

# STATE RECORDS

of South Australia

## General Disposal Schedule No. 24 Version 5

### South Australian Universities

This General Disposal Schedule (GDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the *State Records Act 1997*.

<b>Disposal Authority No</b>	GDS 24 Version 5	
<b>Disposal Authority Type</b>	General Disposal Schedule	
<b>Organisation/s</b>	South Australian Universities, University of Adelaide, Flinders University and University of South Australia.	
<b>Disposal Authority Scope</b>	South Australian Universities functions and activities.	
<b>Records Coverage Dates</b>	Records created or received: University of Adelaide from 1874, Flinders University from 1966 and UniSA from 1991.	
<b>Exclusions</b>	Records of the former sold University of Adelaide Unicare Health Services – agency and records status yet to be determined.  Excludes predecessor agency's records.	
<b>Effective Dates</b>	8 May 2023 to 8 May 2028	
<b>Disposal Authority Status</b>	Determined by Director and approved by State Records Council 8 May 2023.	
<b>Associated Disposal Authorities</b>	This GDS needs to be used in conjunction with GDS 30 (as amended) for South Australian Universities administrative/common functions.	



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# Introduction

## Scope

This General Disposal Schedule (GDS) applies to records made and received by the relevant Universities in South Australia - University of Adelaide, Flinders University and University of South Australia.

The GDS applies to official records in all formats including those that were born digital in databases, email systems, office applications, digital cameras and video as well as to records on paper, film, tape and other analogue media.

## Objectives

The purpose of the GDS is to authorise the disposal of records including:

- identifying as State archives those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference to ensure that members of the public have access to them (identified as Permanent – Retain as State archives). These records will eventually be transferred to State Records custody in accordance with the Transfer of Official Records Standard.
- identifying records as temporary, those records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account (identified as Temporary– retain for a specific minimum period of time then destroy).
- authorising the destruction of records not of enduring evidential or information value (identified as Temporary) after they have been retained a minimum period
- to reduce risks from not having records as evidence, whilst allowing agencies to determine how long the records should be retained to meet their specific circumstances
- providing agencies with greater flexibility in how they classify and manage records in the digital and physical environments
- replacing superseded General Disposal Schedules from the date the GDS was approved by State Records Council

Under the *State Records Act 1997* agencies may not dispose of official records except in accordance with a determination made by the Director of State Records with the approval of State Records Council. The GDS is a disposal determination under the Act.

One exception is the destruction of records as part of normal administrative practices (known as NAP). Applying the NAP rule should be used carefully, as what constitutes an ephemeral record can vary depending on the business process. It is primarily intended to permit disposal of ephemeral records that might technically be official records under the State Records Act definition but that have no ongoing value to agencies and where common sense suggests the document does not need to be saved into a records system.

Agencies can develop a records disposal schedule (RDS) to cover any records not covered by the GDS, including objects that fall within the definition of official records under the State Records Act.

South Australian Universities must only dispose of official records in accordance with a determination made by the Director of State Records with the approval of State Records Council.

### **Other disposal schedules applicable**

Administrative/common functions to South Australian Universities are covered in GDS30 (as amended).

Hardcopy temporary value source records of any age, and permanent value records dating from 1 January 2005, that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 v5 (as amended) are met.

State Records also issues general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check our website <https://archives.sa.gov.au/managing-information/archiving-transfer-and-disposal/disposal/general-disposal-schedules-gds>

### **Interpretation**

The GDS establishes minimum periods before digital and hardcopy records can be legally destroyed.

### **Compliance with the Determination**

Failure to comply with the determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.

### **Retain a record of records destroyed under this GDS**

Agencies must keep their own record of all records destroyed under this GDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the Destruction of Official Records Guideline issued by State Records of South Australia.

### **Records do not have to be destroyed once retention periods are reached**

There is no requirement for agencies to destroy temporary value records once they have reached their minimum retention period.

### **Retention periods are minimum only, and can be extended to meet identified risks**

Retention periods for temporary records in the GDS are minimum periods only. Agencies can increase the retention periods where applicable to meet their specific business needs and risk profile. Ideally, extensions of retention periods should be justified in terms of an internal risk assessment and signed off by management as the additional period can have significant cost implications for storage of the records. Governance, legal and risk staff may be aware of legal matters or investigations that provide reasons for longer retention of records. However, retaining records longer 'just in case' should be avoided.

### **Retention periods should be extended when necessary**

The analysis of retention requirements underpinning the GDS was undertaken at a specific point in time and aims to allow agencies to have flexibility in retention of records by identifying a minimum period. As the regulatory environment changes daily, and new risks can arise at any time, it is important that agencies extend retention periods where there is a clear reason for doing so including:

- in response to requests for information under Freedom of Information, subpoena, or legal discovery
- where there are allegations which lead to, or may lead to, litigation, reviews, investigations, inquests, royal commissions or inquiries or audits of processes and practices
- if legislation or regulations change and there are new specific or implied legal requirements for retention of records
- when there is a disposal freeze applied to records, often as a result of royal commissions or inquiries.

### **Temporary records may be retained within agency run local history collections**

Some records are not seen as having State-wide enduring value but may nevertheless have value to the agency and community. Temporary value records may be retained for historical purposes in an agency run library, heritage centre or history collection. However, the records must be managed in accordance with legal and policy requirements and must remain in official custody and not sold or given to third parties such as a local history group without authorisation by State Records.

**There is no requirement to create records identified, if not needed**

Agencies do not need to create records based on the GDS. The GDS provides authorisation to dispose of records which may have been made or received. If an agency does not create a specific record mentioned in the GDS the agency may however want to check with management whether or not the records actually do exist, or whether they should exist to meet a legal requirement.

**Records can be organised to suit business needs**

Agencies have different systems for arranging and managing the records they make and receive, including different business classification schemes or file plans for organising records in digital or physical filing systems. The organisation of records should make sense to workers and support the needs of the business. Classifications or file containers can be mapped to disposal actions in GDS 40 and a business rule applied for disposal of the records.

**Disposal periods can be used to guide recordkeeping practices**

Understanding the value of records and how long they must be kept can be used to guide recordkeeping practices, although there is no obligation to change practices. For example, records with different retention periods may be saved into different files for efficient storage and management.

**Use the longest retention period rather than culling files**

Where a file comprises records with different retention periods, it is generally appropriate to select the longest retention period rather than disturb the integrity of the file. However, if only one document needs to be retained permanently on a file comprising 10 volumes, agencies should re-consider how the records are organised and improve their recordkeeping systems for efficient storage and management.

**Completing actions and matters is generally the trigger for starting the retention periods**

Retention periods generally start counting once an action has been completed, which means the matter has been finalised. This should be interpreted in the context of the business process. Sometimes the trigger is when a contract, agreement or document such as a policy expires or is superseded. Generally, accessing a record, making a copy of a record, or catching up on filing of records should not extend the minimum period. If the same matter is reactivated and records are added to the file then the retention period should start counting again. A new or related matter should not be added to an existing file. Instead a new file should be created for each new or related matter.

**Records should be resentenced when due for review, destruction or transfer**

Where a disposal action in the GDS is different to superseded GDS' a new 'sentence' will apply to records that have not yet been destroyed or transferred to State Records' custody. In these cases, it is most likely to be easiest to apply a new sentence ('re-sentence')

when reviewing the records for destruction or transfer. Re-sentencing should be done in bulk where possible, and as an intellectual task that is documented in a records management system, in a file note, or in a records access and description list, rather than manually updating file covers or box labels. It is important that records are disposed of legally and that authorised disposal is documented for accountability purposes if ever there are questions about the whereabouts of the records.

#### **Dispose of records based on records contents not titles**

Not all staff will add records to the correct file and sometimes routine matters can escalate or evolve into a legal issue requiring a change of retention. Therefore some checking of files is important to ensure records are sentenced and disposed of correctly. Record examples used in the GDS are indicative only.

#### **Records not covered must not be destroyed without authorisation**

Not all records will be covered by the GDS. Sometimes agencies will have unique records that are not included. Agencies holding records that are not covered by the GDS will need to seek authorisation from State Records and State Records Council before destroying them.

#### **Permanent value applies regardless of the age of the records**

Records identified as permanent value should be treated as permanent regardless of age and may be transferred to State Records' custody under the GDS. 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.

### **Implementation**

The GDS can be implemented in a number of ways depending on the format of records and systems used to manage them.

#### **Records in Electronic Document and Records Management Systems (EDRMS)**

Agencies with an EDRMS can import the GDS into the 'disposal schedule' function of the application so that it can be applied to records saved into the EDRMS. Generally disposal schedules in an EDRMS are applied to containers for records rather than individual items. The source of every disposal schedule in the EDRMS should be included so it can be traced back to a specific entry in the GDS. The GDS items should be made inactive in the EDRMS, rather than deleted, as they may provide important evidence of the justification for prior disposal of records.



### **Records in Business Systems**

Typically few business systems have the required functionality for managing disposal of the records created within the system. If there is no disposal functionality within the business system, the GDS can be implemented manually for example:

- identify the records in the business system
- identify the relevant item/s in the GDS that apply to the records
- work with ICT to define, agree and implement a process for deleting records that do not need to be retained, and ensuring records that do need to be retained will remain accessible for the minimum retention period. This can be managed as a batch process.
- document the authorisation and disposal of the records.

Digital records of long term temporary or permanent value will need to be migrated across hardware and software applications so that they remain readable and accessible until they can be disposed of. Deleting digital records should ideally be undertaken so that the record cannot be recovered.

### **Physical records**

Minimum retention periods and disposal actions may be recorded on file covers of physical records when they are created (sentencing on creation), or at the time they are reviewed as part of a managed disposal program. If the disposal action changes, it is not essential to update the file covers as long as the records are retained for the required minimum period, and the destruction is authorised and documented. Standard methods for destruction of paper records are shredding, pulping or other environmentally friendly methods. Agencies should keep evidence of the destruction of physical records, such as a destruction certificate.

### **Damaged or inaccessible records**

Physical records damaged by fire, flood, mould, etc and digital records which may have become unreadable and inaccessible cannot be destroyed earlier than as specified in the GDS without seeking a determination from the Director with approval of State Records Council.

