

<b>Name of Guideline</b>	Retention and Disposal Schedule
<b>Description of Guideline</b>	This Guideline specifies the ACU Retention and Disposal Schedule
<b>Guideline applies to</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit, etc</i> )
	<input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
<b>Guideline status</b>	<input type="checkbox"/> New Guideline <input checked="" type="checkbox"/> Revision of existing Guideline

<b>Responsible Officer</b>	Director of Governance
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<b>Related Legislation, Policies, Procedures, Guidelines and Local Protocols</b>	Records and Archive Management Policy Guideline for Records Disposal – Normal Administrative Practice Records Disposal Protocol Archive Box Description Protocol Guideline for Naming and Titling Conventions Privacy Policy Information Security Policy Data and Information Governance Policy
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	<i>Privacy Act 1988 (Cth)</i> <i>State Records Act 1998 (NSW)</i> <i>Public Records Act 1973 (Vic)</i> <i>Public Records Act 2002 (Qld)</i> <i>Territory Records Act 2002 (ACT)</i> <i>State Records Act 1997 (South Australia)</i>
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# Retention and Disposal Schedule

A guide to retaining and disposing University Records

Records & Information Management Services

April 2021

## Contents

Introduction.....	6
Record Formats.....	6
Retention Periods.....	6
Normal Administrative Practice (NAP) .....	6
Disposal of Deeds .....	6
Part 1: Common Activities .....	7
Part 2: Art & Library Collection.....	16
Part 3: Corporate Identity .....	18
Part 4: Financial Management .....	19
Part 5: Governance .....	22
Part 6: Human Resources.....	25
Part 7: Information Management.....	29
Part 8: Information Technology .....	30
Part 9: Legal Services .....	32
Part 10: Marketing & External Relations .....	33
Part 11: Planning & Strategic Management.....	35
Part 12: Property & Facilities.....	36
Part 13: Research Management .....	40
Part 14: Student Management .....	43
Part 15: Student Services .....	47
Part 16: Teaching & Learning .....	49
Part 17: Workplace Health & Safety .....	53

## Introduction

The purpose of this Retention & Disposal Schedule is to:

- Identify records of permanent value to the university
- Set out retention periods for records that are not of permanent value
- Act as a guide for staff in determining how long their business unit records need to be kept.

While all due care has been taken to produce this Schedule in line with ACU's legal obligations as a public company and publicly funded University, some records may have additional retention requirements as a result of one-off agreements or other restrictions. If this is the case, always apply the longest retention period. If you are unsure of retention requirements, please contact [rim@acu.edu.au](mailto:rim@acu.edu.au) for advice.

## Record Formats

This Schedule applies to records created in all formats. This includes, but is not limited to; paper records, digital records, digitised records, maps, plans, photographs, audio-visual records, data in business systems, and proprietary formats.

## Retention Periods

Retention periods listed within this Schedule are the minimum period for which the records must be maintained. If you wish to keep records longer than the stated retention period, please contact [rim@acu.edu.au](mailto:rim@acu.edu.au) and [privacy@acu.edu.au](mailto:privacy@acu.edu.au) to discuss your requirements.

## Normal Administrative Practice (NAP)

NAP permits the destruction of certain University records not required as evidence of business activities. For more information about NAP, please see Guideline for Records Disposal – Normal Administrative Practice ([https://policies.acu.edu.au/governance/records\\_and\\_information\\_management](https://policies.acu.edu.au/governance/records_and_information_management)).

## Disposal of Deeds

If any staff need advice about the disposal of deeds, they should seek advice from the office of General Council (OGC) in the first instance.

## Part 1: Common Activities

This section will cover functions and activities that may apply to multiple business units within the University.

Ref	Activity	Description	Retention
1.1	Agreements - Routine (not under seal)	Records of contracts for smaller scale activities which are not under seal. Includes records associated with the negotiation process.	<p>Destroy 8 years after the date upon which any cause of action under the agreement accrues or may accrue or 8 years after last action, whichever occurs later.</p> <p>Retain permanently for any continuing obligations that do not merge upon completion.</p>
1.2	Agreements - Routine (under seal)	Records of deeds for smaller-scale activities which are under seal. Includes records associated with the negotiation process.	<p>Destroy 17 years after the date upon which any cause of action under the deed accrues or may accrue or 17 years after last action, whichever occurs later.</p> <p>Retain permanently for any continuing obligations under deed that do not merge upon completion.</p>
1.3	Agreements - Significant	Records relating to the formulation and execution of contracts or deeds for significant University commitments. Includes large scale infrastructure projects, memoranda of understanding, inter-organisational or third-party agreements, university-wide workplace agreements, deeds relating to campus property arrangements and intellectual property agreements such as patents.	Retain permanently
1.4	Appreciation & Congratulations	Appreciation and congratulation letters/messages sent or received by the University.	Destroy 7 years after last action

