfy the terms of the formal agreement or contract, eg reports, software, intellectual property.	TEMPORARY Destroy 17 years after action completed
7.5.	Consultancy	<i>The activities associated with the provision of teaching services to external bodies by the University and its staff.</i>	
7.5.1.	Consultancy	Records relating to consultancy activities, eg working papers, inspection reports, financial and administrative arrangements.	TEMPORARY Destroy 8 years after conditions have been satisfied
7.5.2.	Consultancy	Records relating to the establishment of consultancies. Includes preliminary correspondence concerning negotiations, agreements, costings, conditions of use, confidentiality, letter of offer, acceptance of offer, work plan and objectives.	TEMPORARY Destroy 8 years after lapsing of the agreement, or last action, whichever is later
7.5.3.	Consultancy	Records relating to the administration and management of consultancies, interim evaluations, progress reports, final reports, analysis, recommendations.	TEMPORARY Destroy 8 years after lapsing of the agreement, or last action, whichever is later



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 LEARNING AND TEACHING			
7.5.4.	Consultancy	Records relating to the provision of expert services by academic or other staff. Includes advice, opinions and testimony.	TEMPORARY Destroy 25 years after provision of service
7.5.5.	Consultancy	Records relating to consultancy services where the tender/expression of interest etc was unsuccessful or where the required service was not provided.	TEMPORARY Destroy 1 year after last action
7.6.	Curriculum Delivery	<i>The activities associated with teaching and the delivery of individual units of study within an academic program. See also 10.1 STUDENT ADMINISTRATION – Academic Progress for student files. See 7.9 LEARNING AND TEACHING – Policy and Procedures for records relating to policy and procedures on course delivery.</i>	
7.6.1.	Curriculum Delivery	Master copy of University calendars, faculty handbooks and course/topic guides containing descriptions of course/topic content and requirements.	PERMANENT
7.6.2.	Curriculum Delivery	Low level administrative records relating to award and non-award course/topic delivery. Includes field work components, arrangements for laboratory sessions, administration of professional placements, provision of mentoring services, preparation of course/topic schedules/timetabling, workload administration, etc.	TEMPORARY Destroy 3 years after last action
7.6.3.	Curriculum Delivery	Subject resources and material used in course/topic delivery, eg subject outlines, study guides, readings, audio-visual teaching aides, reading lists, assignment lists, lecture notes.	TEMPORARY Destroy 3 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 LEARNING AND TEACHING			
7.7.	Curriculum Development	<i>The activities involved in the development and accreditation of the University curriculum including resource allocation.</i> <i>See 7.9 LEARNING AND TEACHING – Policy and Procedures for recording relating to policy and procedures for curriculum development.</i>	
7.7.1.	Curriculum Development	Records relating to the development of curricula, including master copies of proposals and reports, including proposals not proceeded with.	PERMANENT
7.7.2.	Curriculum Development	Low level administrative records relating to curriculum development, eg working papers, drafts and administrative arrangements.	TEMPORARY Destroy 3 years after last action
7.7.3.	Curriculum Development	Records relating to the approval of curricula, including the withdrawal of programs.	PERMANENT
7.7.4.	Curriculum Development	Records relating to unsuccessful course accreditation, eg applications, reports, criteria.	TEMPORARY Destroy 10 years after action completed
7.7.5.	Curriculum Development	Records relating to course accreditation by external organisations. Includes SSABSA/SACE accreditation.	TEMPORARY Destroy 3 years after last action
7.7.6.	Curriculum Development	Low level administrative records relating to course accreditation, eg working papers, drafts, administrative arrangements.	TEMPORARY Destroy 3 years after last action
7.7.7.	Curriculum Development	Records relating to the development of continuing education and community access programs.	PERMANENT
7.7.8.	Curriculum Development	General information relating to the delivery of continuing education and community access programs.	TEMPORARY Destroy 5 years after last action
7.8.	Ethical Evaluation	<i>The administrative processes associated with gaining ethical clearance/approval from University ethics committees in relation to teaching activities. Includes human and animal subjects and genetic manipulation.</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 LEARNING AND TEACHING			
7.8.1.	Ethical Evaluation	Records relating to the development and implementation of research and ethics standards.	PERMANENT
7.8.2.	Ethical Evaluation	Research protocol applications for human ethics approval and related correspondence.	PERMANENT
7.8.3.	Ethical Evaluation	Records relating to the consent by human research subjects. Includes consent notices and signed consent.	TEMPORARY Destroy 15 years after action completed
7.8.4.	Ethical Evaluation	Research protocol applications for animal ethics approval and related correspondence.	TEMPORARY Destroy 7 years after action completed
7.8.5.	Ethical Evaluation	Records relating to radiation and other high risk material, bio-ethics assessment and approval, including genetically modified plants and organisms.	TEMPORARY Destroy 20 years after action completed
7.8.6.	Ethical Evaluation	Records relating to breaches of ethical practice and complaints in relation to research.	Retain as per relevant ethics approval class
7.8.7.	Ethical Evaluation	Records relating to the monitoring of ethical practices. Includes individual projects monitoring, annual review of activities, internal reports to governing body, summary reports, and compliance reports to external bodies.	Retain as per relevant ethics approval class
7.9.	Evaluating	<i>The activities associated with the collection and assessment of course delivery feedback.</i> <i>See also 7.10 LEARNING AND TEACHING – Review.</i>	
7.9.1.	Evaluating	Reports and consolidated data relating to the quality of academic programs and their delivery.	PERMANENT
7.9.2.	Evaluating	Records relating to the assessment of data/feedback on course delivery, eg reports, recommendations, evaluations, consolidated data files.	TEMPORARY Destroy 5 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 LEARNING AND TEACHING			
7.9.3.	Evaluating	Records relating to the collection of assessment data on course delivery, eg data collection forms, survey forms, etc.	TEMPORARY Destroy 1 year after last action
7.10.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	
7.10.1.	Policy and Procedures	Records relating to the formulation of University policies relating to learning and teaching. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
7.10.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
7.10.3.	Policy and Procedures	Records relating to operational procedures. Includes manuals, handbooks, instructions, etc.	PERMANENT
7.10.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action
7.11.	Review	<i>The activities involved in re-evaluation or re-examining the processes, procedures and operations of the University.</i> <i>See also 7.8 LEARNING AND TEACHING – Evaluating.</i> <i>See 4.9 GOVERNANCE – Review for records relating to non-academic program reviews.</i>	
7.11.1.	Review	Master copy of records relating to reviews, eg applications, reports. Includes the review of faculties, academic programs and schools.	PERMANENT
7.11.2.	Review	Records relating to the review of individual courses/topics.	PERMANENT