**For more information**

Refer to State Records website at [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

**State Records contact details**

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## Layout

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

### Function

*GDS 24* is divided into a number of functions:

- Collection 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 30* (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.	<b>COMMUNITY ENGAGEMENT</b>	<b>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...</b>	
2.1	<b>Alumni Relations</b>	<i>The activities associated with developing and maintaining a relationship with the University's graduate cohort.</i>	
2.1.1	Alumni Relations	<b>Records relating to the establishment and ongoing management of alumni chapters and graduate organisations.</b>	<b>PERMANENT</b>

### 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 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. <i>National Archives of Australia, Administrative Functions Disposal Authority.</i>
Last action	A disposal action referring to the date of the last recorded action. <i>National Archives of Australia, Administrative Functions Disposal Authority.</i>
Non-significant	Events, policy, projects or programs that may involve <ul style="list-style-type: none"> <li>• matters that result in only a minor change</li> <li>• minor operational details</li> <li>• routine matters and which do not result in outcomes defined under the term 'significant'.</li> </ul>
Significant	Events, policy, project or programs that may result in <ul style="list-style-type: none"> <li>• major environmental impact</li> <li>• profound change to lives of individuals</li> <li>• political or legal ramifications</li> <li>• considerable expenditure, financial commitment or revenue generation</li> <li>• major changes or reversal of agency policy or operations</li> <li>• state, national or international reaction</li> <li>• public reaction or sensitivity</li> <li>• social impact.</li> </ul>

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## Functions and Activities in GDS 24 Version 5