Ref	Activity	Description	Retention
1.5	Celebrations & Ceremonies - Routine	Records relating to routine functions that are not of major significance to the history of the University, e.g. receptions, book launches, openings of exhibitions, fundraising dinners, annual award nights.	Destroy 7 years after last action
1.6	Celebrations & Ceremonies - Significant	Records relating to functions of significant historical interest to the University. Includes farewell for Vice-Chancellor, anniversary celebrations, opening of a new campus or major building. Records include program and guest list.	Retain permanently
1.7	Committees – Strategic	Records relating to internal governance committees and sub-committees or external committees.	Retain permanently
1.8	Committees - Operational	Records relating to the activities of internal committees that consider operational matters and issues. Includes sub-committees and working parties.	Destroy 10 years after last action
1.9	Complaints & Suggestions	Records relating to complaints or suggestions received by the University.	Destroy 8 years after last action
1.10	Compliance	Records relating to the University's compliance with rules, specifications, policies, standards or laws applying to the University's operations. This also includes registration with various bodies, including financial and business-related bodies.	Retain permanently
1.10	Conferences & Seminars - Presentations about ACU	Master set of transcripts and speeches, proceedings and reports of conferences convened by the University; papers presented by ACU staff or representatives at external conferences that address the University's policy, strategic direction or new services, products or partnerships.	Retain permanently.
1.11	Conferences & Seminars - Presentations not about ACU	Papers presented by university staff on any topic other than ACU itself.	Retain permanently.

Ref	Activity	Description	Retention
1.12	Consultants & Contractors	Records relating to the activities associated with managing use of consultants and contractors, including contracts.	Destroy 17 years after the date upon which any cause of action under the contract or deed accrues or may accrue or 17 years after last action, whichever occurs later. <b>Note:</b> Retain permanently for any continuing obligations under contract or deed that do not merge upon completion.
1.13	Contract Register	A register of all contracts managed by the university.	Retain permanently
1.14	Customer Service	Records related to establishing and administering services to clients. Includes historical records relating to IT Service Portal, Concierge and HR Advisory Service and Service Central.	Destroy 7 years after last action completed
1.15	Data Breach	Records relating to security breaches affecting information resources, and the investigation and reporting on of such breaches in line with ACU's data breach response procedures.	Retain permanently
1.16	Deeds – Routine (under seal)	Agreements executed as a deed including deeds of settlement and release.	Destroy 17 years after the date upon which any cause of action under the deed accrues or may accrue or 17 years after last action, whichever occurs later.  Retain permanently for any continuing obligations that do not merge upon completion.
1.17	Donations - Major	Records relating to major donations to the University. Includes establishment of trusts (including testamentary trusts), donations, gifts and bequests of historical/cultural significance or long-term value.	Retain permanently

Ref	Activity	Description	Retention
1.18	Donations - Minor	The activities relating to items donated to the university. Includes donations, gifts and bequests not covered in DONATIONS - MAJOR.	Destroy 7 years after last action
1.19	Enquiries - Routine	Records relating to routine enquiries and correspondence from members of the public that require a simple response. Includes information on courses offered by the University, location of campuses, provision of accommodation etc.	Destroy 8 years after last action
1.20	Enquiries - Significant	Records relating to enquiries and correspondence from members of the public that require a detailed response or advice that may have legal significance.	Retain in accordance with statutory limitation periods for causes of action (or potential causes of action) arising out of the subject matter of the inquiry or 15 years, whichever occurs later.
1.21	External Organisations	Records (including general correspondence) relating to ongoing contact between the University and external bodies. (See separate entries for records relating to external committees, joint ventures or reports submitted to government departments).	Destroy 12 years after last action
1.22	Fundraising	The activities associated with organising and managing fundraising campaigns, and the management of monies received through fundraising campaigns.	Destroy 7 years after last action
1.23	Grants	The activities associated with the application for and administration of grants.	Destroy 7 years after last action
1.24	Implementation	Records related to implementation of systems, applications, databases and programs including, but not limited to, technology related implementations.	Destroy 10 years after last action

Ref	Activity	Description	Retention
1.25	Intellectual Property - Copyright	Records relating to arrangements concerning the use of intellectual property. Includes correspondence, agreements, formal arrangements, and copyright declaration forms. Also includes royalty payments to authors for works where the University was publisher.	<p>For contracts - destroy 7 years after the date upon which any cause of action under the agreement accrues or may accrue.</p> <p>For deeds - destroy 12 years after the date upon which any cause of action under the deed accrues or may accrue.</p> <p>Retain permanently for any continuing obligations under contract or deed that do not merge upon completion.</p> <p>Retain permanently when the University is the beneficiary or grantor of a perpetual intellectual property licence or other perpetual intellectual property rights.</p>

Ref	Activity	Description	Retention
1.26	Intellectual Property - Infringements	Records relating to infringements and disputes concerning intellectual property.	<p>For contracts - destroy 7 years after the date upon which any cause of action under the agreement accrues or may accrue.</p> <p>For deeds - destroy 12 years after the date upon which any cause of action under the deed accrues or may accrue.</p> <p>Retain permanently for any continuing obligations under contract or deed that do not merge upon completion.</p> <p>Retain permanently when the University is the beneficiary or grantor of a perpetual intellectual property licence or other perpetual intellectual property rights.</p>
1.27	Intellectual Property - Registration	Records relating to the registration of intellectual property. Includes application forms, objections, supporting documentation, sealed patent or licence.	Retain permanently
1.28	Joint Ventures	Records relating to the management of joint operations between the University and other organisations where there is a contract, formal arrangement or joint contribution of resources. Includes the establishment and strategic direction of joint ventures.	Retain permanently
1.29	Meetings	Records relating to routine section, unit or team meetings. Includes agenda, minutes, catering, and venue bookings. Excludes committees.	Destroy 10 years after last action