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7 LEARNING AND TEACHING			
7.11.3.	Review	Low level administrative records relating to reviews, eg working papers, drafts, administrative arrangements.	TEMPORARY Destroy 3 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
8 PROPERTY AND FACILITIES MANAGEMENT			
8.	PROPERTY AND FACILITIES MANAGEMENT	<p>The function of managing land, working spaces and storage areas within the University, and of acquiring, constructing, fitting out, managing, maintaining, protecting and disposing of property. Includes buildings and land allotments either owned, rented or leased by the University.</p> <p>See GDS 15:13.x PROPERTY MANAGEMENT – various for records relating to acquisition, compliance, construction, contracting-out, disposal, emergency response, environmental strategies, facilities hire, fit-outs, inspections, installation, insurance, maintenance, refurbishment, risk management, security, tenancy administration/leasing out, tendering.</p> <p>See GDS 15:13.11 PROPERTY MANAGEMENT – Arrangements for records relating to space management.</p> <p>See GDS 15:3.x EQUIPMENT AND STORES – various for records relating to equipment and stores.</p> <p>See GDS 15:1.30 CUSTOMER RELATIONS – Customer Service or GDS 15:6 FLEET MANAGEMENT (Flinders University) for records relating to transport services.</p>	
8.1.	Farm and Stock Management	<p><i>The activities associated with the management of farm animals and agricultural areas.</i></p> <p>See 9.x RESEARCH for records of research relating to farm and stock management.</p>	
8.1.1.	Farm and Stock Management	Records relating to farming operations of major significance or public interest, eg outbreak of diseases, ground-breaking research.	PERMANENT
8.1.2.	Farm and Stock Management	Low level administrative records relating to the management of farm animals and agricultural areas.	TEMPORARY Destroy 7 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
8 PROPERTY AND FACILITIES MANAGEMENT			
8.2.	Grounds Management	<i>The activities associated with the management of University grounds and sporting areas, including landscaping.</i>	
8.2.1.	Grounds Management	Records relating to the major development of University grounds or sporting areas.	PERMANENT
8.2.2.	Grounds Management	Low level administrative records relating to routine management of University grounds and sporting areas.	TEMPORARY Destroy 5 years after last action
8.3.	Naming	<i>The activities associated with the naming of University property and facilities. Includes honouring and recognising distinguished individuals or corporations by the dedication of memorials.</i>	
<i>See 8.7 PROPERTY AND FACILITIES MANAGEMENT – University Maps and Signage for records relating to signage.</i>			
8.3.1.	Naming	Records relating to the establishment, design, erection, management and removal of memorial plaques, monuments, benches, fountains, building names, etc.	PERMANENT
8.3.2.	Naming	Records relating to the naming of University buildings, rooms, roads, ovals, reserves and other structures.	PERMANENT
8.4.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	
8.4.1.	Policy and Procedures	Records relating to the formulation of University policies relating to property and facilities management. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
8.4.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
8 PROPERTY AND FACILITIES MANAGEMENT			
8.4.3.	Policy and Procedures	Records relating to operational procedures. Includes manuals, handbooks, instructions, etc.	PERMANENT
8.4.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action
8.5.	Traffic Management	<i>The activities involved in the management and control of parking and traffic within the University campuses.</i>	
8.5.1.	Traffic Management	Records relating to the management and planning of parking and traffic control.	TEMPORARY Destroy 5 years after last action
8.5.2.	Traffic Management	Records relating to fines/penalties for parking and other traffic offences or infringements.	TEMPORARY Destroy 1 year after last action
8.5.3.	Traffic Management	Records relating to the application and supply of parking permits.	TEMPORARY Destroy 1 year after last action
8.5.4.	Traffic Management	Records relating to the removal, detention and disposal of illegally parked and abandoned vehicles. Includes notices to vehicle owners and surrender of number plates.	TEMPORARY Destroy 3 years after last action
8.6.	Planning	<i>The process of formulating ways in which objectives and projects can be achieved. Includes determination of requirements and solutions.</i>	
8.6.1.	Planning	Master copies of approved property management plans, including revisions.	PERMANENT
8.6.2.	Planning	Master set of plans and specifications.	PERMANENT
8.6.3.	Planning	Low level administrative records relating to the planning process, including proposals not proceeded with and drafts.	TEMPORARY Destroy 7 years after action completed
8.6.4.	Planning	Records of minor works that do not proceed.	TEMPORARY Destroy 2 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
8 PROPERTY AND FACILITIES MANAGEMENT			
8.6.5.	Planning	Pictorial master record of University buildings and grounds. Includes photographs, digital images, etc.	PERMANENT
8.6.6.	Planning	Routine and duplicate pictorial records of University buildings and grounds. Includes, photographs, digital images, etc.	TEMPORARY Destroy 2 years after last action
8.7.	University Maps and Signage	<i>The activities involved in the preparation and distribution of University maps and signage.</i> <i>See 8.3 PROPERTY AND FACILITIES MANAGEMENT – Naming for records relating to the naming of University property and facilities.</i>	
8.7.1.	University Maps and Signage	Master copy of maps of the University.	PERMANENT
8.7.2.	University Maps and Signage	Maps used for any other purpose that are based on the master maps, eg orientation maps, directional maps, etc.	TEMPORARY Destroy 1 year after last action
8.7.3.	University Maps and Signage	Records relating to routine planning, erection and maintenance of signage.	TEMPORARY Destroy 5 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.	RESEARCH	<p>The function of supervising or undertaking the investigation or inquiry into a subject or area of interest and managing commercialisation activities that may occur as a result. Includes management of research grant applications and projects, bio-safety, ethical evaluation and animal management.</p> <p>See GDS 15:1.60 COMMUNITY RELATIONS – Joint Ventures for records relating to Collaborative and Joint Ventures with community groups and professional associations, excluding Centres and Institutes, for which see 9.4 RESEARCH – Centres and Institutes.</p> <p>See GDS 15:7.60 GOVERNMENT RELATIONS – Joint Ventures for records relating to Collaborative and Joint Ventures with other Universities, local, state and federal governments.</p> <p>See 9.13 RESEARCH – Project Management for records relating to the application and receipt of research grants.</p>	
9.1.	Agreements	<p><i>The activities associated with the establishment, maintenance, review and negotiation of agreements (Keyword AAA).</i></p> <p>See 9.13 RESEARCH – Project Management for records relating to individual research projects.</p> <p>See also GDS 15:10.6 LEGAL SERVICES - Agreements</p>	
9.1.1.	Agreements	Register of contracts, agreements and/or memoranda of understanding.	PERMANENT
9.1.2.	Agreements	High level memoranda of understanding relating to research.	PERMANENT
9.2.	Anatomy Management	<p><i>The activities associated with the use and disposal of deceased human bodies (cadavers), body parts and specimens for research or teaching purposes.</i></p> <p>See 9.11 RESEARCH – Policy and Procedures for records relating to policy and procedures for anatomy management.</p>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.2.1.	Anatomy Management	Records relating to the acquisition or donation, care, storage, maintenance, management and disposal of anatomy or specimens. Includes central register of donations, consent forms, authority, certificate of agreement, objections, supporting information (eg death certificate), revocation of authorisation and acceptances.	PERMANENT
9.2.2.	Anatomy Management	Records relating to inspections of anatomy facilities.	TEMPORARY Destroy 7 years after action completed
9.2.3.	Anatomy Management	Records relating to the acquisition, care, maintenance, use and disposal of human tissue.	TEMPORARY Destroy 7 years after action completed
9.3.	Animal Management	<i>The activities associated with the management and care of animals used for research purposes, including acquisition, licensing and disposal.</i> <i>See 9.11 RESEARCH – Policy and Procedures for records relating to policy and procedures for animal management.</i>	
9.3.1.	Animal Management	Consolidated records used for animal management reporting.	PERMANENT
9.3.2.	Animal Management	Records relating to accreditation or other mandatory requirements, including licensing.	TEMPORARY Destroy 7 years after action completed
9.3.3.	Animal Management	Copies of guidelines, acts, regulations and other accreditation information.	TEMPORARY Destroy 1 year after last action
9.3.4.	Animal Management	Records relating to the acquisition, care, maintenance, use and disposal of animals.	TEMPORARY Destroy 7 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.3.5.	Animal Management	Records relating to the breeding of animals for research purposes.	TEMPORARY Destroy 7 years after action completed
9.4.	Centres and Institutes	<i>The activities associated with the management of research centres and institutes established either by the University, by an external organisation or as a collaborative initiative/ joint venture.</i>	
9.4.1.	Centres and Institutes	Records relating to the establishment, funding and review of University/internal research centres.	PERMANENT
9.4.2.	Centres and Institutes	Records relating to the establishment, funding and review of research centres that are a collaborative initiative/joint venture and for which the University is the lead agency.	PERMANENT
9.4.3.	Centres and Institutes	Records relating to the establishment, funding and review of research centres that are a collaborative initiative/joint venture and for which the University is not the lead agency.	TEMPORARY Destroy 25 years after action completed
9.4.4.	Centres and Institutes	Low level administrative records relating to staffing, equipment, accommodation, etc of research centres.	TEMPORARY Destroy 7 years after action completed
9.4.5.	Centres and Institutes	General information regarding the operation of non-University/non-lead agency centres.	TEMPORARY Destroy 7 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.5.	Clinical Management	<p><i>The activities associated with the administration of clinical research involving subjects engaged for research purposes.</i></p> <p><i>See 7.2 LEARNING AND TEACHING – Clinical Management Practicum for records relating to the provision of a service to the community by the University’s students in the course of their studies under the supervision of teaching staff and practising professionals.</i></p> <p><i>See 11.7 STUDENT SERVICES – Health Services for records relating to health service clinics.</i></p>	
9.5.1.	Clinical Management	Records relating to the recruitment of subjects by researchers, including obtaining informed consent.	<p>TEMPORARY Adults Destroy 15 years after research project completed</p> <p>Minors Destroy 30 years after research project completed</p>
9.5.2.	Clinical Management	Records relating to the actual practice or performance of research including clinical trials. Includes monitoring of progress.	<p>TEMPORARY Adults Destroy 15 years after research project completed</p> <p>Minors Destroy 30 years after research project completed</p>
9.5.3.	Clinical Management	<p>Research data created in the conduct of clinical trials that lead to a patent.</p> <p>See 9.16 RESEARCH – Research Data for other data relating to clinical trials.</p>	<p>TEMPORARY Destroy 10 years after expiry of patent</p>
9.5.4.	Clinical Management	Records relating to the management of clinical-related waste, including waste management plans.	<p>TEMPORARY Destroy 5 years after last action</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.6.	Commercialisation	<i>The activities associated with gaining economic benefit from intellectual property, a product or publication derived from research.</i> <i>See also 9.9 RESEARCH - Intellectual Property</i>	
9.6.1.	Commercialisation	Register of contracts, agreements and/or memoranda of understanding.	PERMANENT
9.6.2.	Commercialisation	Contracts, agreements and other formal arrangement under seal (specialty).	TEMPORARY Destroy 17 years after action completed
9.6.3.	Commercialisation	Contracts, agreements and other formal arrangements not under seal (simple).	TEMPORARY Destroy 8 years after action completed
9.6.4.	Commercialisation	Tenders that are unsuccessful.	TEMPORARY Destroy 8 years after action completed
9.6.5.	Commercialisation	Expressions of interest only.	TEMPORARY Destroy 2 years after last action
9.6.6.	Commercialisation	Records relating to the provision of services and products as per contracts, agreements or other formal arrangements under seal (specialty), eg working papers, inspection reports, financial and administrative records.	TEMPORARY Destroy 17 years after action completed
9.6.7.	Commercialisation	Records relating to the provision of services and products as per contracts, agreements or other formal arrangements not under seal (simple), eg working papers, inspection reports, financial and administrative records.	TEMPORARY Destroy 8 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.6.8.	Commercialisation	Records relating to the final product satisfying the terms of the contract, agreement or other formal arrangement where the commercialisation is <i>successful</i> , eg reports, software, intellectual property, etc.	PERMANENT
9.6.9.	Commercialisation	Records relating to the final product satisfying the terms of the contract, agreement or other formal arrangement where the commercialisation is <i>unsuccessful</i> , eg reports, software, intellectual property, etc.	TEMPORARY Destroy 17 years after action completed
9.6.10.	Commercialisation	Records relating to the provision of expert services by academic or other staff. Includes advice, opinions and testimony.	TEMPORARY Destroy 17 years after provision of service
9.7.	Compliance – Biotechnology	<i>The activities relating to the control, certification, accreditation and regulation of biotechnology facilities and organisms.</i> <i>See 9.9 RESEARCH – Ethical Evaluation for records of institution bioethics committees.</i> <i>See 9.14 RESEARCH – Project Management for records relating to particular research projects.</i>	
9.7.1.	Compliance – Biotechnology	Records relating to biotechnology licenses. Includes applications, supporting or additional information, notification of decision, and variations.	TEMPORARY Destroy 7 years after licence lapses
9.7.2.	Compliance – Biotechnology	Records relating to certification of biotechnology practices, procedures and facilities. Includes inspections by monitoring authority, applications, supporting documentation, certificates, variations, suspension or cancellation and internal and external reports for legislative compliance.	TEMPORARY Destroy 7 years after certification lapses