No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>1</b>	<b>COLLECTION MANAGEMENT</b>	<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 30 v2 (as amended):3.4 COMMUNITY RELATIONS – Enquiries for records relating to User Education.</p> <p>See GDS 30 v2 (as amended):9.7 INFORMATION MANAGEMENT – Intellectual Property for records relating to intellectual property, including copyright, patents, copying of items by library members, etc.</p>		
<b>1.1</b>	<b>Access</b>	<p><i>The process of facilitating use of the University's archival and historical collections.</i></p> <p>See GDS 30 v2 (as amended):3.4 for records relating to the handling of requests for information about the University and its services.</p>		
1.1.1	Access	Records relating to the process of applying to access University collections e.g. applications, access conditions, register of access.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>1.2</b>	<b>Acquisition</b>	<i>The process of gaining ownership or use of collection items through purchase, requisition, donation or commission.</i>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
1.2.1	Acquisition	Records relating to the acquisition of items for a collection by means of purchase. Excludes library items.	<b>PERMANENT</b>	Retain as State archives.
1.2.2	Acquisition	Records relating to the commissioning of works for the University, including art work and publications.	<b>PERMANENT</b>	Retain as State archives.
1.2.3	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.	<b>PERMANENT</b>	Retain as State archives.
1.2.4	Acquisition	Records relating to the acquisition of external publications and library materials, including subscriptions to journals, orders, approvals etc.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>1.3</b>	<b>Collection Control</b>	<p><i>The activities associated with creating and maintaining control mechanisms for managing University collections.</i></p> <p><i>See GDS 30 v2 (as amended):9.2.5 for records relating to control of routine library collections.</i></p>		
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.	<b>PERMANENT</b>	Retain as State archives.
1.3.2	Collection Control	Records relating to the receipt (accessioning) of items for a University collection.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>1.4</b>	<b>Collection Disposal</b>	<p><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></p> <p><i>See GDS 30 v2 (as amended):9.4.5 INFORMATION MANAGEMENT – Disposal for records relating to the disposal of library materials.</i></p>		
1.4.1	Collection Disposal	Records relating to the disposal arrangements of collections or items within a collection.	<b>PERMANENT</b>	Retain as State archives.
<b>1.5</b>	<b>Exhibitions and Events</b>	<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><b>See Also: 1.7 COLLECTION MANAGEMENT – Loans for records relating to the loan of items for exhibitions and displays.</b></p> <p><b>See Also: 2.4 COMMUNITY ENGAGEMENT – Outreach Programs.</b></p>		
1.5.1	Exhibitions and Events	Records relating to the management of significant functions, ceremonies, exhibitions, displays and other special occasions.	<b>PERMANENT</b>	Retain as State archives.
1.5.2	Exhibitions and Events	Records relating to the management of non-significant/less significant functions, ceremonies, exhibitions, displays and other special occasions.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
1.5.3	Exhibitions and Events	Consolidated record of significant exhibitions or events, e.g. programmes, photographs, recordings, media releases, copies of speeches.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
1.5.4	Exhibitions and Events	Consolidated record of non-significant exhibitions or events, e.g. programmes, photographs, recordings, media releases, copies of speeches.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>1.6</b>	<b>Library Lending</b>	<i>The activities associated with the lending of library items, including membership, inter-library loans, reserve and multi-media.</i>		
		<b>See Also: 1.7 COLLECTION MANAGEMENT - Loans</b>		
1.6.1	Library Lending	Records relating to the circulation, lending and returns of items by Library patrons.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
1.6.2	Library Lending	Records relating to inter-library loans.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy
1.6.3	Library Lending	Low level administrative records relating to borrowing and use of library items, including reciprocal loans.	<b>TEMPORARY</b>	Retain a minimum of 3 months after action completed, then destroy.
<b>1.7</b>	<b>Loans</b>	<i>The activities associated with the lending of collection items to and by the University, excluding library lending.</i>		
		<b>See Also: 1.5 COLLECTION MANAGEMENT – Exhibitions and Events.</b>		
		<b>See Also: 1.6 COLLECTION MANAGEMENT – Library Lending.</b>		
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.	<b>TEMPORARY</b>	Retain a minimum of 17 years after agreement or contract expires, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
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.	<b>TEMPORARY</b>	Retain a minimum of 8 years after agreement or contract expires, then destroy.
1.7.3	Loans	Records relating to the loan of collection items (excluding agreements and contracts) from other institutions.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
1.7.4	Loans	Agreements or contracts under seal (specialty) relating to the lending of collection items owned by the University to other institutions.	<b>TEMPORARY</b>	Retain a minimum of 17 years after agreement or contract expires, then destroy.
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.	<b>TEMPORARY</b>	Retain a minimum of 8 years after agreement or contract expires, then destroy.
1.7.6	Loans	Records relating to the loan of collection items (excluding agreements and contracts) to other institutions.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy
<b>1.8</b>	<b>Preservation</b>	<i>The activities involved in the storage, protection and maintenance of University collections.</i>		
1.8.1	Preservation	Records relating to conservation projects. Includes conservation surveys, conservation plans, and services of consultants.	<b>PERMANENT</b>	Retain as State archives.
1.8.2	Preservation	Records relating to general preservation activities such as environmental control and pest treatment for storage areas.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
1.8.3	Preservation	Records relating to the storage of items in a collection.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>1.9</b>	<b>Valuation</b>	<p><i>The activities associated with the valuation of collections and items.</i></p> <p><i>See GDS 30 v2 (as amended):13.22.5 STRATEGIC MANAGEMENT – Reporting for periodic financial reporting requirements relating to values</i></p>		
1.9.1	Valuation	Records relating to the valuation of collections, including master copies of surveys, reports and plans.	<b>PERMANENT</b>	Retain as State archives.
1.9.2	Valuation	Low level administrative records relating to valuations, including arrangements.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>2</b>	<b>COMMUNITY ENGAGEMENT</b>	<p><b>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.</b></p> <p><b>See GDS 30 v2 (as amended):13.12 STRATEGIC MANAGEMENT – Joint Ventures for records relating to Collaborative and Joint Ventures.</b></p> <p><b>See GDS 30 v2 (as amended):3.7 COMMUNITY RELATIONS – Liaison for records relating to liaison with community groups and professional associations.</b></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
		<p><b>See GDS 30 v2 (as amended):3.3 COMMUNITY RELATIONS – Conferences for records relating to public conferences and seminars either delivered externally or by the University to the general community.</b></p> <p><b>See GDS 30 v2 (as amended):12.x PUBLICATION – various for records relating to the preparation, production, printing, marketing and supply of publications.</b></p> <p><b>See GDS 30 v2 (as amended):3.8 – Marketing for records relating to the promotion of University products and services.</b></p> <p><b>See GDS 30 v2 (as amended):3.12 COMMUNITY RELATIONS – Visits for records relating to visits.</b></p> <p><b>See Also: 11.10 STUDENT SERVICES – Orientation.</b></p>		
<b>2.1</b>	<b>Alumni Relations</b>	<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 the establishment and ongoing management of alumni chapters and graduate organisations.	<b>PERMANENT</b>	Retain as State archives.
2.1.2	Alumni Relations	Low level administrative records including routine interaction and arrangements.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>2.2</b>	<b>Donations and Bequests</b>	<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>		
		<b>See Also: 1.2 COLLECTION MANAGEMENT – Acquisitions.</b>		
		<b>See Also: 3.2 FINANCE MANAGEMENT – Donation Management.</b>		
		<b>See Also: 3.3 FINANCE MANAGEMENT – Estate (Bequest) Management.</b>		
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.	<b>PERMANENT</b>	Retain as State archives.
2.2.2	Donations and Bequests	Records relating to routine donations made by the University and/or its staff.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy/
2.2.3	Donations and Bequests	Source records entered into systems for registering details of donations containing financial details and other personal information.	<b>TEMPORARY</b>	Retain a minimum of 1 year after entry into system, then destroy.
<b>2.3</b>	<b>Fundraising Campaigns</b>	<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.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
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.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>2.4</b>	<b>Outreach Programs</b>	<p><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></p> <p><i>See GDS 30 v2 (as amended):1.x COMMUNITY RELATIONS – various.</i></p> <p><b>See Also: 1.5 COLLECTION MANAGEMENT – Exhibitions and Events</b></p>		
2.4.1	Outreach Programs	Records relating to organising public lectures. Includes annual program and invitations to speak.	<b>TEMPORARY</b>	Retain a minimum of 2 years after lecture, then destroy.
2.4.2	Outreach Programs	Transcripts of lectures that are funded by subscription or bequest.	<b>PERMANENT</b>	Retain as State archives.
2.4.3	Outreach Programs	Transcripts of lectures that are not funded by subscription or bequest.	<b>TEMPORARY</b>	Retain a minimum of 1 year after lecture, then destroy.
2.4.4	Outreach Programs	<p>Records relating to the management of University information and open days and outreach programs, including program development, implementation and evaluation.</p> <p>See GDS 30 v2 (as amended):12.3.1 PUBLICATION - Production for open day programmes.</p>	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>2.5</b>	<b>Volunteer Management</b>	<i>The activities involved in the management of volunteers within the University and at events promoting the University.</i>		
2.5.1	Volunteer Management	Volunteer register.	<b>PERMANENT</b>	Retain as State archives.
2.5.2	Volunteer Management	Low level administrative records relating to the management of volunteer programs. Includes volunteer registration forms, arrangements.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>3</b>	<b>FINANCE MANAGEMENT</b>	<p><b>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.</b></p> <p><b>See GDS 30 v2 (as amended):6.x FINANCIAL MANAGEMENT – various for records relating to accounting, asset management, auditing, banking, budget, cost recovery, payroll, planning, procurement, reporting and taxation.</b></p> <p><b>See Also: 10.7 STUDENT ADMINISTRATION – Fees and Financial Assistance for records relating to Student Loans.</b></p>		
<b>3.1</b>	<b>Agreements</b>	<i>The activities associated with the establishment, maintenance, review and negotiation of agreements (Keyword AAA).</i>		
3.1.1	Agreements	Register of contracts, agreements and/or memoranda of understanding.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>3.2</b>	<b>Donation Management</b>	<i>The activities associated with the process of financially managing donations to the University.</i>  <i>See 2.2.1 COMMUNITY ENGAGEMENT – Donations and Bequests for Estate Registers/Systems.</i>		
3.2.1	Donation Management	Records relating to significant donations (>\$50,000) to the University.	<b>PERMANENT</b>	Retain as State archives.
3.2.2	Donation Management	Records relating to routine donations made to the University.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>3.3</b>	<b>Estate (Bequest) Management</b>	<i>The activities associated with the process of managing bequeathed estates.</i>  <i>See 2.2.1 COMMUNITY ENGAGEMENT – Donations and Bequests for Estate Registers/Systems.</i>		
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.	<b>PERMANENT</b>	Retain as State archives.
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.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>3.4</b>	<b>Funds Management</b>	<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.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>3.5</b>	<b>Grants</b>	<i>The activities associated with administering grants either funded or distributed by the University, excluding research grants.</i>  <i>See 9.17 RESEARCH – Research Grants for research grants funded or distributed by the University.</i>  <i>See GDS 30 v2 (as amended):6.7 FINANCIAL MANAGEMENT – Grant Funding or 9.14 RESEARCH – Project Management for grants received by the University.</i>		
3.5.1	Grants	Records relating to the establishment and ongoing management of University grant funding programs.	<b>PERMANENT</b>	Retain as State archives.
3.5.2	Grants	Low level administrative records relating to the administration of University grant funding programs, including periodic reports, drafts.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
3.5.3	Grants	Records relating to successful grant applications.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
3.5.4	Grants	Records relating to unsuccessful grant applications.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>3.6</b>	<b>Superannuation</b>	<i>The process of administering University sponsored and other superannuation schemes.</i>  <i>See GDS 30 v2 (as amended):13.17 STRATEGIC MANAGEMENT – Policy for policy relating to superannuation.</i>		
3.6.1	Superannuation	Records relating to the management of university sponsored superannuation schemes, e.g. Board minutes.	<b>PERMANENT</b>	Retain as State archives.
3.6.2	Superannuation	Records relating to the financial management of other external superannuation schemes, e.g. SSAU, TESS, UniSuper.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
3.6.3	Superannuation	Member files for superannuation schemes sponsored by the University.	<b>TEMPORARY</b>	Retain a minimum of 100 years after date of birth, then destroy.
3.6.4	Superannuation	Member files for other external superannuation schemes.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>3.7</b>	<b>Tender Submissions</b>	<i>The activities involved in responding to invitations to tender from other organisations.</i>		
3.7.1	Tender Submissions	Records relating to the submission of tenders to other organisations. Includes successful expressions of interest.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
3.7.2	Tender Submissions	Records relating to unsuccessful tenders and expressions of interest which do not result in an invitation to tender.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>4</b>	<b>GOVERNANCE</b>	<p><b>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.</b></p> <p><b>See GDS 30 v2 (as amended):13.25 STRATEGIC MANAGEMENT – Risk Management for records relating to business continuity and the prevention of economic loss.</b></p> <p><b>See GDS 30 v2 (as amended):13.25 STRATEGIC MANAGEMENT – Risk Management for records relating to disaster preparedness</b></p> <p><b>See GDS 30 v2 (as amended):13.5 STRATEGIC MANAGEMENT – Committees for records relating to committees and advisory groups.</b></p> <p><b>See GDS 30 v2 (as amended):13.4 STRATEGIC MANAGEMENT – Authorisation for records relating to delegations of authority.</b></p> <p><b>See GDS 30 v2 (as amended):6.8 FINANCIAL MANAGEMENT – Insurance for records relating to insurance.</b></p> <p><b>See GDS 30 v2 (as amended):13.3 STRATEGIC MANAGMENT – Audit for records relating to internal auditing.</b></p> <p><b>See GDS 30 v2 (as amended):13.6 STRATEGIC MANAGEMENT for records relating to compliance.</b></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
		<p><b>See GDS 30 v2 (as amended):11.x LEGAL SERVICES – various for records relating to legal matters.</b></p> <p><b>See GDS 30 v2 (as amended):13.14 STRATEGIC MANAGEMENT – Meetings for records relating to meetings.</b></p> <p><b>See GDS 30 v2 (as amended):13.24 STRATEGIC MANAGEMENT – Restructuring for records relating to a University’s organisation structure.</b></p> <p><b>See GDS 30 v2 (as amended):13.16 STRATEGIC MANAGEMENT – Planning for records relating to planning.</b></p> <p><b>See GDS 30 v2 (as amended):13.3 STRATEGIC MANAGEMENT – Audit for records relating to quality assurance audits conducted internally.</b></p> <p><b>See 4.1 GOVERNANCE – Audit for records relating to audits conducted by external bodies.</b></p> <p><b>See 5.4 HUMAN RESOURCES – Elections (Staff) for staff elections as office-bearers, representatives, and heads of departments.</b></p> <p><b>See 10.4 STUDENT ADMINISTRATION – Elections (Students) for records relating to student elections.</b></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>4.1</b>	<b>Audit - External</b>	<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><i>See GDS 30 v2 (as amended):13.3 STRATEGIC MANAGEMENT – Audit for records relating to quality assurance audits conducted internally.</i></p>		
4.1.1	Audit - External	Final reports of audits conducted by external bodies, e.g. AUQA.	<b>PERMANENT</b>	Retain as State archives.
4.1.2	Audit - External	Records relating to audits, including quality assurance, conducted by external bodies, e.g. AUQA. Includes low level administrative records relating to the preparation for audits, schedules of audits, etc.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>4.2</b>	<b>Controlled Entities</b>	<p><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></p>		
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.	<b>PERMANENT</b>	Retain as State archives.
4.2.2	Controlled Entities	Records relating to routine interaction between the university and the entity.	<b>TEMPORARY</b>	Retain a minimum of 7 years after sale or windup, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>4.3</b>	<b>Corporate Identity</b>	<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, e.g. letterhead, coat of arms, testamurs, common seal, logo, crest.	<b>PERMANENT</b>	Retain as State archives.
4.3.2	Corporate Identity	Records relating to the protection of the University's identity, including registration of seal, trademarks, applications and approval.	<b>PERMANENT</b>	Retain as State archives.
4.3.3	Corporate Identity	Records relating to the use of the University seal.	<b>PERMANENT</b>	Retain as State archives.
4.3.4	Corporate Identity	Records relating to the application and approval to use the University's identity objects, e.g. crest, motto, logo.	<b>PERMANENT</b>	Retain as State archives.
4.3.5	Corporate Identity	Records relating to the falsification or misuse of corporate identity, e.g. fraudulent use of web content, falsified transcripts.	<b>PERMANENT</b>	Retain as State archives.
<b>4.4</b>	<b>Government Liaison</b>	<i>The activities associated with general interaction with all levels of government that do not include formal agreements or joint ventures.</i>  <i>See GDS 30 v2 (as amended):7.x GOVERNMENT RELATIONS – various and GDS 30 v2 (as amended):13.x STRATEGIC MANAGEMENT – various for other records relating to the University's relationship with other Universities, local, state and federal governments.</i>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
4.4.1	Government Liaison	Records relating to liaison with government, including collaboration on projects.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
<b>4.5</b>	<b>Legislation - University</b>	<i>The activities involved in the process of making laws, statutes and rules relating to the University.</i>		
4.5.1	Legislation - University	Master set of University Act, by-laws, statutes and rules.	<b>PERMANENT</b>	Retain as State archives.
4.5.2	Legislation - University	Records relating to the development of the University Act, by-laws, statutes and rules.	<b>PERMANENT</b>	Retain as State archives.
4.5.3	Legislation - University	Low level administrative records relating to the review and implementation of university legislation.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
4.5.4	Legislation - University	Records relating to the development and review of legislation not directly related to the university, including comments and submissions.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
4.5.5	Legislation - University	Copies of legislation not directly related to the university held for reference purposes.	<b>TEMPORARY</b>	Retain a minimum of 3 months after action completed, then destroy.
<b>4.6</b>	<b>Policy and Procedures</b>	<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>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
4.6.1	Policy and Procedures	Records relating to the formulation of University policies that have the authorisation of Council or Senior Management. Includes master copy of proposals adopted, consultation papers, final reports.	<b>PERMANENT</b>	Retain as State archives.
4.6.2	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.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
4.6.3	Policy and Procedures	Records relating to operational procedures. Includes master copy of circulars, manuals, handbooks, instructions, etc.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
4.6.4	Policy and Procedures	Low level administrative records relating to operational procedures. Includes working papers, drafts, reference copies.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
4.6.5	Policy and Procedures	Records relating to the formulation of other University policies	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
<b>4.7</b>	<b>Reporting</b>	<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>		
4.7.1	Reporting	Master copy of formal reports prepared by and for the University.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
4.7.2	Reporting	Master copy of University annual report.	<b>PERMANENT</b>	Retain as State archives.
4.7.3	Reporting	Responses to formal surveys conducted by University peak bodies, e.g. Group of Eight, Universities Australia, Knowledge Commercialisation Australasia, etc.	<b>PERMANENT</b>	Retain as State archives.
4.7.4	Reporting	Low level administrative records relating to the development of formal reports to external agencies.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
4.7.5	Reporting	Periodic internal reports on general administrative issues to monitor activities.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
4.7.6	Reporting	Responses to surveys as requested by other agencies.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
<b>4.8</b>	<b>Restructures</b>	<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 30 v2 (as amended):13.24 STRATEGIC MANAGEMENT – Restructuring for records relating to restructuring that does not involve institutional mergers.</i></p>		
4.8.1	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, e.g. committee minutes, reports and proposals.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
4.8.2	Restructures	Low level administrative records relating to institutional mergers.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
4.8.3	Restructures	Records relating to the design and establishment of Chairs/Schools.	<b>PERMANENT</b>	Retain as State archives.
<b>4.9</b>	<b>Review</b>	<i>The activities involved in re-evaluating or re-examining the processes, procedures and operations of the University.</i>  <i>See item 7.10 LEARNING AND TEACHING – Review for review of academic programs and courses/topics.</i>		
4.9.1	Review	Records relating to reviews of University operations and programs, including faculty, school and departmental reviews.	<b>PERMANENT</b>	Retain as State archives.
4.9.2	Review	Records relating to reviews of routine administrative services, procedures and systems.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>4.10</b>	<b>Sustainability Management</b>	<i>The activities associated with the evaluation and implementation of sustainable management practices, including energy and water use and other environment-related programs.</i>		
4.10.1	Sustainability Management	Records relating to the evaluation of the environmental impact of university activities and programs. Includes surveys, feasibility studies and ongoing monitoring.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
4.10.2	Sustainability Management	Records relating to the promotion of activities and programs designed to reduce the University's environmental impact.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
4.10.3	Sustainability Management	Master copies of formal proposals and reports relating to university sustainability management.	<b>PERMANENT</b>	Retain as State archives.
<b>5</b>	<b>HUMAN RESOURCES</b>	<p><b>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, insurance, staff development and equity and diversity initiatives.</b></p> <p><b>See GDS 30 v2 (as amended):5.x EMPLOYEE MANAGEMENT – various for records relating to committees, complaints, disciplinary action, equity and diversity, grievances, recruitment, remuneration/salaries, separation, superannuation.</b></p> <p><b>See GDS 30 v2 (as amended):13.x STRATEGIC MANAGEMENT – various for records relating to industrial relations matters.</b></p> <p><b>See GDS 30 v2 (as amended):5.17.x EMPLOYEE MANAGEMENT – Training - various for records relating to staff development, including staff surveys.</b></p>		
<b>5.1</b>	<b>Academic Promotion</b>	<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.	<b>TEMPORARY</b>	Retain a minimum of 100 years after date of birth, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
5.1.2	Academic Promotion	Records relating to unsuccessful applications for promotion.	<b>TEMPORARY</b>	Retain a minimum of 100 years after date of birth, then destroy.
5.1.3	Academic Promotion	Records relating to appeals against promotion decisions and appeal outcomes.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
<b>5.2</b>	<b>Appointment</b>	<p><i>The activities associated with the employment of academic and professional staff within the University.</i></p> <p><i>See GDS 30 v2 (as amended):3.12 COMMUNITY RELATIONS – Visits for visiting academic staff.</i></p> <p><i>See GDS 30 v2 (as amended):5.15 EMPLOYEE MANAGEMENT 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.	<b>PERMANENT</b>	Retain as State archives.
5.2.2	Appointment	Personnel files for senior executives whose position involves high-level strategic leadership, for example President and Vice-President.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
5.2.3	Appointment	<p>Personnel files for personnel in the following categories:</p> <ul style="list-style-type: none"> <li>employees who have made a major contribution to the community or have achieved considerable standing or notoriety</li> <li>employees whose appointment is of historical significance, e.g. First of its kind</li> <li>employees who were dismissed and whose manner of dismissal was extraordinary.</li> </ul>	<b>PERMANENT</b>	Retain as State archives.
5.2.4	Appointment	<p>Personnel files for all other appointments including casual staff, postgraduate scholarship holders, non-academic honorary status holders and accorded titles.</p> <p><i>See GDS 30 v2 (as amended):5.15 EMPLOYEE MANAGEMENT – Security for records relating to police checks.</i></p>	<b>TEMPORARY</b>	Retain a minimum of 100 years after date of birth or 7 years after termination of scholarship, whichever is the later, then destroy.
5.2.5	Appointment	Unsuccessful applications, including appointments not accepted.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
5.2.6	Appointment	Register of scholarships, including details of scholarship holders and period of the scholarship.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>5.3</b>	<b>Awards and Prizes</b>	<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 10.3 STUDENT ADMINISTRATION – Awards and Prizes and 10.11 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> <p><b>See Also: 5.5 HUMAN RESOURCES - Fellowships</b></p>		
5.3.1	Awards and Prizes	Consolidated register of recipients of awards and prizes.	<b>PERMANENT</b>	Retain as State archives.
5.3.2	Awards and Prizes	Records relating to the establishment, policies and conditions for internal awards and prizes for staff.	<b>PERMANENT</b>	Retain as State archives.
5.3.3	Awards and Prizes	Records relating to honours and awards conferred on University staff as tokens of distinction or achievement.	<b>PERMANENT</b>	Retain as State archives.
5.3.4	Awards and Prizes	Records relating to the establishment, policies and conditions for external awards and prizes to staff.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
5.3.5	Awards and Prizes	Successful applications and administrative arrangements for the delivery of specific awards and prizes.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
5.3.6	Awards and Prizes	Unsuccessful applications for specific awards and prizes.	<b>TEMPORARY</b>	Retain a minimum of 1 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>5.4</b>	<b>Elections - Staff</b>	<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.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
5.4.2	Elections - Staff	Records relating to electoral roll creation, maintenance and roll services.	<b>TEMPORARY</b>	Retain a minimum of 1 years after action completed, then destroy.
5.4.3	Elections - Staff	Records relating to the conduct of elections, e.g. ballot papers, results, tallysheets.	<b>TEMPORARY</b>	Retain a minimum of 6 months after action completed, then destroy.
<b>5.5</b>	<b>Fellowships</b>	<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 for awards and prizes awarded to students.</i>  <i>See 10.11 STUDENT ADMINISTRATION – Scholarships for scholarships awarded to students.</i>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
5.5.1	Fellowships	Consolidated register of recipients of fellowships.	<b>PERMANENT</b>	Retain as State archives.
5.5.2	Fellowships	Records relating to the establishment, policies, and conditions for internal fellowships.	<b>PERMANENT</b>	Retain as State archives.
5.5.3	Fellowships	Records relating to the establishment, policies and conditions for external fellowships.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
5.5.4	Fellowships	Successful applications and administrative arrangements for the delivery of specific fellowships.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
5.5.5	Fellowships	Unsuccessful applications for specific fellowships.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
<b>5.6</b>	<b>Staff Associations</b>	<i>The activities associated with a University's staff associations.</i>		
5.6.1	Staff Associations	Records relating to the proposal, establishment and dis-establishment of staff associations.	<b>PERMANENT</b>	Retain as State archives.
5.6.2	Staff Associations	Records relating to routine arrangements with staff clubs and associations.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>5.7</b>	<b>Staff Exchange Programs</b>	<i>The activities associated with administering staff exchange programs with other institutions.</i>		
5.7.1	Staff Exchange Programs	Records and agreements relating to staff exchange programs directly involving the University.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
5.7.2	Staff Exchange Programs	Records relating to routine arrangements with other institutions for staff exchange programs.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>5.8</b>	<b>Study Leave</b>	<i>The process of administering study leave programs.</i>		
5.8.1	Study Leave	Records relating to study leave for all academic and non-academic staff.		Retain in accordance with personnel file.
<b>6</b>	<b>INTERNATIONAL RELATIONS</b>	<p><b>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.</b></p> <p><b>See GDS 30 v2 (as amended):3.8 COMMUNITY RELATIONS – Marketing for records relating to marketing to international organisations.</b></p> <p><b>See GDS 30 v2 (as amended):3.12 COMMUNITY RELATIONS – Visits for records relating to visits involving international organisations.</b></p> <p><b>See 5.7 HUMAN RESOURCES – Staff Exchange for records relating to staff exchange programs.</b></p> <p><b>See 10.12 STUDENT ADMINISTRATION – Student Exchange for records relating to international student exchange.</b></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>6.1</b>	<b>Agreements</b>	<i>The activities associated with the establishment, maintenance, review and negotiation of agreements (Keyword AAA).</i>		
6.1.1	Agreements	Register of contracts, agreements and/or memoranda of understanding.	<b>PERMANENT</b>	Retain as State archives.
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.	<b>PERMANENT</b>	Retain as State archives.
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.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
<b>6.2</b>	<b>Liaison</b>	<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.	<b>PERMANENT</b>	Retain as State archives.
6.2.2	Liaison	Records relating to routine interaction and arrangements with international organisations.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>7</b>	<b>LEARNING AND TEACHING</b>	<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 30 v2 (as amended):13.12 STRATEGIC MANAGEMENT – Joint Ventures for records relating to collaborative/joint ventures and industry liaison.</p> <p>See GDS 30 v2 (as amended):13.5 STRATEGIC MANAGEMENT – Committees for records relating to committees.</p> <p>See GDS 30 v2 (as amended):9.7 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 10.11 STUDENT ADMINISTRATION – Scholarships for awards, prizes and scholarships awarded to students.</p>		
<b>7.1</b>	<b>Assessment</b>	<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><b>See Also: 10.1 STUDENT ADMINISTRATION – Academic Progress, including for student files.</b></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
7.1.1	Assessment	Master copy of examination question papers.	<b>PERMANENT</b>	Retain as State archives.
7.1.2	Assessment	Master copy of higher degree by research theses.	<b>PERMANENT</b>	Retain as State archives.
7.1.3	Assessment	Records relating to the assessment of postgraduate theses.	<b>TEMPORARY</b>	If student information is duplicated in central system, retain a minimum of 7 years after action completed, then destroy.  If <i>not</i> duplicated, retain a minimum of 20 years after date of completion, termination or last action, whichever is later, then destroy.
7.1.4	Assessment	Records relating to marking of individual assessment components such as assignments, examinations and essays. Includes mark sheets, recital sheets, etc.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
7.1.5	Assessment	Completed examination scripts.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
7.1.6	Assessment	Work submitted by students for practical projects, e.g. models, large drawings, etc.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
7.1.7	Assessment	Completed essays and assignments uncollected by students.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
7.1.8	Assessment	Record of alternative entry program results, including foundation course results.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
7.1.9	Assessment	Records relating to student practical and fieldwork assessments.	<b>TEMPORARY</b>	Retain a minimum of 3 years after date of completion or termination, then destroy.
7.1.10	Assessment	Records relating to medical students clinical assessments.	<b>TEMPORARY</b>	Retain a minimum of 20 years after date of completion or termination, then destroy.
<b>7.2</b>	<b>Awards and Prizes</b>	<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 10.11 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.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
7.2.2	Awards and Prizes	Records relating to the identification, consideration and approval of successful nominees, either individuals or institutions.	<b>PERMANENT</b>	Retain as State archives
7.2.3	Awards and Prizes	Records relating to the identification and consideration of unsuccessful nominees, either individuals or institutions.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
<b>7.3</b>	<b>Clinical Management - Practicum</b>	<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.	<b>TEMPORARY</b>	<p><b>Adults</b></p> <p>Retain a minimum of 15 years after last contact, then destroy.</p> <p><b>Minors</b></p> <p>Retain a minimum of 30 years after last contact, then destroy.</p>