Ref	Activity	Description	Retention
1.30	Misconduct	Records relating to allegations and investigations into breaches of the University's Codes of Conduct and/or policies relating to conduct and behaviour for Staff, Students or Research. Records include allegations, investigations, disciplinary action and appeals. Includes academic and non-academic misconduct.	Retain permanently
1.31	Operational Audit	Records relating to audits that examine the operations of a business unit as a whole or specific operations within the business unit.	Retain permanently
1.32	Planning - Operational	The final version of business unit operational plans.	Destroy 10 years after superseded
1.33	Planning - Strategic	Final approved strategic plans that have a major impact on the University's operations and strategic direction, i.e. ACU Strategic Plan	Retain permanently
1.34	Policy	Final approved versions of ACU policies.	Retain permanently
1.35	Prizes & Awards - Administration	Records related to organisational arrangements for the award. Includes selection process and notification of outcome.	Destroy 7 years after last action
1.36	Prizes & Awards - Establishment	Records related to establishing the award.	Retain permanently
1.37	Prizes & Awards - Judging Panel	Master list of judges or committee members.	10 years after action completed
1.38	Prizes & Awards - Recipients	Master list of all award winners.	Retain permanently
1.39	Procedures & Guidelines	Final approved versions of procedures, guidelines, manuals, or directives relating to the University's processes or operations.	Retain permanently
1.40	Reporting - Annual Reports	Master copy of annual reports. Includes reports prepared by faculties and schools, centres and institutes, and the University as a whole.	Retain permanently
1.41	Reporting - External	Final version of formal reports submitted to external organisations.	Retain permanently

Ref	Activity	Description	Retention
1.42	Reporting - Internal	Final version of formal reports prepared for internal use only.	Retain permanently
1.43	Reporting - Operational	Final version of routine reports regarding a business unit's operations.	Destroy 7 years after last action
1.44	Reporting - Outcomes	Final reports on research projects and other significant University projects.	Retain permanently
1.45	Reporting - Progress	Interim and progress reports for research grants and projects.	Destroy 10 years after last action
1.46	Reporting - Strategic	Formal reports that significantly affect the direction and services of the University. Also includes the reports documenting the University's performance in meeting institutional goals, objectives and performance indicators.	Retain permanently
1.47	Restructuring - Major	Records relating to reviews and restructures affecting the University as a whole, or large sections of the University.	Retain permanently
1.48	Restructuring - Minor	Records relating to minor reviews and restructures affecting only particular sections of the University and having little effect on the overall functioning of the University.	Destroy 10 years after last action
1.49	Reviews - Major	Records relating to major reviews of functions and activities resulting in changes in strategy, policy or procedures.	Retain permanently
1.50	Reviews - Minor	Records relating to reviews of minor functions and activities.	Destroy 7 years after last action
1.51	Student Recruitment	Records relating to activities designed to attract student applicants.	Destroy 7 years after last action
1.52	Student Recruitment Agents	Records relating to the appointment of advertising and recruitment representatives or agencies. Includes agreements (but excludes deeds).	For contracts - destroy 7 years after the date upon which any cause of action under the agreement accrues or may accrue or otherwise 7 years after appointment ceases, or agreement expires, whichever occurs later.

Ref	Activity	Description	Retention
1.53	Surveys	Records relating to surveys regarding the University's programs, activities or services.	Destroy 7 years after last action
1.54	Tender Register	Register of all tenders issued by the University.	Destroy 12 years after last action
1.55	Tenders	Records relating to the development, issue and evaluation of tender documentation. Includes request for tender documents, statement of requirements, requests for expression of interests, draft contracts, evaluation reports, recommendations, final reports and public notices.	Retain permanently
1.56	Visits - Dignitaries	Records relating to visits by politicians and other notable figures. Includes any security checks.	Retain permanently
1.57	Visits - General Public	Records related to arranging and facilitating visits to university premises by individuals or groups from external organisations or institutions.	Destroy 7 years after last action
1.58	Working Papers	Working papers, rough notes and calculations used to prepare a final record.	Destroy 7 years after last action

## Part 2: Art & Library Collection

The function of managing art and library collections

Ref	Activity	Description	Retention
2.1	Access	Records relating to the access and use of collections. Includes application for access, access conditions and registers of access.	Destroy 7 years after last action
2.2	Acquisition - Collection Items	Records relating to the acquisition of items, subscriptions, information resources and information services. Includes purchase, negotiation and arrangements.	Retain permanently
2.3	Catalogues & Indexes	Records related to registering and describing items within the collection. Includes collection catalogues, exhibition catalogues, inventories, electronic control systems, indexes and registers.	Retain permanently
2.4	Collection Audit	The activity of auditing art, museum pieces, library collection items and other objects that are either owned by the University or are on loan to the University.	Retain permanently
2.5	Collection Security	Records relating to establishing and assigning security processes within library and art collection environments. Includes physical security of collection items (such as RFID), as well as intellectual security for information systems.	Destroy 7 years after last action
2.6	Conservation	Records relating to ongoing preservation and restoration measures for the protection of library and art collections. Includes pest control, monitoring of light, temperature and humidity, etc.	Retain for 15 years after administrative use ceases or the property is disposed of, whichever occurs later.
2.7	Disposal - Collection Items	Records relating to the disposal of collection items by sale, transfer, conversion to another medium/format, auction, destruction or repatriation.	Retain permanently

Ref	Activity	Description	Retention
2.8	Exhibitions	Records relating to the planning and implementation of an exhibition. Includes liaison with donors/lenders, invitations to exhibit.	Destroy 15 years after last action
2.9	Library Operations	Records relating to administrative and operational arrangements for library services. Includes loans and any fines/penalties imposed on users.	Destroy 7 years after last action
2.10	Loans - Artworks	Records relating to the lending of items to the university for use in its exhibitions/displays or lending items owned by the university to other organisations including contracts and deeds.	Destroy 7 years (in the case of a contract) or 17 years (in the case of a deed) after the date upon which any cause of action under the loan agreement accrues or may accrue or 17 years after the loan agreement expires, whichever occurs later.