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.7.3.	Compliance – Biotechnology	Records relating to the accreditation of an institution to conduct biotechnology research. Includes applications, supporting information, notice and annual report to statutory bodies for legislative compliance.	PERMANENT
9.7.4.	Compliance – Biotechnology	Records relating to activities associated with biotechnology risk management, including management and mitigation of risks associated with biotechnology research.	PERMANENT
9.7.5.	Compliance – Biotechnology	Incident reports relating to biotechnology.	TEMPORARY Destroy 45 years after last action relating to the incident
9.7.6.	Compliance – Biotechnology	Records relating to biotechnology inspections conducted by an external inspector.	TEMPORARY Destroy 7 years after action completed
9.8.	Consultancy	<i>The activities associated with the provision of teaching services to external bodies by the University and its staff.</i>	
9.8.1.	Consultancy	Records relating to consultancy activities, eg working papers, inspection reports, financial and administrative arrangements.	TEMPORARY Destroy 17 years after conditions have been satisfied
9.8.2.	Consultancy	Records relating to the establishment of consultancies. Includes preliminary correspondence concerning negotiations, agreements, costings, conditions of use, confidentiality, letter of offer, acceptance of offer, work plan and objectives.	TEMPORARY Destroy 17 years after lapsing of the agreement, or last action, whichever is later