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
7.3.2	Clinical Management - Practicum	Client/patient registers.	<b>PERMANENT</b>	Retain as State archives.
7.3.3	Clinical Management - Practicum	Appointment registers.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
7.3.4	Clinical Management - Practicum	Schedule of fees related to the provision of clinical services.	<b>TEMPORARY</b>	Retain a minimum of 5 years after superseded, then destroy.
<b>7.4</b>	<b>Commercialisation</b>	<i>The activities associated with the commercial development of and gaining economic benefit from products and processes derived from teaching.</i> <b>See Also: 9.6 RESEARCH - Commercialisation</b>		
7.4.1	Commercialisation	Records relating to the development of contracts, agreements and formal arrangements under seal (specialty). Includes actual agreements and contracts.	<b>TEMPORARY</b>	Retain a minimum of 17 years after action completed, then destroy.
7.4.2	Commercialisation	Records relating to the development of contracts, agreements and formal arrangements not under seal (simple). Includes actual agreements and contracts.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
7.4.3	Commercialisation	Records relating to the provision of services and products, e.g. working papers, inspection reports, financial and administrative arrangements.	<b>TEMPORARY</b>	Retain a minimum of 8 years after conditions have been satisfied, then destroy.
7.4.4	Commercialisation	Records relating to the final product satisfying the terms of the formal agreement or contract, e.g. reports, software, intellectual property.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
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, e.g. reports, software, intellectual property.	<b>TEMPORARY</b>	Retain a minimum of 17 years after action completed, then destroy.
<b>7.5</b>	<b>Consultancy</b>	<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, e.g. working papers, inspection reports, financial and administrative arrangements.	<b>TEMPORARY</b>	Retain a minimum of 8 years after conditions have been satisfied, then destroy.
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.	<b>TEMPORARY</b>	Retain a minimum of 8 years after lapsing of the agreement, or last action, whichever is later, then destroy.
7.5.3	Consultancy	Records relating to the administration and management of consultancies, interim evaluations, progress reports, final reports, analysis, recommendations.	<b>TEMPORARY</b>	Retain a minimum of 8 years after lapsing of the agreement, or last action, whichever is later, then destroy.
7.5.4	Consultancy	Records relating to the provision of expert services by academic or other staff. Includes advice, opinions, and testimony.	<b>TEMPORARY</b>	Retain a minimum of 25 years after provision of service, then destroy.
7.5.5	Consultancy	Records relating to consultancy services where the tender/expressions of interest etc. was unsuccessful or where the required service was not provided.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>7.6</b>	<b>Curriculum Delivery</b>	<p><i>The activities associated with teaching and the delivery of individual units of study within an academic program.</i></p> <p><i>See 4.6 GOVERNANCE – Policy and Procedures for records relating to policy and procedures on course delivery.</i></p>		
		<b>See Also: 10.1 STUDENT ADMINISTRATION – Academic Progress for student files.</b>		
7.6.1	Curriculum Delivery	Master copy of University calendars, faculty handbooks and course/topic guides containing descriptions of course/topic content, requirements and assessment methods.	<b>PERMANENT</b>	Retain as State archives.
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.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.
7.6.3	Curriculum Delivery	Subject resources and material used in course/topic delivery, e.g. subject outlines, study guides, readings, audio-visual teaching aides, reading lists, assignment lists, lecture notes.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.
7.6.4	Curriculum Delivery	Administrative records relating to Offshore or Transnational Education program management. Includes program reviews, marketing, accreditation, enrolments, graduation and course management committee meetings.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>7.7</b>	<b>Curriculum Development</b>	<p><i>The activities involved in the development and accreditation of the University curriculum including resource allocation.</i></p> <p><i>See 4.6 GOVERNANCE – Policy and Procedures for 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></p>		
7.7.1	Curriculum Development	Records relating to the development of curricula, including master copies of proposals and reports, including proposals not proceeded with.	<b>PERMANENT</b>	Retain as State archives.
7.7.2	Curriculum Development	Low level administrative records relating to curriculum development, e.g. working papers, drafts and administrative arrangements.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.
7.7.3	Curriculum Development	Records relating to the approval of curricula, including the withdrawal of programs.	<b>PERMANENT</b>	Retain as State archives.
7.7.4	Curriculum Development	Records relating to unsuccessful course accreditation, e.g. applications, reports, criteria.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
7.7.5	Curriculum Development	Records relating to course accreditation by external organisations. Includes SSABSA/SACE accreditation.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.
7.7.6	Curriculum Development	Low level administrative records relating to course accreditation, e.g. working papers, drafts, administrative arrangements.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
7.7.7	Curriculum Development	Records relating to the development of continuing education and community access programs.	<b>PERMANENT</b>	Retain as State archives.
7.7.8	Curriculum Development	General information relating to the delivery of continuing education and community access programs.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>7.8</b>	<b>Ethical Evaluation</b>	<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>		
7.8.1	Ethical Evaluation	Records relating to the development and implementation of research and ethics standards.	<b>PERMANENT</b>	Retain as State archives.
7.8.2	Ethical Evaluation	Research protocol applications for human ethics approval and related correspondence. Includes records relating to monitoring of ethical practices and breaches of ethical practice and complaints in relation to teaching activities.	<b>PERMANENT</b>	Retain as State archives.
7.8.3	Ethical Evaluation	Records relating to the consent by human research subjects. Includes consent notices and signed consent.	<b>TEMPORARY</b>	Retain a minimum of 15 years after action completed, then destroy.
7.8.4	Ethical Evaluation	Research protocol applications for animal ethics approval and related correspondence. Includes records relating to monitoring of ethical practices and breaches of ethical practice and complaints in relation to teaching activities.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
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.	<b>TEMPORARY</b>	Retain a minimum of 20 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
7.8.6	Ethical Evaluation	Records relating to breaches of ethical practice and complaints in relation to teaching activities.  See item 7.8.2 for records relating to human ethics breaches.  See item 7.8.4 for records relating to animal ethics breaches.		
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.  See item 7.8.2 for records relating to human ethics monitoring.  See item 7.8.4 for records relating to animal ethics monitoring.		
<b>7.9</b>	<b>Evaluating</b>	<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.	<b>PERMANENT</b>	Retain as State archives.
7.9.2	Evaluating	Records relating to the assessment of data/feedback on course delivery, e.g. reports, recommendations, evaluations, consolidated data files.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
7.9.3	Evaluating	Records relating to the collection of assessment data on course delivery, e.g. data collection forms, survey forms, etc.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>7.10</b>	<b>Review</b>	<p><i>The activities involved in re-evaluation or re-examining the processes, procedures and operations of the University.</i></p> <p><i>See also 7.9 LEARNING AND TEACHING – Evaluating.</i></p> <p><i>See 4.9 GOVERNANCE – Review for records relating to non-academic program reviews.</i></p>		
7.10.1	Review	Master copy of records relating to reviews, e.g. applications, reports. Includes the review of faculties, academic programs and schools.	<b>PERMANENT</b>	Retain as State archives.
7.10.2	Review	Records relating to the review of individual courses/topics.	<b>PERMANENT</b>	Retain as State archives.
7.10.3	Review	Low level administrative records relating to reviews, e.g. working papers, drafts, administrative arrangements.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.
<b>8</b>	<b>PROPERTY AND FACILITIES MANAGEMENT</b>	<p><b>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 owned, rented or leased by the University.</b></p> <p><b>See GDS 30 v2 (as amended):1.x ASSET/PHYSICAL RESOURCE 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.</b></p> <p><b>See GDS 30 v2 (as amended):1.3 ASSET/PHYSICAL RESOURCE MANAGEMENT – Arrangements for records relating to space management.</b></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
		<p><b>See GDS 30 v2 (as amended):6.2 FINANCIAL MANAGEMENT – Acquisition for records relating to equipment and stores</b></p> <p><b>See GDS 30 v2 (as amended):1.5 ASSET / PHYSICAL RESOURCE MANAGEMENT – Control – various for records relating to equipment and stores.</b></p> <p><b>See GDS 30 v2 (as amended):13.8.1 STRATEGIC MANAGEMENT – Customer Service</b></p> <p><b>See GDS 30 v2 1.2.x ASSET / PHYSICAL RESOURCE MANAGEMENT for records relating to transport services at Flinders University.</b></p>		
<b>8.1</b>	<b>Farm and Stock Management</b>	<i>The activities associated with the management of farm animals and agricultural areas.</i>		
8.1.1	Farm and Stock Management	Records relating to farming operations of major significance or public interest, e.g.outbreak of diseases, ground-breaking research.	<b>PERMANENT</b>	Retain as State archives.
8.1.2	Farm and Stock Management	Low level administrative records relating to the management of farm animals and agricultural areas.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>8.2</b>	<b>Grounds Management</b>	<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.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
8.2.2	Grounds Management	Low level administrative records relating to routine management of University grounds and sporting areas.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>8.3</b>	<b>Naming</b>	<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 8.6 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.	<b>PERMANENT</b>	Retain as State archives.
8.3.2	Naming	Records relating to the naming of University buildings, rooms, roads, ovals, reserves and other structures.	<b>PERMANENT</b>	Retain as State archives.
<b>8.4</b>	<b>Traffic Management</b>	<i>The activities involved in the management and control of parking and traffic within the University campuses.</i>		
8.4.1	Traffic Management	Records relating to the management and planning of parking and traffic control.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
8.4.2	Traffic Management	Records relating to fines/penalties for parking and other traffic offences or infringements.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
8.4.3	Traffic Management	Records relating to the application and supply of parking permits.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
8.4.4	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.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.
<b>8.5</b>	<b>Planning</b>	<i>The process of formulating ways in which objectives and projects can be achieved. Includes determination of requirements and solutions.</i>		
8.5.1	Planning	Master copies of approved property management plans, including revisions.	<b>PERMANENT</b>	Retain as State archives.
8.5.2	Planning	Master set of plans and specifications.	<b>PERMANENT</b>	Retain as State archives.
8.5.3	Planning	Low level administrative records relating to the planning process, including proposals not proceeded with and drafts.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
8.5.4	Planning	Records of minor works that do not proceed.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
8.5.5	Planning	Pictorial master record of University buildings and grounds. Includes photographs, digital images, etc.	<b>PERMANENT</b>	Retain as State archives.
8.5.6	Planning	Routine and duplicate pictorial records of University buildings and grounds. Includes, photographs, digital images, etc.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
<b>8.6</b>	<b>University Maps and Signage</b>	<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>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
8.6.1	University Maps and Signage	Master copy of maps of the University.	<b>PERMANENT</b>	Retain as State archives.
8.6.2	University Maps and Signage	Maps used for any other purpose that are based on the master maps, e.g. orientation maps, directional maps, etc.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
8.6.3	University Maps and Signage	Records relating to routine planning, erection and maintenance of signage.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>8.7</b>	<b>University Equipment and Assets</b>	<p><i>The activities involved in the acquisition, management, review and disposal of specialised equipment, including vehicles and other assets of significance to the University.</i></p> <p><i>See GDS 30 v2 (as amended):1.x ASSET/ PHYSICAL RESOURCE MANAGEMENT for equipment and assets not significant to the University.</i></p> <p><i>See GDS 30 v2 (as amended):6.x FINANCIAL MANAGEMENT for equipment and assets not significant to the University.</i></p>		
8.7.1	University Equipment and Assets	Records relating to the acquisition, use, maintenance and disposal of equipment, vehicles and assets of major significance to the University	<b>PERMANENT</b>	Retain as State archives.
<b>9</b>	<b>RESEARCH</b>	<p><b>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.</b></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
		<p><b>See GDS 30 v2 (as amended):13.12 STRATEGIC MANAGEMENT – Joint Ventures for records relating to Collaborative and Joint Ventures with community groups and professional associations, excluding Centres and Institutes.</b></p> <p><b>See GDS 30 v2 (as amended): 9.4 RESEARCH – Centres and Institutes for records relating to Centres and Institutes Joint Ventures</b></p> <p><b>See GDS 30 v2 (as amended):13.11 STRATEGIC MANAGEMENT – Joint Ventures for records relating to Collaborative and Joint Ventures with other Universities, local, state and federal governments.</b></p> <p><b>See 9.13 RESEARCH – Project Management of parameters including budget, timeframes and milestones to achieve a project objective.</b></p>		
<b>9.1</b>	<b>Agreements</b>	<p><i>The activities associated with the establishment, maintenance, review, and negotiation of agreements (Keyword AAA).</i></p> <p><i>See 9.13 RESEARCH – Project Management of parameters including budget, timeframes and milestones to achieve a project objective.</i></p>		
		<b>See Also: GDS 30 v2 (as amended):13.2 STRATEGIC MANAGEMENT - Agreements</b>		
9.1.1	Agreements	Register of contracts, agreements and/or memoranda of understanding.	<b>PERMANENT</b>	Retain as State archives.
9.1.2	Agreements	High level memoranda of understanding relating to research.	<b>PERMANENT</b>	Retain as State archives.