## Part 3: Corporate Identity

The activities associated with defining the identity and ethos of ACU, and corporate symbols and brands.

Ref	Activity	Description	Retention
3.1	Corporate Symbols	Records relating to the development of symbols and objects reflecting the University's corporate identity. Includes design and format of the University Crest, brand mark(s), testamurs, common seal, the University Christmas Card.	Retain permanently
3.2	Ethos and Identity	Records defining the University's sense of Catholic identity and ethos.	Retain permanently
3.3	Misuse	Records relating to the misuse of corporate identity. Includes falsified transcripts, and fraudulent use of web content.	Retain permanently
3.4	Registration	Records relating to protection of the University's identity. Includes registration of seal and trademarks.	Retain permanently
3.5	Seal Register	Records listing instances where the University seal has been used.	Retain permanently
3.6	Usage	Records relating to applications and approval to use the University's corporate identity objects e.g. the University Crest, motto, logo, brand mark(s).	Retain permanently

## Part 4: Financial Management

The function of managing the University's financial resources.

Ref	Activity	Description	Retention
4.1	Accounts Payable	Records relating to monies owed by the University to creditors.	Destroy 7 years after FY to which the records relate
4.2	Accounts Receivable	Records relating to monies owed to the University by debtors.	Destroy 7 years after FY to which the records relate
4.3	Bank Accounts	Records documenting the establishment of University bank accounts. Includes records documenting the closure of the account.	Destroy 7 years after the account has been closed
4.4	Banking	Records documenting the management of banking activities. Includes deposit books, bank statements, bank reconciliation statements, investments and dividend statements, and records documenting the use of credit cards.	Destroy 7 years after FY to which the records relate
4.5	Budget - Final	Final approved budget.	Retain permanently
4.6	Budget - Operational	Budget estimates and associated records produced for internal use by the University.	Destroy 7 years after FY to which the records relate
4.7	Budget - Progress	Records relating to the University's spending progress or revenue collection against allocations within the budget estimates.	Destroy 7 years after FY to which the records relate
4.8	Debt Management	Records relating to the management and settlement of debts, overpayments and material losses. Includes debt recovery and write-offs.	Destroy 7 years after FY to which the records relate or destroy 17 years after a deed of settlement or release is entered into in relation to the settlement of debts, whichever occurs later.
4.9	Financial Audit	Records relating to financial audits.	Destroy 10 years after last action
4.10	Financial Delegations	Records relating to the process of delegating power to authorise a financial activity. Includes appointment of an officer to countersign cheques, delegation to approve expenditure.	Destroy 10 years after last action

Ref	Activity	Description	Retention
4.11	Financial Statements - Annual	Annual financial statements and associated background documentation. Includes balance sheets, operating statements, cash flow statements and accompanying notes.	Retain permanently
4.12	Financial Statements - Interim	Interim financial statements including balance sheets and operating statements. Includes mid-year and quarterly statements.	Destroy 7 years after FY to which the records relate
4.13	Incidental Benefits	Records documenting the management of incidental benefits received by University personnel e.g. frequent flyer points.	Destroy 7 years after FY to which the records relate
4.14	Insurance	Records relating to any insurance policies or programs covering the University and its operations, including claims relating to property and assets.	<p>Destroy 7 years after last action or, where a deed of release and settlement has been entered into for claims, 17 years after the date upon which any cause of action under the deed accrues or may accrue or 17 years after last action, whichever occurs later.</p> <p>Retain permanently for any continuing obligations that do not merge upon completion.</p>
4.15	Loans	Records relating to the borrowing of money by the University. Includes loan agreements, repayment records, interest rate agreements and other associated records.	Destroy 7 years after the FY during which the finalisation of the loan occurs
4.16	Salaries	Records relating to salaries of personnel.	Destroy 7 years after the FY to which the records relate or the last action, whichever occurs later
4.17	Taxation	Records relating to taxation matters. Includes income tax, fringe benefits tax (FBT), goods and services tax (GST), sales tax, payroll tax, fuel tax and pay as you go (PAYG).	Destroy 5 years after the FY to which the records relate or the last action, whichever occurs later.

Ref	Activity	Description	Retention
4.18	Trust Fund - Account Management	Records relating to the routine management of University trust funds. Includes periodic reports; batching records; incorrect calculations reports; processing/reporting request forms; trial balances.	Destroy 10 years after the FY to which the records relate or the last action, whichever occurs later.
4.19	Trust Fund - Establishment	Records relating to the establishment of trust funds established or managed by the University.	Retain permanently

## Part 5: Governance

The function managing governing committees, statutes, AGMs and corporate registers. This function also responds to privacy matters and protected interest disclosures.