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.8.3.	Consultancy	Records relating to the administration and management of consultancies, interim evaluations, progress reports, final reports, analysis, recommendations.	TEMPORARY Destroy 17 years after lapsing of the agreement, or last action, whichever is later
9.8.4.	Consultancy	Records relating to the provision of expert services by academic or other staff. Includes advice, opinions and testimony.	TEMPORARY Destroy 17 years after provision of service
9.8.5.	Consultancy	Records relating to consultancy services where the tender/expression of interest etc was unsuccessful or where the required service was not provided.	TEMPORARY Destroy 1 year after last action
9.9.	Ethical Evaluation	<i>The administrative processes associated with gaining ethical clearance/approval from University ethics committees in relation to research and research training activities. Includes human and animal research and genetic manipulation.</i>	
9.9.1.	Ethical Evaluation	Records relating to the development and implementation of research and ethics standards.	PERMANENT
9.9.2.	Ethical Evaluation	Research protocol applications for human ethics approval and related correspondence.	PERMANENT
9.9.3.	Ethical Evaluation	Records relating to the consent by human research subjects. Includes consent notices and signed consent.	TEMPORARY Destroy 15 years after action completed
9.9.4.	Ethical Evaluation	Research protocol applications for animal ethics approval and related correspondence.	TEMPORARY Destroy 7 years after action completed
9.9.5.	Ethical Evaluation	Records relating to radiation and other high risk material, bio-ethics assessment and approval, including genetically modified organisms.	TEMPORARY Destroy 20 years after action completed



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9 RESEARCH			
9.9.6.	Ethical Evaluation	Records relating to breaches of ethical practice and complaints in relation to research.	Retain as per relevant ethics approval class
9.9.7.	Ethical Evaluation	Records relating to the monitoring of ethical practices. Includes individual projects monitoring, annual review of activities, internal reports to governing body, summary reports, and compliance reports to external bodies.	Retain as per relevant ethics approval class
9.10.	Intellectual Property	<i>The activities involved in managing the agency's intellectual property, both published and unpublished. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation (Keyword AAA).</i> <i>See also GDS 15:9.58 INFORMATION MANAGEMENT – Intellectual Property.</i>	
9.10.1.	Intellectual Property	Records relating to the registration of trademarks, patents, copyright and ownership of intellectual property.	PERMANENT
9.10.2.	Intellectual Property	Records relating to the use of University intellectual property, including contracts, agreements and other formal arrangements under seal (specialty).	TEMPORARY Destroy 17 years after action completed
9.10.3.	Intellectual Property	Records relating to infringements of University intellectual property.	TEMPORARY Destroy 10 years after action completed
9.10.4.	Intellectual Property	Records relating to the use of University intellectual property, including contracts, agreements and other formal arrangements not under seal (simple).	TEMPORARY Destroy 8 years after action completed
9.10.5.	Intellectual Property	Records relating to reproduction of material in which another party holds the copyright.	TEMPORARY Destroy 7 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.11.	Materials Management	<p><i>The processes involved in the acquisition, distribution, monitoring, storage and disposal of supplies and resources for research purposes. Includes chemicals, specimens, drugs, poisons, imported goods, genetically modified organisms and other regulated biological agents.</i></p> <p><i>See 9.2 RESEARCH – Anatomy Management for records relating to the use of human materials for research.</i></p> <p><i>See 9.3 RESEARCH – Animal Management for records relating to the use of animals for research.</i></p> <p><i>See 9.11 RESEARCH – Policy and Procedures for policy and procedures relating to materials management.</i></p>	
9.11.1.	Materials Management	Consolidated records use for materials management reporting.	PERMANENT
9.11.2.	Materials Management	Records relating to accreditation or other mandatory requirements. Includes licensing.	TEMPORARY Destroy 7 years after action completed
9.11.3.	Materials Management	Copies of guidelines, acts, regulations and other accreditation information.	TEMPORARY Destroy 1 year after last action
9.11.4.	Materials Management	Records relating to the acquisition, care, maintenance, use and disposal of chemicals, specimens, drugs and poisons.	TEMPORARY Destroy 7 years after action completed
9.11.5.	Materials Management	Controlled and restricted drug register.	TEMPORARY Destroy 2 years after last entry
9.11.6.	Materials Management	Records relating to the acquisition, care, maintenance, use and disposal of radioactive substances and radioactive equipment.	TEMPORARY Destroy 70 years after action completed
9.11.7.	Materials Management	Records relating to the monitoring of quality and safety procedures against the University's radiation safety and protection plan.	TEMPORARY Destroy 70 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9 RESEARCH			
9.11.8.	Materials Management	Records relating to the acquisition, use, maintenance and disposal of imported quarantine risk materials, genetically modified organisms and other regulated biological agents.	TEMPORARY Destroy 7 years after disposal of the material
9.12.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	
9.12.1.	Policy and Procedures	Records relating to the formulation of University policies relating to research. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
9.12.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
9.12.3.	Policy and Procedures	Records relating to operational procedures. Includes manuals, handbooks, instructions, etc.	PERMANENT
9.12.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action
9.13.	Postgraduate Scholarships	<i>The activities involved in determining the requirements, application and nomination associated with the awarding of scholarships to postgraduate students.</i> <i>See 5.3 HUMAN RESOURCES – Awards and Prizes and 5.5 HUMAN RESOURCES – Fellowships for awards, prizes and fellowships awarded to staff.</i> <i>See 5.2 HUMAN RESOURCES – Appointment for individual scholarship files or details.</i>	



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9 RESEARCH			
9.13.1.	Postgraduate Scholarships	Records relating to the establishment, policies and conditions for internal postgraduate scholarships.	PERMANENT
9.13.2.	Postgraduate Scholarships	Records relating to the establishment, policies and conditions for external postgraduate scholarships.	TEMPORARY Destroy 10 years after action completed
9.13.3.	Postgraduate Scholarships	Records relating to the administration of postgraduate scholarship programs.	TEMPORARY Destroy 7 years after action completed
9.13.4.	Postgraduate Scholarships	Unsuccessful applications for postgraduate scholarships.	TEMPORARY Destroy 1 year after last action
9.13.5.	Postgraduate Scholarships	Records relating to successful Rhodes Scholarships, including unsuccessful applications.	PERMANENT
9.13.6.	Postgraduate Scholarships	Records relating to successful applications for Monash and Fulbright Scholarships.	PERMANENT
9.14.	Project Management	<p><i>The activities associated with the management of parameters including budget, timeframes and milestones to achieve a project objective.</i></p> <p><i>See 9.15 RESEARCH – Reporting for research project reports.</i></p> <p><i>See 9.16 RESEARCH – Research Data for research data.</i></p> <p><i>See 9.11 RESEARCH – Policy and Procedures for policy and procedures relating to project management.</i></p> <p><i>See GDS 15: 3x EQUIPMENT AND STORES – for records relating to research equipment grants.</i></p>	
9.14.1.	Project Management	Records relating to approved research proposals, eg grant applications, conditions of award, project reports.	PERMANENT



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9 RESEARCH			
9.14.2.	Project Management	Low level administrative records relating to approved research proposals, eg summary records relating to the administration of grant funding.	TEMPORARY Destroy 7 years after action completed
9.14.3.	Project Management	Records relating to unsuccessful proposals.	TEMPORARY Destroy 5 years after action completed
9.14.4.	Project Management	Records relating to non-competitive and/or discretionary funds allocation.	TEMPORARY Destroy 7 years after action completed
9.14.5.	Project Management	Research project funding agreements.	TEMPORARY Destroy 25 years after action completed
9.15.	Publications	<p><i>The activities associated with the distribution of findings and reports through publications.</i></p> <p><i>See GDS 15:14.x PUBLICATION – various for printing, production, distribution, etc.</i></p>	
9.15.1.	Publications	Research publications by the University (master set), eg research reports, journals and monographs.	PERMANENT
9.16.	Reporting	<p><i>The activities associated with initiating or providing a formal response to a situation or request either internal or external and providing formal statements or findings of the results of the examination or investigation (Keyword AAA).</i></p>	
9.16.1.	Reporting	Consolidated annual reports.	PERMANENT
9.16.2.	Reporting	Master copy of reports required by grant conditions or research protocols, eg progress reports, final reports.	PERMANENT
9.16.3.	Reporting	Duplicate copies of research reports.	TEMPORARY Destroy 1 year after last action