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>9.2</b>	<b>Anatomy Management</b>	<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><i>See 4.6 GOVERNANCE – Policy and Procedures for records relating to policy and procedures for anatomy management.</i></p>		
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 (e.g. death certificate), revocation of authorisation and acceptances.	<b>PERMANENT</b>	Retain as State archives.
9.2.2	Anatomy Management	Records relating to inspections of anatomy facilities.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.2.3	Anatomy Management	Records relating to the acquisition, care, maintenance, use and disposal of human tissue.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>9.3</b>	<b>Animal Management</b>	<p><i>The activities associated with the management and care of animals used for research purposes, including acquisition, licensing and disposal.</i></p> <p><i>See 4.6 GOVERNANCE – Policy and Procedures for 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.</i></p>		
9.3.1	Animal Management	Consolidated records used for animal management reporting.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.3.2	Animal Management	Records relating to accreditation or other mandatory requirements, including licensing.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.3.3	Animal Management	Copies of guidelines, acts, regulations and other accreditation information.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
9.3.4	Animal Management	Records relating to the acquisition, care, maintenance, use and disposal of animals.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.3.5	Animal Management	Records relating to the breeding of animals for research purposes.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>9.4</b>	<b>Centres and Institutes</b>	<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.	<b>PERMANENT</b>	Retain as State archives.
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 <i>is</i> the lead agency.	<b>PERMANENT</b>	Retain as State archives.
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 <i>is not</i> the lead agency.	<b>TEMPORARY</b>	Retain a minimum of 25 years after action completed, then destroy