Ref	Activity	Description	Retention
5.1	Accreditation	The activity associated with the University seeking institutional accreditation as an educational provider e.g. with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and the Tertiary Education Quality and Standards Agency (TEQSA).	Retain permanently
5.2	Annual General Meeting	Records relating to the annual general meetings held by Australian Catholic University Limited (ACU Ltd). Includes extraordinary general meetings.	Retain permanently
5.3	Annual Returns	Annual return of ACU Ltd submitted to the Australian Charities & Not-for-profits Commission or other Commonwealth body from time-to-time.	Retain permanently
5.4	TEQSA / ASQA Audit	Records relating to external quality assurance audit by TEQSA and the Australian Skills Quality Authority (ASQA). Includes: submissions to TEQSA and ASQA by the University; audit reports; responses by the University to audit reports.	Retain permanently
5.5	Committees - Governing	Records relating to committees and boards that manage the University's strategic and core business. Includes Senate, Senate Standing, Academic Board, Finance and Resources, Audit and Risk, and Ethics Committees. Also includes external committees for which the University provides secretariat support and external advisory bodies that have a direct impact on the University's operations.	Retain permanently
5.6	Corporate Register	Corporate registers. Includes registers of directors, secretaries and managers; register of trustees; registers of charges, seal registers.	Retain permanently

Ref	Activity	Description	Retention
5.7	Election Guidelines	Records relating to election policies and procedures.	Destroy 7 years after last action
5.8	Elections	Records relating to the electoral roll, conduct of elections, and election results.	Destroy 7 years after last action
5.9	Incorporation	Records relating to the incorporation of the ACU Ltd. Includes Certificates of Incorporation; Corporation Constitution; Memorandum and Articles of Association; Seal Records.	Retain permanently
5.10	Inquiries	Records relating to the University's contribution and involvement in inquiries, such as Royal Commissions and Parliamentary and Ombudsman inquiries. Includes statements and submissions, responses to final reports, and transcripts of oral evidence given by University staff and representatives. Includes all working and supporting papers.	Retain permanently
5.11	Legislation	Records relating to government legislation and regulations that directly relate to the University's operations and functions. Includes regulatory impact statements, submissions to the Minister, reports, and comments submitted or received containing substantial input.	Retain permanently
5.12	Privacy	Records associated with complaints or investigations about breaches of privacy.	Destroy 15 years after last action
5.13	Protected Disclosures	Records relating to the handling of disclosures made under Public Interest Disclosure / Whistle-blower legislation and/or the University's Protected Disclosure or similar policy.	Retain permanently
5.14	Shareholder Register	Master list of all Corporation members. Includes membership list at any given point in time.	Retain permanently
5.15	Statutes & Regulations - Breaches	Records relating to breaches of University Statutes and Regulations.	Destroy 15 years after last action

Ref	Activity	Description	Retention
5.16	Statutes & Regulations - Development	Records relating to the development of University Statutes and Regulations.	Retain permanently
5.17	Statutes & Regulations - Final	Master set of Statutes and Regulations. Includes Statutes and Regulations at any given point in time.	Retain permanently

## Part 6: Human Resources

The function of managing the University's employees.

Ref	Activity	Description	Retention
6.1	Academic Promotions - Decision Making & Appeals	Records relating to unsuccessful applications and appeals against promotion decisions.	Destroy 7 years after appeal period expires
6.2	Academic Promotions - Lecturers	Records relating to the promotion of academic staff below the associate professor level. Includes applications, recommendations, approvals, and advice of decision.	Destroy 75 years after date of birth, or 7 years after date of separation (whichever is longest).
6.3	Academic Promotions - Professorial	Records relating to the promotion of academic staff at associate professor level and above. Includes applications, recommendations, approvals, and advice of decision.	Destroy 75 years after date of birth, or 7 years after date of separation (whichever is longest).
6.4	Attendance Records	Attendance records for all employees. Includes flex sheets, time sheets, attendance sheets, overtime records and rosters.	Destroy 7 years after last action
6.5	Employee File - Chancellor & Vice-Chancellor	Personal case files of the Chancellor and Vice-Chancellor.	Retain permanently
6.6	Employee File - Staff	Personal case files of all employees, excluding the Chancellor and Vice Chancellor.	Destroy 100 years after separation from the University
6.7	Employee Register	Summary record of all permanent employees.	Retain permanently
6.8	Complaints - Formal	Records documenting formal complaints including those presented to a panel.	Destroy 15 years after last action
6.9	Complaints - Informal	Records documenting complaints which are handled informally by a line manager or Complaints Registrar. Includes complaints settled by mediation.	Destroy 7 years after last action
6.10	Complaints - Register	Summary documentation of complaints detailing the type of complaint and how resolved.	Retain permanently

Ref	Activity	Description	Retention
6.11	Honorary Appointments - Academic	Records relating to the appointment of visiting, adjunct and conjoint academics, including fellows.	Destroy 7 years after appointment ceases
6.12	Honorary Appointments - Professorial	Records relating to the appointment of adjunct or emeritus professors.	Retain permanently
6.13	Industrial Relations - Disputes	Records relating to the management of industrial disputes.	Retain permanently (significant disputes)  Destroy 10 years after last action or 7 years after separation of employee, whichever is later (minor disputes).
6.14	Industrial Relations - Enterprise Bargaining	Records relating to enterprise bargaining. Includes negotiation and implementation.	Retain permanently
6.15	Industrial Relations - Industrial Meetings	Records relating to ad hoc meetings regarding industrial relations issues. Includes meetings between management and unions or other employee associations.	Destroy 10 years after last action
6.16	Industrial Relations - Institutional Appeals	Records relating to appeals made to an external industrial relations body against a decision or order.	Retain permanently
6.17	Industrial Relations - Workplace Agreements	Records relating to industrial and/or workplace agreements pertaining to the University.	Retain permanently
6.18	Leave Applications	Records relating to leave requests. Includes applications for leave and any supporting documentation e.g. Sick leave certificates.	Destroy 7 years after last action
6.19	Leave Summary	Consolidated leave history of each staff member.	Destroy 100 years after date of birth or 50 years after separation from the agency, whichever is longer.
6.20	Misconduct - Dismissal	Records relating to investigations of misconduct that result in dismissal.	Destroy 100 years after last action
6.21	Misconduct - No Dismissal	Records relating to investigations of misconduct that do not result in dismissal.	Destroy 10 years after last action