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9 RESEARCH			
9.16.4.	Reporting	Other reports on individual research projects, including inspection, expenditure and periodic reports.	TEMPORARY Destroy 7 years after action completed
9.17.	Research Data	<i>The activities associated with the accumulation of facts, principles or other information for research purposes. Includes readings, results, outcomes, data sheets, photographs, field notes, laboratory notes, transcriptions and clinical records.</i> <i>Australian Code for Responsible Conduct of Research (2007), section 2.1.</i>	
9.17.1.	Research Data	Research data from projects involving gene therapy, eg patient records.	PERMANENT
9.17.2.	Research Data	Research data created in the conduct of a research project, including clinical trials, which: <ul style="list-style-type: none"> • are controversial • arouse widespread scientific or other interest • involve the use of major new or innovative techniques • involve eminent researchers or • have the potential to cause major impacts on the environment, society or human health. 	PERMANENT
9.17.3.	Research Data	Research data from clinical trials. See 9.5 RESEARCH – Clinical Management for data that leads to a patent.	TEMPORARY Destroy 15 years after action completed
9.17.4.	Research Data	Research data created in the conduct of research projects that are not clinical trials, but the outcomes of which lead to a patent.	TEMPORARY Destroy 7 years after expiry of patent



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9 RESEARCH			
9.17.5.	Research Data	Other research data and results.	TEMPORARY Destroy 5 years after date of publication or 5 years after conclusion or abandonment of project
9.17.6.	Research Data	Research data for short-term research projects that are for assessment purposes only, such as research projects completed by students.	TEMPORARY Destroy 1 year after last action
9.18.	Research Grants	<i>The activities associated with administering research grants either funded or distributed by the University.</i> <i>See 3.3 FINANCE MANAGEMENT – Grants for records relating to non-research grants.</i> <i>See GDS 15:5.47 FINANCIAL MANAGEMENT – Grant Funding or 9.13 RESEARCH – Project Management for grants received by the University.</i>	
9.18.1.	Research Grants	Records relating to administering the University's research grant funding program/s. Includes consolidated record/register of grant funding.	PERMANENT
9.18.2.	Research Grants	Successful applications for university-funded research.	TEMPORARY Destroy 8 years after action completed
9.18.3.	Research Grants	Unsuccessful applications for university-funded research.	TEMPORARY Destroy 2 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.	STUDENT ADMINISTRATION	<p>The function of administering and managing students from application for admission to course or program to completion or discontinuation. Includes non-award programs and courses/units/subjects. Includes admission, enrolment, academic progress, financial administration and graduation.</p> <p>See 7.5 LEARNING AND TEACHING – Curriculum Delivery for records relating to timetabling.</p>	
10.1.	Academic Progress	<p><i>The activities associated with administering the progress of a student throughout the term of their enrolment at the University.</i></p> <p><i>NOTE: All original documents are to be placed on the central Student File.</i></p> <p><i>See GDS 15:12.94 PERSONNEL – Security for records relating to police checks.</i></p> <p><i>See 10.9 STUDENT ADMINISTRATION – Grievances for records relating to appeals and complaints from students about their academic results.</i></p> <p><i>See also 7.1 LEARNING AND TEACHING – Assessment.</i></p> <p><i>See 10.10 STUDENT ADMINISTRATION –Misconduct for records relating to academic misconduct by students.</i></p>	
10.1.1.	Academic Progress	Official results for transcript production, eg student cards, academic record on central electronic system, etc.	PERMANENT
10.1.2.	Academic Progress	Records relating to progress and final reports for higher degree students, eg annual review of progress reports, examiners' reports and recommendations.	Place on central student file and retain as per item 10.1.5, 10.1.6 or 10.1.7



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.1.3.	Academic Progress	Practicum assessment documentation used for professional accreditation purposes.	TEMPORARY Destroy 25 years from date of completion or termination
10.1.4.	Academic Progress	Supplementary records relating to the academic progress of students, including degree audit and show cause.	TEMPORARY Destroy 7 years after last action
10.1.5.	Academic Progress	Central student files in the following categories: <ul style="list-style-type: none">• students who have made major contributions to the community or who have achieved some considerable standing or notoriety• students whose attendance at the University was of historical significance such as the first enrolment of its kind• students whose case sets a precedent for future decisions• students who were excluded from the University and whose manner of earning exclusion was extraordinary• students who were excluded from the University as a result of disciplinary action following an external legal or criminal investigation.	PERMANENT



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.1.6.	Academic Progress	Central student files for postgraduate by research students.	<p>TEMPORARY If student information is duplicated in central system, destroy 7 years after action completed. If <i>not</i> duplicated, destroy 20 years after date of completion, termination or last action, whichever is later</p>
10.1.7.	Academic Progress	<p>Other central student files for award and non-award programs, eg undergraduate files and post-graduate by coursework files not funded by scholarship.</p> <p>See 5.2.4 HUMAN RESOURCES – Appointment for files for postgraduate students funded by a scholarship.</p> <p>See 10.1. STUDENT ADMINISTRATION – Academic Progress for files of postgraduate by research students not funded by scholarship.</p>	<p>TEMPORARY Destroy 7 years after date of completion, termination or last action, whichever is later</p>
10.1.8.	Academic Progress	Faculty and departmental student files created for internal reference only.	<p>TEMPORARY Destroy when reference ceases</p>
10.1.9.	Academic Progress	External enquiries and verification of personal details, academic records and student academic progress.	<p>TEMPORARY Destroy 1 year after last action</p>