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.4.4	Centres and Institutes	Low level administrative records relating to staffing, equipment, accommodation, etc. of research centres.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.4.5	Centres and Institutes	General information regarding the operation of non-University/non-leadagency centres.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.4.6	Centres and Institutes	Records relating to associations of researchers which do not have the status of a Research Centre or Research Institute.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.4.7	Centres and Institutes	Records relating to the proposed establishment, funding and review of any research centre that did not go ahead.	<b>TEMPORARY</b>	Retain a minimum of 25 years after action completed, then destroy.
<b>9.5</b>	<b>Clinical Management</b>	<p><i>The activities associated with the administration of clinical research involving subjects engaged for research purposes.</i></p> <p><i>See 7.3 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>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.5.1	Clinical Management	Records relating to the recruitment of subjects by researchers, including obtaining informed consent.	<b>TEMPORARY</b>	<p><b>Adults</b></p> <p>Retain a minimum of 15 years after research project completed, then destroy.</p> <p><b>Minors</b></p> <p>Retain a minimum of 30 years after research project completed, then destroy.</p>
9.5.2	Clinical Management	Records relating to the actual practice or performance of research including clinical trials. Includes monitoring of progress.	<b>TEMPORARY</b>	<p><b>Adults</b></p> <p>Retain a minimum of 15 years after research project completed, then destroy.</p> <p><b>Minors</b></p> <p>Retain a minimum of 30 years after research project completed, then destroy.</p>
9.5.3	Clinical Management	<p>Research data created in the conduct of clinical trials that lead to a patent.</p> <p>See 9.17 RESEARCH – Research Data for other data relating to clinical trials.</p>	<b>TEMPORARY</b>	Retain a minimum of 10 years after expiry of patent, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.5.4	Clinical Management	Records relating to the management of clinical-related waste, including waste management plans.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>9.6</b>	<b>Commercialisation</b>	<i>The activities associated with gaining economic benefit from intellectual property, a product or publication derived from research.</i>		
		<b>See Also: 9.10 RESEARCH – Intellectual Property</b>		
9.6.1	Commercialisation	Register of contracts, agreements and/or memoranda of understanding.	<b>PERMANENT</b>	Retain as State archives.
9.6.2	Commercialisation	Contracts, agreements and other formal arrangement under seal (specialty).	<b>TEMPORARY</b>	Retain a minimum of 17 years after action completed, then destroy.
9.6.3	Commercialisation	Contracts, agreements and other formal arrangements not under seal (simple).	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
9.6.4	Commercialisation	Records relating to unsuccessful tenders.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
9.6.5	Commercialisation	Records relating to expressions of interest.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
9.6.6	Commercialisation	Records relating to the provision of services and products as per contracts, agreements or other formal arrangements under seal (specialty), e.g. working papers, inspection reports, financial and administrative records.	<b>TEMPORARY</b>	Retain a minimum of 17 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
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), e.g. working papers, inspection reports, financial and administrative records.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
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> , e.g. reports, software, intellectual property, etc.	<b>PERMANENT</b>	Retain as State archives.
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> , e.g. reports, software, intellectual property, etc.	<b>TEMPORARY</b>	Retain a minimum of 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.	<b>TEMPORARY</b>	Retain a minimum of 17 years after provision of service, then destroy.
9.6.11	Commercialisation	Records generated in connection with the conduct of a commercial transaction, consulting services or a research project, or in connection with confidential discussions with third parties that are a precursor to such activities, which are confidential to or owned by a third party and which the university is not entitled to retain.	<b>Not official records</b>	Return to the third party or destroy when required by the third party.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>9.7</b>	<b>Compliance - Biotechnology</b>	<p><i>The activities relating to the control, certification, accreditation and regulation of biotechnology facilities and organisms.</i></p> <p><i>See 9.9 RESEARCH – Ethical Evaluation for records of institution bioethics committees.</i></p> <p><i>See 9.13 RESEARCH – Project Management for records relating to particular research projects.</i></p>		
9.7.1	Compliance - Biotechnology	Records relating to biotechnology licenses. Includes applications, supporting or additional information, notification of decision, and variations.	<b>TEMPORARY</b>	Retain a minimum of 7 years after licence lapses then destroy.
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.	<b>TEMPORARY</b>	Retain a minimum of 7 years after certification lapses, then destroy.
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.	<b>PERMANENT</b>	Retain as State archives.
9.7.4	Compliance - Biotechnology	Records relating to activities associated with biotechnology risk management, including management and mitigation of risks associated with biotechnology research.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.7.5	Compliance - Biotechnology	Incident reports relating to biotechnology.	<b>TEMPORARY</b>	Retain a minimum of 45 years after action completed relating to the incident then destroy.
9.7.6	Compliance - Biotechnology	Records relating to biotechnology inspections conducted by an external inspector.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed then destroy.
<b>9.8</b>	<b>Consultancy</b>	<i>The activities associated with the provision of research services to external bodies by the University and its staff.</i>		
9.8.1	Consultancy	Records relating to consultancy activities, e.g. working papers, inspection reports, financial and administrative arrangements.	<b>TEMPORARY</b>	Retain a minimum of 17 years after conditions have been satisfied, then destroy.
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.	<b>TEMPORARY</b>	Retain a minimum of 17 years after lapsing of the agreement, or last action, whichever is later, then destroy.
9.8.3	Consultancy	Records relating to the administration and management of consultancies, interim evaluations, progress reports, final reports, analysis and recommendations.	<b>TEMPORARY</b>	Retain a minimum of 17 years after lapsing of the agreement, or last action, whichever is later, then destroy.
9.8.4	Consultancy	Records relating to the provision of expert services by academic or other staff.  Includes advice, opinions and testimony.	<b>TEMPORARY</b>	Retain a minimum of 17 years after provision of service, then destroy.



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
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.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
<b>9.9</b>	<b>Ethical Evaluation</b>	<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.	<b>PERMANENT</b>	Retain as State archives.
9.9.2	Ethical Evaluation	Research protocol applications for human ethics approval and related correspondence. Includes records relating to monitoring of ethical practices and breaches of ethical practice and complaints in relation to research.	<b>PERMANENT</b>	Retain as State archives.
9.9.3	Ethical Evaluation	Records relating to the consent by human research subjects. Includes consent notices and signed consent.	<b>TEMPORARY</b>	Retain a minimum of 15 years after action completed, then destroy.
9.9.4	Ethical Evaluation	Research protocol applications for animal ethics approval and related correspondence. Includes records relating to monitoring of ethical practices and breaches of ethical practice and complaints in relation to research.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.9.5	Ethical Evaluation	Records relating to radiation and other high-risk material, bio-ethics assessment and approval, including genetically modified organisms.	<b>TEMPORARY</b>	Retain a minimum of 20 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.9.6	Ethical Evaluation	Records relating to breaches of ethical practice and complaints in relation to research.  See item 9.9.2 for records relating to human ethics breaches.  See item 9.9.4 for records relating to animal ethics breaches.		
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.  See item 9.9.2 for records relating to human ethics monitoring.  See item 9.9.4 for records relating to animal ethics monitoring.		
<b>9.10</b>	<b>Intellectual Property</b>	<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>		
		<b>See Also: GDS 30 v2 (as amended):9.7 INFORMATION MANAGEMENT – Intellectual Property.</b>		
9.10.1	Intellectual Property	Records relating to the registration of trademarks, patents, copyright and ownership of intellectual property.	<b>PERMANENT</b>	Retain as State archives.
9.10.2	Intellectual Property	Records relating to the use of University intellectual property, including contracts, agreements and other formal arrangements under seal (specialty).	<b>TEMPORARY</b>	Retain a minimum of 17 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.10.3	Intellectual Property	Records relating to infringements of University intellectual property.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
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).	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
9.10.5	Intellectual Property	Records relating to reproduction of material in which another party holds the copyright.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>9.11</b>	<b>Materials Management</b>	<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 4.6 GOVERNANCE – Policy and Procedures for 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.</i></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.11.1	Materials Management	Consolidated records used for materials management reporting.	<b>PERMANENT</b>	Retain as State archives.
9.11.2	Materials Management	Records relating to accreditation or other mandatory requirements. Includes licensing.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.11.3	Materials Management	Copies of guidelines, acts, regulations and other accreditation information.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
9.11.4	Materials Management	Records relating to the acquisition, care, maintenance, use and disposal of chemicals, specimens, drugs and poisons.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.11.5	Materials Management	Controlled and restricted drug register.	<b>TEMPORARY</b>	Retain a minimum of 2 years after last entry, then destroy.
9.11.6	Materials Management	Records relating to the acquisition, care, maintenance, use and disposal of radioactive substances and radioactive equipment.	<b>TEMPORARY</b>	Retain a minimum of 100 years after action completed, then destroy.
9.11.7	Materials Management	Records relating to the monitoring of quality and safety procedures against the University's radiation safety and protection plan.	<b>TEMPORARY</b>	Retain a minimum of 100 years after action completed, then destroy.
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.	<b>TEMPORARY</b>	Retain a minimum of 7 years after disposal of the material, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>9.12</b>	<b>Postgraduate Scholarships</b>	<p><i>The activities involved in determining the requirements, application and nomination associated with the awarding of scholarships to postgraduate students.</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 individual scholarship files or details.</i></p>		
9.12.1	Postgraduate Scholarships	Records relating to the establishment, policies and conditions for internal postgraduate scholarships.	<b>PERMANENT</b>	Retain as State archives.
9.12.2	Postgraduate Scholarships	Records relating to the establishment, policies and conditions for external postgraduate scholarships.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
9.12.3	Postgraduate Scholarships	Records relating to the administration of postgraduate scholarship programs.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.12.4	Postgraduate Scholarships	Unsuccessful applications for postgraduate scholarships.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
9.12.5	Postgraduate Scholarships	Records relating to Rhodes Scholarships, including unsuccessful applications.	<b>PERMANENT</b>	Retain as State archives.
9.12.6	Postgraduate Scholarships	Records relating to successful applications for Monash and Fulbright Scholarships.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>9.13</b>	<b>Project Management</b>	<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 4.6 GOVERNANCE – Policy and Procedures for policy and procedures relating to project management.</i></p> <p><i>See GDS 30 v2 (as amended):6.2 FINANCIAL MANAGEMENT – Acquisition – for records relating to research equipment grants.</i></p>		
9.13.1	Project Management	Records relating to approved research proposals, e.g. grant applications, conditions of award, project reports.	<b>PERMANENT</b>	Retain as State archives.
9.13.2	Project Management	Low level administrative records relating to approved research proposals, e.g. summary records relating to the administration of grant funding.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
9.13.3	Project Management	Records relating to unsuccessful proposals.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
9.13.4	Project Management	Records relating to non-competitive and/or discretionary funds allocation.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.13.5	Project Management	Research project funding agreements.	<b>TEMPORARY</b>	Retain a minimum of 25 years after action completed, then destroy.
9.13.6	Project Management	Records relating to promotional material from other organisations concerning the funding of research projects.	<b>TEMPORARY</b>	Retain a minimum of 6 months after action completed, then destroy.
<b>9.14</b>	<b>Publications</b>	<i>The activities associated with the distribution of findings and reports through publications.</i>  <i>See GDS 30 v2 (as amended):12.x PUBLICATION – various for printing, production, distribution, etc.</i>		
9.14.1	Publications	Research publications by the University (master set), e.g. research reports, journals and monographs.	<b>PERMANENT</b>	Retain as State archives.
<b>9.15</b>	<b>Reporting</b>	<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>		
9.15.1	Reporting	Consolidated annual reports.	<b>PERMANENT</b>	Retain as State archives.
9.15.2	Reporting	Master copy of reports required by grant conditions or research protocols, e.g. progress reports, final reports.	<b>PERMANENT</b>	Retain as State archives.
9.15.3	Reporting	Duplicate copies of research reports.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
9.15.4	Reporting	Other reports on individual research projects, including inspection, expenditure and periodic reports.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.16	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>		
		<b>See Also: 9.6 RESEARCH - Commercialisation</b>		
9.16.1	Research Data	Research data from projects involving gene therapy, e.g. patient records.	<b>PERMANENT</b>	Retain as State archives.
9.16.2	Research Data	<p>Research data created in the conduct of a research project, including clinical trials, which:</p> <ul style="list-style-type: none"> <li>• are controversial</li> <li>• arouse widespread scientific or other interest</li> <li>• involve the use of major new or innovative techniques</li> <li>• involve eminent researchers or have the potential to cause major impacts on the environment, society or human health.</li> </ul>	<b>PERMANENT</b>	Retain as State archives.
9.16.3	Research Data	<p>Research data from clinical trials.</p> <p>See 9.5 RESEARCH – Clinical Management for data that leads to a patent.</p>	<b>TEMPORARY</b>	Retain a minimum of 15 years after action completed, then destroy.