Ref	Activity	Description	Retention
6.22	Misconduct - No Investigation	Records relating to allegations of misconduct that do not result in an investigation.	Destroy 7 years after last action
6.23	Pastoral Care - Staff	The activities associated with pastoral care and religious support to staff. Includes appointment of chaplain, programs for support.	Destroy 15 years after last action or end of appointment, whichever occurs later
6.24	Payroll	Records documenting employees' salaries. Includes taxation declaration records, group certificates, payroll deduction authorities, records relating to the overpayments, and employee pay history cards.	Destroy 7 years after end of the FY to which records relate
6.25	Performance Management	Records relating to the administration and implementation of performance management programs. Includes recognition schemes for employees, and individual performance management records.	Destroy 10 years after last action
6.26	Position Classification	Records relating to the creation, variation, abolition, transfer or reclassification of positions and assigned duties.	Destroy 7 years after the position has been altered or abolished
6.27	Relocation Arrangements & Expenses	Records relating to moving and relocation expenses for University employees when paid for by the University. Includes storage expenses.	Destroy 7 years after last action
6.28	Security	Records relating to character and security checks. Also includes registers and documents on the issuing of security passes and staff cards.	Destroy 7 years after administrative use ceases
6.29	Social Club	Records relating to interaction between the University and the social club. Includes any support provided by the University.	Destroy 2 years after last action
6.30	Staff Counselling	Records related to the provision of counselling or professional coaching to staff. Includes employee assistance programs. Includes general administration files as well as personal case files.	Destroy 7 years after last action

Ref	Activity	Description	Retention
6.31	Staff Development - Appraisal & Delivery	Records relating to the delivery and appraisal of staff development programs, activities and events.	Destroy 30 years after last action
6.32	Staff Development - Arrangements & Attendance	Records relating to administrative arrangements for staff training and development activities, and attendance records.	Destroy 7 years after last action
6.33	Staff Exchange Program	Records relating to arrangements for staff exchanges that provide staff with opportunities to develop, teach or research at another institution while maintaining their substantive appointment.	Destroy 2 years after arrangement expires
6.34	Staff Recruitment	Records relating to the recruitment process. Includes advertisements, details of position and duty statement, composition of interview panel, applications received, interview and referee questions.	Destroy 7 years after last action
6.35	Terminations	Records relating to the management and administration of redundancies. Includes documentation on the selection of positions to be abolished and the process of offering redundancy to staff.	75 years after date of birth or 7 years after employment ceases, whichever is longer
6.36	Travel	Records relating to work-related travel arrangements and bookings for staff. Includes preparing travel itineraries and arrangements for obtaining passports and visas.	Destroy 7 years after last action
6.37	Work Placement	Records relating to volunteers or individuals on work experience placements.	7 years after service completed or until person reaches 25 years, whichever is longer

## Part 7: Information Management

The function of managing the University's information resources.

Ref	Activity	Description	Retention
7.1	Archiving	Records relating to management of permanent archival material.	Retain permanently
7.2	EDRMS Administration	Records regarding EDRMS system administration activities, such as; creating user accounts, troubleshooting, reporting, location clean-ups, etc.	Retain 10 years after last action
7.3	EDRMS Maintenance & Upgrades	Records relating to EDRMS system maintenance activities (such as health checks and support vendor maintenance), and system upgrades.	Retain 7 years after last action
7.4	Information Access Requests	Records relating to requests for information received by the general public, students and staff. Please note subpoenas are covered by LEGAL MATTERS - ROUTINE.	Retain permanently
7.5	Offsite Storage	Records relating to management of offsite storage contracts, usage reports, and any other related activities.	Destroy 17 years after last action
7.6	Retention & Disposal	Records relating to retention and disposal activities, such as; sentencing, transfer procedures and arrangements, disposal activities.	Retain permanently
7.7	Retention Schedule	Master copy of the university's retention schedule.	Destroy 20 years after last action
7.8	RIMS Projects	Projects relating to improvement of RIMS services and activities, and rollout of EDRMS.	Retain 7 years after last action

## Part 8: Information Technology

The function of managing the University's technology systems and resources.