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.1.10.	Academic Progress	Student details, including change of name, address or other details and photographic images for student identity cards.	Place on central student file and retain as per item 10.1.5, 10.1.6 or 10.1.7
10.1.11.	Academic Progress	Records relating to the handling and resolution of complaints or objections concerning assessment. Includes student appeals regarding their individual assessment.	TEMPORARY Destroy 10 years after action completed
10.1.12.	Academic Progress	Records relating to cases in which specific circumstances have affected a student's grades.	TEMPORARY Destroy 7 years after action completed
10.2.	Admission	<i>The activities involved in administering applications for admission to the University from students.</i> <i>See also 10.5 STUDENT ADMINISTRATION – Enrolment.</i>	
10.2.1.	Admission	Successful applications for admission to the University, eg application forms, supporting documentation, interview records, entry exam results, offer letter.	Place on central student file and retain as per item 10.1.5, 10.1.6 or 10.1.7
10.2.2.	Admission	Unsuccessful applications or declined offers for admission to the University.	TEMPORARY Destroy 1 year after last action
10.2.3.	Admission	Low level administrative records relating to application for admission, eg application for credit status, student requirements for adequate level of English prior to enrolment, University fees, recognition of prior learning, internal student applications, special adjustments or entry, postponement of enrolment.	TEMPORARY Destroy 5 years after last action
10.2.4.	Admission	Records relating to the administration of quotas.	TEMPORARY Destroy 5 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.2.5.	Admission	Applications for alternative entry programs, including the Foundation Course.	TEMPORARY Destroy 2 years after last action
10.2.6.	Admission	Correspondence relating to admission enquiries.	TEMPORARY Destroy 2 years after last action
10.3.	Awards and Prizes	<p><i>The activities involved in the administration of eligibility, nomination and awarding of internal and external honours, awards and prizes.</i></p> <p><i>See 5.3 HUMAN RESOURCES – Awards and Prizes and 5.5 HUMAN RESOURCES – Fellowships for awards, prizes and fellowships awarded to staff.</i></p> <p><i>See also 9.12 RESEARCH – Postgraduate Scholarships and 10.12 STUDENT ADMINISTRATION – Scholarships.</i></p>	
10.3.1.	Awards and Prizes	Consolidated register of recipients of student awards and prizes.	PERMANENT
10.3.2.	Awards and Prizes	Records relating to the establishment, policies and conditions for internal awards and prizes awarded to students.	PERMANENT
10.3.3.	Awards and Prizes	Records relating to honours and awards conferred on students as tokens of distinction or achievement.	PERMANENT
10.3.4.	Awards and Prizes	Records relating to the establishment, policies and conditions for external awards and prizes for students.	TEMPORARY Destroy 7 years after action completed
10.3.5.	Awards and Prizes	Successful applications and administrative arrangements for the delivery of specific awards and prizes to students.	TEMPORARY Destroy 7 years after action completed
10.3.6.	Awards and Prizes	Unsuccessful applications for specific awards and prizes.	TEMPORARY Destroy 1 year after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.4.	Elections - Students	<p><i>The activities associated with electing office-bearers and representatives from the student body.</i></p> <p><i>See 5.4 HUMAN RESOURCES – Elections – Staff for records relating to staff elections.</i></p>	
10.4.1.	Elections - Students	Records relating to electoral roll creation, maintenance and roll services.	TEMPORARY Destroy 1 year after last action
10.4.2.	Elections - Students	Records relating to the conduct of elections, eg ballot papers, results, tally sheets.	TEMPORARY Destroy 6 months after last action
10.5.	Enrolment	<p><i>The activities associated with arranging and conducting student enrolments.</i></p> <p><i>See also 10.2 STUDENT ADMINISTRATION – Admission.</i></p> <p><i>See 10.1 STUDENT ADMINISTRATION – Academic Progress for student details and identification photos and cards.</i></p> <p><i>See GDS 15:12.94 PERSONNEL – Security Checks for records relating to police checks.</i></p>	
10.5.1.	Enrolment	Records relating to the enrolment of students during the first year of a University's establishment.	PERMANENT
10.5.2.	Enrolment	Records relating to the enrolment of students into an academic program or course/topic <i>prior to online enrolments</i> , eg enrolment forms, amendment to enrolment documentation, correspondence regarding pre-requisite waivers, etc.	Place on central student file and retain as per item 10.1.5, 10.1.6 or 10.1.7
10.5.3.	Enrolment	Records relating to the enrolment of students into an academic program or course/topic <i>post- online enrolments</i> , eg enrolment data, electronic forms, correspondence regarding enrolments (including emails, SMS text, etc).	Place on central student file and retain as per item 10.1.5, 10.1.6 or 10.1.7