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.16.4	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.	<b>TEMPORARY</b>	Retain a minimum of 7 years after expiry of patent, then destroy.
9.16.5	Research Data	Other research data and results.	<b>TEMPORARY</b>	Retain a minimum of 5 years after date of publication or 5 years after conclusion or abandonment of project, then destroy.
9.16.6	Research Data	Research data for short-term research projects that are for assessment purposes only, such as research projects completed by students.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
<b>9.17</b>	<b>Research Grants</b>	<p><i>The activities associated with administering research grants either funded or distributed by the University.</i></p> <p><i>See 3.5 FINANCE MANAGEMENT – Grants for records relating to non-research grants.</i></p> <p><i>See GDS 30 v2 (as amended):6.7 FINANCIAL MANAGEMENT – Grant Funding or 9.13 RESEARCH – Project Management for grants received by the University.</i></p>		
9.17.1	Research Grants	Records relating to administering the University's research grant funding program/s.	<b>PERMANENT</b>	Retain as State archives.
9.17.2	Research Grants	Successful applications for university-funded research.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
9.17.3	Research Grants	Unsuccessful applications for university-funded research.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
<b>10</b>	<b>STUDENT ADMINISTRATION</b>	<p><b>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.</b></p> <p><b>See 7.6 LEARNING AND TEACHING – Curriculum Delivery for records relating to timetabling.</b></p>		
<b>10.1</b>	<b>Academic Progress</b>	<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 10.9 STUDENT ADMINISTRATION – Grievances for records relating to appeals and complaints from students about their academic results.</i></p> <p><i>See 10.10 STUDENT ADMINISTRATION – Misconduct for records relating to academic misconduct by students.</i></p>		
		<b>See Also: 7.1 LEARNING AND TEACHING – Assessment.</b>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
10.1.1	Academic Progress	Official results for transcript production, e.g. student cards, academic record on central electronic system, etc.	<b>PERMANENT</b>	Retain as State archives.
10.1.2	Academic Progress	Records relating to progress and final reports for higher degree students, e.g. 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.
10.1.3	Academic Progress	Practicum assessment documentation used for professional accreditation purposes.	<b>TEMPORARY</b>	Retain a minimum of 25 years from date of completion or termination, then destroy.
10.1.4	Academic Progress	Supplementary records relating to the academic progress of students, including degree audit and show cause.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
10.1.5	Academic Progress	<p>Central student files in the following categories:</p> <ul style="list-style-type: none"> <li>• students who have made major contributions to the community or who have achieved some considerable standing or notoriety</li> <li>• students whose attendance at the University was of historical significance such as the first enrolment of its kind</li> <li>• students whose case sets a precedent for future decisions</li> <li>• students who were excluded from the</li> </ul>	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
		<p>University and whose manner of earning exclusion was extraordinary</p> <ul style="list-style-type: none"> <li>students who were excluded from the University as a result of disciplinary action following an external legal or criminal investigation.</li> </ul>		
10.1.6	Academic Progress	Central student files for postgraduate by research students.	<b>TEMPORARY</b>	<p>If student information is duplicated in central system, destroy 7 years after action completed, then destroy.</p> <p>If <i>not</i> duplicated, retain for a minimum of 20 years after date of completion, or termination or last action, whichever is later, then destroy.</p>
10.1.7	Academic Progress	<p>Other central student files for award and non-award programs, e.g. 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>	<b>TEMPORARY</b>	Retain a minimum of 7 years after date of completion, termination or last action, whichever is later, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
		See 10.1. STUDENT ADMINISTRATION – Academic Progress for files of postgraduate by research students not funded by scholarship.		
10.1.8	Academic Progress	Faculty and departmental student files created for internal reference only.	<b>TEMPORARY</b>	Retain a minimum of when reference ceases, then destroy.
10.1.9	Academic Progress	External enquiries and verification of personal details, academic records and student academic progress.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
10.1.10	Academic Progress	Student details, including change of name, address or other details and photographic images for student identity cards.	<b>TEMPORARY</b>	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.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
10.1.12	Academic Progress	Records relating to cases in which specific circumstances have affected a student's grades.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>10.2</b>	<b>Admission</b>	<i>The activities involved in administering applications for admission to the University from students.</i>  <i>See also 10.5 STUDENT ADMINISTRATION – Enrolment.</i>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
10.2.1	Admission	Successful applications for admission to the University, e.g. 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.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
10.2.3	Admission	Low level administrative records relating to application for admission, e.g. 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 to enrolment.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
10.2.4	Admission	Records relating to the administration of quotas.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
10.2.5	Admission	Applications for alternative entry programs, including the Foundation Course.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
10.2.6	Admission	Correspondence relating to admission enquiries.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>10.3</b>	<b>Awards and Prizes</b>	<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 10.11 STUDENT ADMINISTRATION – Scholarships.</i></p>		
10.3.1	Awards and Prizes	Consolidated register of recipients of student awards and prizes.	<b>PERMANENT</b>	Retain as State archives.
10.3.2	Awards and Prizes	Records relating to the establishment, policies and conditions for internal awards and prizes awarded to students.	<b>PERMANENT</b>	Retain as State archives.
10.3.3	Awards and Prizes	Records relating to honours and awards conferred on students as tokens of distinction or achievement.	<b>PERMANENT</b>	Retain as State archives.
10.3.4	Awards and Prizes	Records relating to the establishment, policies and conditions for external awards and prizes for students.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
10.3.5	Awards and Prizes	Successful applications and administrative arrangements for the delivery of specific awards and prizes to students.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
10.3.6	Awards and Prizes	Unsuccessful applications for specific awards and prizes.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>10.4</b>	<b>Elections - Students</b>	<i>The activities associated with electing office-bearers and representatives from the student body.</i>  <i>See 5.4 HUMAN RESOURCES – Elections – Staff for records relating to staff elections.</i>		
10.4.1	Elections - Students	Records relating to electoral roll creation, maintenance and roll services.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
10.4.2	Elections - Students	Records relating to the conduct of elections, e.g. ballot papers, results, tallysheets.	<b>TEMPORARY</b>	Retain a minimum of 6 months after action completed, then destroy.
<b>10.5</b>	<b>Enrolment</b>	<i>The activities associated with arranging and conducting student enrolments.</i>  <i>See 10.1 STUDENT ADMINISTRATION – Academic Progress for student details and identification photos and cards.</i>  <i>See GDS 30 v2 (as amended):5.15 EMPLOYEE MANAGEMENT – Security Checks for records relating to police checks.</i>		
		<b>See Also: 10.2 STUDENT ADMINISTRATION – Admission.</b>		
10.5.1	Enrolment	Records relating to the enrolment of students during the first year of a University's establishment.	<b>PERMANENT</b>	Retain as State archives.