Ref	Activity	Description	Retention
8.1	Acquisition - IT Assets	Records related to the purchase of IT products and technology.	Destroy 12 years after last action
8.2	Application Development - Configuration	Records relating to the configuration or customisation of off the shelf packages to meet the needs of the university.	Destroy 7 years after system is superseded
8.3	Application Development - Design	Records relating to the design and development of systems. Includes research, project proposals, project management, and systems documentation.	Destroy 7 years after system is superseded
8.4	Application Development - Testing	Records associated with testing activities. Includes testing strategies, result forms and test reports.	Destroy 7 years after last action
8.5	Backups	Copies of data used to restore the original after a data loss event.	10 years after last action
8.6	Controls	Records relating to creating, maintaining and evaluating control mechanisms. Includes records documenting history of access and data changes, such as system access logs, internet access logs, system change logs and audit trails.	Destroy 10 years after last action
8.7	Data Administration	The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes data recovery.	Destroy 20 years after last action
8.8	Data Migration	Records relating to the migration of data between electronic systems or from one electronic medium to another.	Destroy 20 years after last action
8.9	Database Management	The activities associated with the building, prototyping and testing of databases. Includes management of user rules, passwords and monitoring usage and response times.	Destroy 10 years after last action

Ref	Activity	Description	Retention
8.10	Disposal - IT Assets	Records relating to the disposal of technology and telecommunications. Includes sale, transfer, auction, exchange, return or destruction.	Destroy 10 years after last action
8.11	Evaluation - IT Products & Solutions	Records documenting the analysis of business processes, products and solutions.	Destroy 10 years after last action
8.12	Installation	Records relating to the installation of databases, applications or systems. Includes the implementation, installation, configuration and relocation of equipment and facilities.	Destroy 10 years after last action
8.13	IT Audit	Records relating to the auditing of IT activities and systems.	Destroy 7 years after last action
8.14	IT Projects	Records relating to IT projects.	Destroy 7 years after last action
8.15	IT Security	Records relating to security of IT systems. Includes security breaches such as unauthorised access to a computer network, alteration of data.	Destroy 10 years after last action
8.16	Leases - Hardware & Equipment	Records related to leasing items and equipment.	Destroy 8 years after lease expires
8.17	Maintenance - Equipment & Systems	The activities associated with the upkeep, repair, servicing and preservation of equipment and systems.	Destroy 7 years after last action

## 9: Legal Services

The function of providing and managing legal services for the University.

Ref	Activity	Description	Retention
9.1	Discovery	Records relating to the management of subpoenas and discovery orders. Includes detailed lists and copies of records found.	Destroy 10 years after last action
9.2	Legal Advice	Records relating to legal advice requested or received. Includes advice from inside and outside the University.	Retain permanently
9.3	Matters - Significant	Significant legal matters that have a lasting impact on ACU, including; large scale infrastructure projects, major acquisitions, inter-organisational agreements, patents, litigations, university wide agreements, etc.	Retain permanently
9.4	Matters - Routine	Routine legal matters such as procurement or service agreements, contractual issues, MOU's, etc.	Destroy 15 years after last action

## Part 10: Marketing & External Relations

The function of providing marketing services, and management of alumni, social media, and ACU's websites.

Ref	Activity	Description	Retention
10.1	Alumni - Establishment	Records relating to the establishment and ongoing management of alumni chapters and graduate organisations.	Destroy 15 years after chapter or graduate organisation disbanded
10.2	Alumni - Member Details	Records relating to membership details. Includes names, change of address etc.	Destroy 7 years after last action
10.3	Alumni - Register	Master list of alumni members.	Destroy 7 years after last action
10.4	Greetings	The activity associated with the preparation and sending of letters and cards by the University. Includes letters of appreciation, condolence and congratulations. Also includes Christmas cards.	Destroy 7 years after last action
10.5	Marketing - Routine	Records relating to routine marketing campaigns. Includes advertising campaigns, public launches and promotional images.	Destroy 8 years after last action
10.6	Marketing - Significant	Records relating to major marketing campaigns. Includes re-branding or major awareness campaigns.	Retain permanently
10.7	Press Clippings	Copies of media items relating to the university's operations or events involving the university. Includes news cuttings, transcripts and electronic media items.	Destroy 5 years after last action
10.8	Press Releases	A master set of all ACU media releases.	Retain permanently
10.9	Publications - External Articles	Significant articles contributed to journals, magazines, newspapers etc about the University or its functions.	Retain permanently

Ref	Activity	Description	Retention
10.10	Publications - Corporate Style	Records related to guidelines on written style (such as graphic design etc) within the University's documents. Includes designing logos, letterhead, stationery, publications that incorporate the corporate image of the University. Also includes agency style manuals.	Destroy 5 years after last action
10.11	Publications - Distribution	Records related to the dissemination of publications through sales, deliveries or other customer services. Includes records of the monitoring of distribution, stock lists and address lists.	Destroy 5 years after last action
10.12	Publications - Internal Newsletters	Master copy of internal university newsletters and other publications.	Destroy 5 years after last action
10.13	Publications - Production Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements regarding the production, marketing, supply or distribution of published materials. Includes correspondence and negotiations, minutes or notes of meetings with stakeholders, final versions of authorised agreements, and reviews of agreements.	Destroy 7 years after expiry of agreement
10.14	Publications - Publishing Agreements	Agreements with authors, agents and distributors detailing terms and conditions of publication. Includes agreements relating to copyright ownership, royalty payments, licence to publish, amendments or variations and associated correspondence.	Retain permanently
10.15	Publications - Subsidiary Rights Agreements	Agreements granting subsidiary rights over works published by the University. Includes amendments or variations and associated correspondence.	Destroy 7 years after expiry of agreement
10.16	Social Media Management	Records relating so operational management of social media accounts and presence.	Destroy 7 years after last action
10.17	Website Management	Records relating to management of websites, including requests to edit.	Destroy 7 years after last action

## Part 11: Planning & Strategic Management

The function of assisting the University to achieve its Mission and Vision through evidence-based decision-making and a strategic approach to planning, quality and risk management.