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.5.4.	Enrolment	Records relating to the enrolment of students who withdraw from an academic program or course/topic before the HECS census date of their first semester of enrolment.	TEMPORARY Destroy at end of academic year
10.5.5.	Enrolment	Low level administrative records relating to administrative arrangements for enrolments, eg provision of official academic records to students, cessation of a student's enrolment, CHESSN, requirements for previous course completions prior to enrolment, health requirements prior to enrolment, confirmation of visa status prior to enrolment, where the student is simultaneously enrolled in another institution, discontinuation, leave of absence, non-award programs, student access to University online services, enrolment via study abroad or exchange programs, variations reporting.	TEMPORARY Destroy 5 years after last action
10.6.	Examination Management	<p><i>The activities associated with the preparation and submission of work for the purpose of assessment through examination.</i></p> <p><i>See 7.1 LEARNING AND TEACHING – Assessment for exam papers and results.</i></p> <p><i>See 7.5 LEARNING AND TEACHING – Curriculum Delivery for records relating to timetabling.</i></p> <p><i>See also 10.1 STUDENT ADMINISTRATION – Academic Progress.</i></p>	
10.6.1.	Examination Management	Records relating to arrangements for the supervision of examinations by invigilators and supervisors.	TEMPORARY Destroy 1 year after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.6.2.	Examination Management	Records relating to notification of students in regard to examinations.	TEMPORARY Destroy 1 year after last action
10.6.3.	Examination Management	Low level administrative records relating to the administrative arrangements for examinations, eg venue bookings, schedules.	TEMPORARY Destroy 5 years after last action
10.7.	Fees and Financial Assistance	<i>The activities associated with the management of student fees and financial assistance programs, including debt management and government support.</i>	
10.7.1.	Fees and Financial Assistance	Commonwealth payment assistance and deferral option forms.	Place on central student file and retain as per item 10.1.5, 10.1.6 or 10.1.7
10.7.2.	Fees and Financial Assistance	Student fees instalment contracts and supporting documentation.	TEMPORARY Destroy 7 years after payment of last instalment or write-off/recovery of bad debt
10.7.3.	Fees and Financial Assistance	Low level administrative records relating to the administration of student fees and charges.	TEMPORARY Destroy 7 years after payment of last instalment or write-off/recovery of bad debt
10.7.4.	Fees and Financial Assistance	Student loan documentation.	TEMPORARY Destroy 7 years after payment of last instalment or write-off/recovery of bad debt
10.7.5.	Fees and Financial Assistance	Records relating to student assistance programs, eg commonwealth student income support schemes.	TEMPORARY Destroy 7 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.8.	Graduations	<i>The activities involved in the conferring of degrees and awards.</i>	
10.8.1.	Graduations	Master copy of program of commemoration proceedings with lists of graduates.	PERMANENT
10.8.2.	Graduations	Granting of honorary degrees.	PERMANENT
10.8.3.	Graduations	Pictorial records that supplement the program of commemoration proceedings, eg photographs, analogue and digital recordings.	PERMANENT
10.8.4.	Graduations	Other pictorial records of graduation ceremonies.	TEMPORARY Destroy 2 years after last action
10.8.5.	Graduations	Recommendation of award for higher degrees.	Place on central student file and retain as per item 10.1.5, 10.1.6 or 10.1.7
10.8.6.	Graduations	Uncollected degree testamurs.	TEMPORARY Destroy 7 years after action completed
10.8.7.	Graduations	Applications for awards.	TEMPORARY Destroy 2 years after last action
10.8.8.	Graduations	Records relating to the hiring of academic dress.	TEMPORARY Destroy 2 years after last action
10.8.9.	Graduations	Graduation working papers, eg booking details, general correspondence.	TEMPORARY Destroy 1 year after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.9.	Grievances	<p><i>The activities associated with the handling and resolution of complaints or objections from staff or students about students.</i></p> <p><i>See also 10.10 STUDENT ADMINISTRATION – Misconduct.</i></p> <p><i>See GDS 15:12.33 PERSONNEL – Discipline or 12.49 PERSONNEL – Grievances for records relating to complaints or objections from staff or students about staff.</i></p> <p><i>See GDS 15:10.66 LEGAL SERVICES – Litigation for records relating to grievances that lead to lawsuits or legal proceedings.</i></p>	
10.9.1.	Grievances	Records relating to grievances and complaints generating substantial public interest and debate.	PERMANENT
10.9.2.	Grievances	Records relating to the management of grievances involving minors or of a sexual or physical nature, where allegations are proved and disciplinary action is taken.	TEMPORARY Destroy 30 years after action completed
10.9.3.	Grievances	Records relating to the management of other grievances, where allegations are proved and disciplinary action is taken.	TEMPORARY Destroy 10 years after action completed
10.9.4.	Grievances	Records relating to the management of grievances, where allegations are proved but no disciplinary action is taken.	TEMPORARY Destroy 2 years after last action
10.9.5.	Grievances	Records relating to the management of grievances, where allegations are not proved.	TEMPORARY Destroy 6 months after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.10.	Misconduct	<p><i>The activities associated with academic misconduct and other matters such as complaints of harassment and property damage.</i></p> <p><i>See also 10.9 STUDENT ADMINISTRATION – Grievances.</i></p> <p><i>See GDS 15:12.33 PERSONNEL – Discipline or 12.49 PERSONNEL – Grievances for records relating to complaints or objections from staff or students about staff.</i></p> <p><i>See GDS 15:10.66 LEGAL SERVICES – Litigation for records relating to grievances that lead to lawsuits or legal proceedings.</i></p>	
10.10.1.	Misconduct	Records relating to student misconduct generating substantial public interest and debate.	PERMANENT
10.10.2.	Misconduct	Records relating to the management of student misconduct involving minors or of a sexual or physical nature, where allegations are proved and disciplinary action is taken.	TEMPORARY Destroy 30 years after action completed
10.10.3.	Misconduct	Records relating to the management of other student misconduct, where allegations are proved and disciplinary action is taken.	TEMPORARY Destroy 10 years after action completed
10.10.4.	Misconduct	Records relating to breaches of academic integrity; includes plagiarism, collusion, fabrication or falsification of data and other forms of cheating.	TEMPORARY Destroy 10 years after action completed
10.10.5.	Misconduct	Records relating to the management of student misconduct, where allegations are proved but no disciplinary action is taken.	TEMPORARY Destroy 2 years after last action
10.10.6.	Misconduct	Records relating to the management of student misconduct, where allegations are not proved.	TEMPORARY Destroy 6 months after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.11.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University's operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	
10.11.1.	Policy and Procedures	Records regarding the formulation of University policies relating to student administration. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
10.11.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies' policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
10.11.3.	Policy and Procedures	Records relating to operational procedures. Includes manuals, handbooks, instructions, etc.	PERMANENT
10.11.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action
10.12.	Scholarships	<p><i>The activities involved in applying conditions and requirements associated with the awarding of financial aid to a student on the basis of academic merit and the administrative arrangements for the delivery of specific scholarships.</i></p> <p><i>See 5.3 HUMAN RESOURCES – Awards and Prizes and 5.5 HUMAN RESOURCES – Fellowships for awards, prizes and fellowships awarded to staff.</i></p> <p><i>See 5.2 HUMAN RESOURCES – Appointment for records relating to the postgraduate scholarship appointments.</i></p> <p><i>See also 9.12 RESEARCH – Postgraduate Scholarships and 10.3 STUDENT ADMINISTRATION – Awards and Prizes.</i></p>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.12.1.	Scholarships	Consolidated register of recipients of student scholarships.	PERMANENT
10.12.2.	Scholarships	Records relating to the establishment, policies and conditions for internal scholarships awarded to students.	PERMANENT
10.12.3.	Scholarships	Records relating to the establishment, policies and conditions for external scholarships for students.	TEMPORARY Destroy 10 years after action completed
10.12.4.	Scholarships	Successful applications and administrative arrangements for the delivery of specific scholarships to students.	TEMPORARY Destroy 7 years after action completed
10.12.5.	Scholarships	Unsuccessful applications for specific scholarships.	TEMPORARY Destroy 1 year after last action
10.13.	Student Exchange	<i>The activities associated with managing programs offered by the University and other organisations that provide for students to study at another educational institution for a specified period.</i>	
10.13.1.	Student Exchange	Records relating to exchange program agreements directly involving the University.	PERMANENT
10.13.2.	Student Exchange	Records relating to exchange student applications received from University students.	Place on central student file and retain as per item 10.1.5, 10.1.6 or 10.1.7
10.13.3.	Student Exchange	Records relating to successful exchange student applications received from students of other institutions.	Place on central student file and retain as per item 10.1.5, 10.1.6 or 10.1.7
10.13.4.	Student Exchange	Records relating to unsuccessful exchange student applications received from students of other institutions.	TEMPORARY Destroy 1 year after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
10 STUDENT ADMINISTRATION			
10.13.5.	Student Exchange	General information regarding exchange programs.	TEMPORARY Destroy 1 year after last action
10.14.	Student Recruitment	<p><i>The activities associated with the promotion of the University and its programs to prospective students, including overseas students.</i></p> <p><i>See 2.3 COMMUNITY ENGAGEMENT – Event Management for records relating to information and open days.</i></p> <p><i>See also 11.9 STUDENT SERVICES – Orientation.</i></p>	
10.14.1.	Student Recruitment	Records relating to the marketing of services and courses offered by the University in order to encourage prospective students to apply. Includes career markets and promotional material.	TEMPORARY Destroy 1 year after last action
10.14.2.	Student Recruitment	Records relating to the appointment and continuing arrangements with advertising and recruitment representatives or agencies. Includes agreements.	TEMPORARY Destroy 8 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
11 STUDENT SERVICES			
11.	STUDENT SERVICES	<p>The function of providing services to students by either the University, or another entity that has an agreement or contract with the University. Services include orientation, counselling, child care, health, careers assistance and spiritual support.</p> <p>Note: Information about the provision of services to individual students may be kept on either a central file or multiple files (one for each service).</p> <p>See 10.7 STUDENT ADMINISTRATION – Fees and Financial Assistance for records relating to financial information and support, including loan schemes, for students.</p>	
11.1.	Accommodation Services	<i>The activities associated with the provision of residential services and strategic management of student housing initiatives.</i>	
11.1.1.	Accommodation Services	Records relating to major initiatives in student accommodation or residential colleges.	PERMANENT
11.1.2.	Accommodation Services	Records relating to the routine management of student accommodation and residential colleges, eg schedule of fees, codes of conduct, etc.	TEMPORARY Destroy 5 years after last action
11.1.3.	Accommodation Services	Tenancy agreements and successful applications for student accommodation.	TEMPORARY Destroy 8 years after action completed
11.1.4.	Accommodation Services	Unsuccessful applications for student accommodation.	TEMPORARY Destroy 1 year after semester ends
11.2.	Careers and Employment	<i>The activities associated with providing advice to students on career opportunities and pathways.</i>	