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
10.5.2	Enrolment	Records relating to the enrolment of students into an academic program or course/topic <i>prior to online enrolments</i> , e.g. 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> , e.g. 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.
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.	<b>TEMPORARY</b>	Retain until end of academic year, then destroy.
10.5.5	Enrolment	Low level administrative records relating to administrative arrangements for enrolments, e.g. provision of official academic records to students, cessation of a student's enrolment, Commonwealth Higher Education Student Support Number (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.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>10.6</b>	<b>Examination Management</b>	<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 exampapers and results.</i></p> <p><i>See 7.6 LEARNING AND TEACHING – Curriculum Delivery.</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.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
10.6.2	Examination Management	Records relating to notification of students in regard to examinations.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
10.6.3	Examination Management	Low level administrative records relating to the administrative arrangements for examinations, e.g. venue bookings, schedules.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
<b>10.7</b>	<b>Fees and Financial Assistance</b>	<p><i>The activities associated with the management of student fees and financial assistance programs, including debt management and government support.</i></p>		
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.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
10.7.2	Fees and Financial Assistance	Student fees instalment contracts and supporting documentation.	<b>TEMPORARY</b>	Retain a minimum of 7 years after payment of last instalment or write-off/recovery of bad debt, then destroy.
10.7.3	Fees and Financial Assistance	Low level administrative records relating to the administration of student fees and charges.	<b>TEMPORARY</b>	Retain a minimum of 7 years after payment of last instalment or write-off/recovery of bad debt, then destroy.
10.7.4	Fees and Financial Assistance	Student loan documentation.	<b>TEMPORARY</b>	Retain a minimum of 7 years after payment of last instalment or write-off/recovery of bad debt, then destroy.
10.7.5	Fees and Financial Assistance	Records relating to student assistance programs, e.g. commonwealth student income support schemes.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>10.8</b>	<b>Graduations</b>	<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.	<b>PERMANENT</b>	Retain as State archives.
10.8.2	Graduations	Granting of honorary degrees.	<b>PERMANENT</b>	Retain as State archives.
10.8.3	Graduations	Pictorial records that supplement the program of commemoration proceedings, e.g. photographs, analogue and digital recordings.	<b>PERMANENT</b>	Retain as State archives.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
10.8.4	Graduations	Other pictorial records of graduation ceremonies.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
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.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
10.8.7	Graduations	Applications for awards.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
10.8.8	Graduations	Records relating to the hiring of academic dress.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
10.8.9	Graduations	Graduation working papers, e.g. booking details, general correspondence.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
<b>10.9</b>	<b>Grievances</b>	<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 GDS 30 v2 (as amended):5.7 EMPLOYEE MANAGEMENT – Discipline or 5.9 EMPLOYEE MANAGEMENT – Grievances for records relating to complaints or objections from staff or students about staff.</i></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
		<i>See GDS 30 v2 (as amended):11.2 LEGAL SERVICES – Litigation for records relating to grievances that lead to lawsuits or legal proceedings.</i>		
		<b>See Also: 10.10 STUDENT ADMINISTRATION – Misconduct.</b>		
10.9.1	Grievances	Records relating to grievances and complaints generating substantial public interest and debate.	<b>PERMANENT</b>	Retain as State archives.
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.	<b>TEMPORARY</b>	Retain a minimum of 30 years after action completed, then destroy.
10.9.3	Grievances	Records relating to the management of other grievances, where allegations are proved and disciplinary action is taken.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
10.9.4	Grievances	Records relating to the management of grievances, where allegations are proved but no disciplinary action is taken.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
10.9.5	Grievances	Records relating to the management of grievances, where allegations are not proved.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
<b>10.10</b>	<b>Misconduct</b>	<i>The activities associated with academic misconduct and other matters such as complaints of harassment and property damage.</i>  <i>See GDS 30 v2 (as amended):5.7 EMPLOYEE MANAGEMENT – Discipline for records relating to complaints or objections from staff or students about staff</i>  <i>or</i>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
		<p><i>See GDS 30 v2 (as amended):5.9 EMPLOYEE MANAGEMENT – Grievances for records relating to complaints or objections from staff or students about staff.</i></p> <p><i>See GDS 30 v2 (as amended):11.2 LEGAL SERVICES – Litigation for records relating to grievances that lead to lawsuits or legal proceedings.</i></p> <p><b>See Also: 10.9 STUDENT ADMINISTRATION – Grievances.</b></p>		
10.10.1	Misconduct	Records relating to student misconduct generating substantial public interest and debate.	<b>PERMANENT</b>	Retain as State archives.
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.	<b>TEMPORARY</b>	Destroy 105 years after date of birth.
10.10.3	Misconduct	Records relating to the management of other student misconduct, where allegations are proved and disciplinary action is taken.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
10.10.4	Misconduct	Records relating to breaches of academic integrity; includes plagiarism, collusion, fabrication or falsification of data and other forms of cheating.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy.
10.10.5	Misconduct	Records relating to the management of student misconduct, where allegations are proved but no disciplinary action is taken.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
10.10.6	Misconduct	Records relating to the management of student misconduct, where allegations are not proved.	<b>TEMPORARY</b>	Retain a minimum of 6 months after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>10.11</b>	<b>Scholarships</b>	<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>		
		<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 records relating to the postgraduate scholarship appointments.</i>		
		<b>See Also: 9.12 RESEARCH – Postgraduate Scholarships</b>		
		<b>See Also: 10.3 STUDENT ADMINISTRATION – Awards and Prizes</b>		
10.11.1	Scholarships	Consolidated register of recipients of student scholarships.	<b>PERMANENT</b>	Retain as State archives.
10.11.2	Scholarships	Records relating to the establishment, policies and conditions for internal scholarships awarded to students.	<b>PERMANENT</b>	Retain as State archives.
10.11.3	Scholarships	Records relating to the establishment, policies and conditions for external scholarships for students.	<b>TEMPORARY</b>	Retain a minimum of 10 years after action completed, then destroy
10.11.4	Scholarships	Successful applications and administrative arrangements for the delivery of specific scholarships to students.	<b>TEMPORARY</b>	Retain a minimum of 7 years after action completed, then destroy.
10.11.5	Scholarships	Unsuccessful applications for specific scholarships.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>10.12</b>	<b>Student Exchange</b>	<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>		
10.12.1	Student Exchange	Records relating to exchange program agreements directly involving the University.	<b>PERMANENT</b>	Retain as State archives.
10.12.2	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.
10.12.3	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.
10.12.4	Student Exchange	Records relating to unsuccessful exchange student applications received from students of other institutions.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
10.12.5	Student Exchange	General information regarding exchange programs.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy
<b>10.13</b>	<b>Student Recruitment</b>	<i>The activities associated with the promotion of the University and its programs to prospective students, including overseas students.</i>  <i>See 2.4 COMMUNITY ENGAGEMENT – Outreach Programs for records relating to information and open days.</i>		
		<b>See Also: 11.9 STUDENT SERVICES – Orientation.</b>		



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No	Function/Activity	Description (including record examples)	Status	Disposal Action
10.13.1	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.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
10.13.2	Student Recruitment	Records relating to the appointment and continuing arrangements with advertising and recruitment representatives or agencies. Includes agreements.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
<b>11</b>	<b>STUDENT SERVICES</b>	<p><b>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, childcare, health, insurance, careers assistance and spiritual support.</b></p> <p><b>See 10.7 STUDENT ADMINISTRATION – Fees and Financial Assistance for records relating to financial information and support, including loan schemes, for students.</b></p>		
<b>11.1</b>	<b>Accommodation Services</b>	<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.	<b>PERMANENT</b>	Retain as State archives.
11.1.2	Accommodation Services	Records relating to the routine management of student accommodation and residential colleges, e.g. schedule of fees, codes of conduct, etc.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
11.1.3	Accommodation Services	Tenancy agreements and successful applications for student accommodation.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
11.1.4	Accommodation Services	Unsuccessful applications for student accommodation.	<b>TEMPORARY</b>	Retain a minimum of 1 year after semester ends, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>11.2</b>	<b>Careers and Employment</b>	<i>The activities associated with providing advice to students on career opportunities and pathways.</i>		
11.2.1	Careers and Employment	Client records relating to careers counselling. Includes client files.	<b>TEMPORARY</b>	Retain a minimum of 5 years after last action or after graduation, whichever is later, then destroy.
11.2.2	Careers and Employment	Affiliation agreements between the University and a workplace.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
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.	<b>TEMPORARY</b>	Retain a minimum of 1 year after action completed, then destroy.
11.2.4	Careers and Employment	Appointment registers.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
<b>11.3</b>	<b>Child Care Services</b>	<i>The provision of childcare 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.	<b>PERMANENT</b>	Retain as State archives.
11.3.2	Child Care Services	Records relating to routine interaction between the university and the entity, e.g. appointment of directors, amendments to constitution, agreements, reporting requirements.	<b>TEMPORARY</b>	Retain a minimum of 7 years after sale or wind up, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
11.3.3	Child Care Services	Records relating to the provision of childcare programs or activities.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
11.3.4	Child Care Services	Client records relating to childcare services. Includes client files.	<b>TEMPORARY</b>	Retain a minimum of 15 years after action completed, then destroy.  If client file includes details of a minor, retain a minimum of 30 years after action completed, then destroy.
11.3.5	Child Care Services	Appointment registers.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
<b>11.4</b>	<b>Clubs and Associations</b>	<p><i>The activities associated with the operation of student clubs and societies within the University and the interaction between the University and its student clubs and societies.</i></p> <p><i>Note: Internal records of those clubs and societies are not official records. Each University is responsible for creating internal guidelines on the disposal of individual club or society records.</i></p>		
11.4.1	Clubs and Associations	Records relating to the establishment and operation of University student clubs.	<b>PERMANENT</b>	Retain as State archives.
11.4.2	Clubs and Associations	Records relating to routine arrangements with student clubs and societies.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
11.5	Counselling	<i>The activities associated with providing personal, academic, and general counselling services and associated programs to students and staff.</i>		
		<i>See 11.2 STUDENT SERVICES – Careers and Employment for records relating to careers counselling.</i>		
		<b>See Also: 11.7 STUDENT SERVICES – Health Services.</b>		
11.5.1	Counselling	Records relating to the provision of counselling programs or activities.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.
11.5.2	Counselling	Client records relating to counselling services. Includes client files.	<b>TEMPORARY</b>	Retain a minimum of 15 years after action completed, then destroy.  If client file includes details of a minor, retain a minimum of 30 years after action completed, then destroy.
11.5.3	Counselling	Appointment registers.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>11.6</b>	<b>Disability Equity and Diversity Support</b>	<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 the provision of disability, equity and/or diversity programs or activities.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.
11.6.2	Disability Equity and Diversity Support	Client records relating to disability, equity and/or diversity services. Includes client files.	<b>TEMPORARY</b>	Retain a minimum of 15 years after action completed, then destroy.  If client file includes details of a minor, retain a minimum of 30 years after action completed, then destroy.
11.6.3	Disability Equity and Diversity Support	Appointment registers.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
<b>11.7</b>	<b>Health Services</b>	<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>Excludes former sold University of Adelaide UniCare services. Agency and record status yet to be determined.</i>		
		<b>See Also: 11.5 STUDENT SERVICES – Counselling.</b>		
11.7.1	Health Services	Records relating to the provision of health services to students.	<b>TEMPORARY</b>	Retain a minimum of 15 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
11.7.2	Health Services	Client records relating to health services. Includes client files of both adults and minors.	<b>TEMPORARY</b>	Retain a minimum of 30 years after action completed, then destroy.
11.7.3	Health Services	Appointment registers.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
11.7.4	Health Services	Records relating to the accreditation of the medical practice. Includes licences and permits, policy manual, certificate, etc.	<b>TEMPORARY</b>	Retain a minimum of 5 years after license or permit expires, then destroy.
11.7.5	Health Services	Agreements or contracts under seal (specialty) with service providers.	<b>TEMPORARY</b>	Retain a minimum of 17 years after action completed, then destroy.
11.7.6	Health Services	Agreements or contracts not under seal (simple) with service providers.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
<b>11.8</b>	<b>Indemnity Insurance</b>	<p><i>The process of taking out premiums to cover staff or students against third party injury or death resulting from accidents or incidents on other premises whilst on duty or undertaking student placement.</i></p> <p><i>See GDS 30 v2 (as amended):6.8.x FINANCIAL MANAGEMENT – Insurance - various for records relating to other insurance records</i></p> <p><i>See GDS 30 v2 (as amended):14.1 WORK HEALTH &amp; SAFETY – Accidents &amp; Incidents - various for incidents on agency's premises.</i></p>		

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
11.8.1	Indemnity Insurance	Records relating to the management of insurance policies covering staff and students against third party injury or death resulting from accidents or incidents whilst on other premises.	<b>TEMPORARY</b>	Retain a minimum of 30 years after term of insurance policy expires, then destroy.
<b>11.9</b>	<b>Learning Skills</b>	<i>The activities associated with assisting or supporting students with their learning.</i>		
11.9.1	Learning Skills	Records relating to the provision of programs or activities that enhance learning skills.	<b>TEMPORARY</b>	Retain a minimum of 8 years after action completed, then destroy.
11.9.2	Learning Skills	Records relating to learning skills services, including one on one and group provision.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
11.9.3	Learning Skills	Appointment registers.	<b>TEMPORARY</b>	Retain a minimum of 2 years after action completed, then destroy.
<b>11.10</b>	<b>Orientation</b>	<i>The activities associated with programs designed to providestudents with an introduction to University services and activitiesto assist with enrolment into academic programs.</i>  <i>See 2.4 COMMUNITY ENGAGEMENT – Outreach Programs for records relating specifically to open days.</i>		
11.10.1	Orientation	Records relating to the provision of student orientation programs.	<b>TEMPORARY</b>	Retain a minimum of 3 years after action completed, then destroy.

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No	Function/Activity	Description (including record examples)	Status	Disposal Action
<b>11.11</b>	<b>Recreational Services</b>	<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.	<b>TEMPORARY</b>	Retain a minimum of 5 years after action completed, then destroy.
<b>11.12</b>	<b>Religious Support</b>	<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.	<b>TEMPORARY</b>	Retain a minimum of 15 years after action completed, then destroy.
11.12.2	Religious Support	Records relating to the appointment of individuals to provide religious support, when the individual is not a staff member.	<b>TEMPORARY</b>	Retain a minimum of 10 years after cessation of employment, then destroy.
<b>11.13</b>	<b>Transition Programs</b>	<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, e.g. student peer networking and mentor programs.	<b>TEMPORARY</b>	Retain a minimum of 15 years after action completed, then destroy.