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
11 STUDENT SERVICES			
11.2.1.	Careers and Employment	Client records relating to careers counselling. Includes client files.	TEMPORARY Destroy 5 years after last action or after graduation, whichever is later.
11.2.2.	Careers and Employment	Affiliation agreements between the University and a workplace.	TEMPORARY Destroy 8 years after action completed
11.2.3.	Careers and Employment	General information relating to the collection and dissemination of careers information. Includes interaction with providers and employers, employment opportunities, seminars and mentoring.	TEMPORARY Destroy 1 year after last action
11.2.4.	Careers and Employment	Appointment registers.	TEMPORARY Destroy 2 years after last action
11.3.	Child Care Services	<i>The provision of child care services to students.</i>	
11.3.1.	Child Care Services	Records relating to the establishment or acquisition and ongoing management of entities, including minutes, reports, proposal, business case, constitution.	PERMANENT
11.3.2.	Child Care Services	Records relating to routine interaction between the university and the entity, eg appointment of directors, amendments to constitution, agreements, reporting requirements.	TEMPORARY Destroy 7 years after sale or wind up
11.3.3.	Child Care Services	Records relating to the provision of child care programs or activities.	TEMPORARY Destroy 8 years after action completed



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
11 STUDENT SERVICES			
11.3.4.	Child Care Services	Client records relating to child care services. Includes client files.	TEMPORARY Destroy 15 years after action completed. If client file includes details of a minor, destroy 30 years after action completed.
11.3.5.	Child Care Services	Appointment registers.	TEMPORARY Destroy 2 years after last action
11.4.	Clubs and Associations	<i>The activities associated with the operation of student clubs and societies within the University.</i>	
11.4.1.	Clubs and Associations	Records relating to the establishment and operation of University student clubs.	PERMANENT
11.4.2.	Clubs and Associations	Records relating to routine arrangements with student clubs and societies.	TEMPORARY Destroy 2 years after last action
11.5.	Counselling	<p><i>The activities associated with providing personal, academic and general counselling services and associated programs to students and staff.</i></p> <p><i>See 11.2 STUDENT SERVICES – Careers and Employment for records relating to careers counselling.</i></p> <p><i>See also 11.7 STUDENT SERVICES – Health Services.</i></p>	
11.5.1.	Counselling	Records relating to the provision of counselling programs or activities.	TEMPORARY Destroy 3 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
11 STUDENT SERVICES			
11.5.2.	Counselling	Client records relating to counselling services. Includes client files.	TEMPORARY Destroy 15 years after action completed. If client file includes details of a minor, destroy 30 years after action completed.
11.5.3.	Counselling	Appointment registers.	TEMPORARY Destroy 2 years after last action
11.6.	Disability Equity and Diversity Support	<i>The activities associated with the provision of services related to disability, equity and/or diversity support.</i>	
11.6.1.	Disability Equity and Diversity Support	Records relating to major initiatives in disability equity and diversity support services.	PERMANENT
11.6.2.	Disability Equity and Diversity Support	Records relating to the provision of disability, equity and/or diversity programs or activities.	TEMPORARY Destroy 3 years after last action
11.6.3.	Disability Equity and Diversity Support	Client records relating to disability, equity and/or diversity services. Includes client files.	TEMPORARY Destroy 15 years after action completed. If client file includes details of a minor, destroy 30 years after action completed
11.6.4.	Disability Equity and Diversity Support	Appointment registers.	TEMPORARY Destroy 2 years after last action
11.7.	Health Services	<i>The provision of medical and nursing services where the service is directly provided by the University or where for other reasons (such as an agreement) the University has a right to control the records.</i>	
<i>See also 11.5 STUDENT SERVICES – Counselling.</i>			



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
11 STUDENT SERVICES			
11.7.1.	Health Services	Records relating to the provision of health services to students.	TEMPORARY Destroy 15 years after action completed
11.7.2.	Health Services	Client records relating to health services. Includes client files of both adults and minors.	TEMPORARY Destroy 30 years after action completed.
11.7.3.	Health Services	Appointment registers.	TEMPORARY Destroy 2 years after last action
11.7.4.	Health Services	Records relating to the accreditation of the medical practice. Includes licences and permits, policy manual, certificate, etc.	TEMPORARY Destroy 5 years after license or permit expires
11.7.5.	Health Services	Agreements or contracts under seal (specialty) with service providers.	TEMPORARY Destroy 17 years after action completed
11.7.6.	Health Services	Agreements or contracts not under seal (simple) with service providers.	TEMPORARY Destroy 8 years after action completed
11.8.	Learning Skills	<i>The activities associated with assisting or supporting students with their learning.</i>	
11.8.1.	Learning Skills	Records relating to the provision of programs or activities that enhance learning skills.	TEMPORARY Destroy 8 years after action completed
11.8.2.	Learning Skills	Records relating to learning skills services, including one on one and group provision.	TEMPORARY Destroy 5 years after last action
11.8.3.	Learning Skills	Appointment registers.	TEMPORARY Destroy 2 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
11 STUDENT SERVICES			
11.9.	Orientation	<i>The activities associated with programs designed to provide students with an introduction to University services and activities to assist with enrolment into academic programs.</i> <i>See 2.3 COMMUNITY ENGAGEMENT – Event Management for records relating specifically to open days.</i>	
11.9.1.	Orientation	Records relating to the provision of student orientation programs.	TEMPORARY Destroy 3 years after last action
11.10.	Policy and Procedures	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the University’s operating standards are determined. Also includes the activities associated with the standard methods of operating laid down by the University.</i>	
11.10.1.	Policy and Procedures	Records regarding the formulation of University policies relating to student services. Includes master copy of proposals adopted, consultation papers, final reports.	PERMANENT
11.10.2.	Policy and Procedures	Low level administrative records relating to the formulation of policy. Includes drafts, working papers, reference copies of other agencies’ policies and proposals not adopted.	TEMPORARY Destroy 2 years after last action
11.10.3.	Policy and Procedures	Records relating to operational procedures. Includes manuals, handbooks, instructions, etc.	PERMANENT
11.10.4.	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	TEMPORARY Destroy 2 years after last action



Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
11 STUDENT SERVICES			
11.11.	Recreational Services	<p><i>The provision of services to support recreational, sporting and leisure activities for students.</i></p> <p><i>See 8.2 PROPERTY AND FACILITIES MANAGEMENT – Grounds Management for records relating to the management of grounds, ovals, premises, etc.</i></p> <p><i>See 11.4 STUDENT SERVICES – Clubs and Associations for records relating to sporting clubs.</i></p>	
11.11.1.	Recreational Services	Records relating to the provision of recreational programs and activities. Includes the provision of information.	TEMPORARY Destroy 5 years after last action
11.12.	Religious Support	<p><i>The activities associated with providing pastoral care and religious support to students and staff of the University.</i></p>	
11.12.1.	Religious Support	Records relating to the provision of spiritual support services to students.	TEMPORARY Destroy 15 years after action completed
11.12.2.	Religious Support	Records relating to the appointment of individuals to provide religious support, when the individual is not a staff member.	TEMPORARY Destroy 10 years after cessation of appointment
11.13.	Transition Programs	<p><i>The activities associated with managing programs designed to assist prospective students in the move from other levels of education to the University.</i></p>	
11.13.1.	Transition Programs	Records relating to the implementation of transition programs, eg student peer networking and mentor programs.	TEMPORARY Destroy 15 years after action completed



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