Ref	Activity	Description	Retention
11.1	Business Intelligence	Records relating to business intelligence activities, including but not limited to; analytics, data mining, process mining, business performance management and benchmarking.	Destroy 7 years after last action
11.2	Quality Assurance - Certification	Records relating to the assessment and certification of the University's quality systems by an external organisation.	Destroy 7 years after last action
11.3	Quality Assurance - Implementation	Records relating to the implementation of quality management systems and monitoring implementation activities.	Destroy 7 years after last action
11.4	Quality Assurance - Manual	Master copy of the University's quality assurance manual.	Destroy 10 years after last action
11.5	Risk Management	The activities associated with the identification of risks at a strategic level, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss resulting from an incident.	Destroy 8 years after last action
11.6	Risk Management - Register	Entries in a register of University risks.	Destroy 8 years after last action
11.7	Statistical Analysis & Reporting	Records relating to statistical analysis and reporting activities.	Destroy 7 years after last action

## Part 12: Property & Facilities

The function of managing the University's land, buildings, vehicles and other infrastructure.

Ref	Activity	Description	Retention
12.1	Accidents - Buildings, Equipment and Vehicles	Records of accidents involving material assets of the town, including; buildings, equipment and vehicles.	Destroy 12 years after last action
12.2	Acquisition - Building & Land	Records relating to the purchase of buildings and land.	Retain permanently
12.3	Acquisition - Equipment & Vehicles	Records relating to the purchase of equipment and vehicles.	Destroy 12 years after disposal
12.4	Allocation	Records of the allocation of equipment and stores to employees or business units.	Destroy 12 years after last action
12.5	Asset Conservation	The activities involved in the preservation, protection, restoration and enhancement of properties, including buildings and land. Includes Environmental Impact Statements. Also includes sites of heritage significance.	Retain permanently
12.6	Asset Delivery	Records documenting arrangements for the delivery of equipment and stores.	Destroy 12 years after last action
12.7	Bookings - Facilities	Booking records relating to facilities and equipment.	Destroy 12 years after last action
12.8	Bookings - Vehicles	Bookings records relating to vehicles.	Destroy 12 years after last action
12.9	Commemoration	Records relating to the establishment, design, erection, management and removal of memorial plaques, monuments, benches, fountains, building names etc.	Retain permanently

Ref	Activity	Description	Retention
12.10	Construction	Records documenting construction activities.	Retain permanently
12.11	Disposal - Buildings & Land	Records relating to the disposal of buildings and land. Includes sale, transfer, auction, exchange, return or destruction.	Retain permanently
12.12	Disposal - Equipment & Vehicles	Records relating to the disposal of equipment and vehicles owned by the University. Includes sale, transfer, auction, exchange, return or destruction.	Destroy 12 years after last action
12.13	Fit-outs - Asbestos	Records of fit-outs where asbestos was present.	Destroy 100 years after property is disposed of
12.14	Fit-outs - Routine	Records of routine fit-outs.	12 years after disposal of property
12.15	Food Services - Licences & Registration	Records relating to the licencing and registration of food services.	Destroy 7 years after last action
12.16	Food Services - Monitoring & Incidents	Records associated with monitoring of food services, and incidents of potential food poisoning or contamination	Destroy 25 years after date of birth or 7 years after action completed, whichever is the later
12.17	Hazardous Materials and Asbestos	Records relating to the existence, identification, modification or handling of any hazardous materials including asbestos.	Destroy 100 years after removal or destruction
12.18	Installation	Records relating to the installation and modification of utilities. Includes air-conditioning, ventilation, lighting, etc.	Destroy 25 years after last action
12.19	Inventory	Inventories of equipment and stores held by the university.	Destroy 12 years after last action
12.20	Keys	Records relating to keys and lock combinations. Includes key registers.	Destroy 12 years after last action
12.21	Landscaping	Records relating to landscaping activities and planning.	Destroy 7 years after last action

Ref	Activity	Description	Retention
12.22	Leases	Records of the activities involved in leasing accommodation, premises, real estate, vehicles or equipment.	Destroy 17 years after last action or expiry of relevant agreement, whichever is later
12.23	Maintenance	Records of maintenance activities with buildings, land, equipment and vehicles.	Destroy 12 years after last action
12.24	Maps & Plans	Master copies of maps of the university and building plans/schematics.	Retain permanently
12.25	Moving	Records relating to the relocation of a campus, business unit or workgroup. Includes inventories, costings and removalist records.	Destroy 7 years after last action
12.26	Naming	Records relating to the naming of premises, buildings, grounds or other physical features.	Retain permanently
12.27	Pest Control	Records relating to pest and infestation control.	Destroy 7 years after last action
12.28	Renovations	Records relating to structural renovations of University-owned buildings.	Retain permanently
12.29	Security - Major Incidents	Records relating to security incidents where charges are laid or damage/injury has occurred but sabotage was not involved.	Retain permanently
12.30	Security - Minor Incidents	Records relating to security incidents where no charges are laid or no damage/injury has occurred.	Destroy 12 years after last action
12.31	Security - Operational Arrangements	Records relating to the surveillance and guarding of property. Includes patrol rosters, security reports and records of electronic security systems.	Destroy 12 years after last action
12.32	Security - Sabotage	Records relating to security breaches where it is proven or strongly suspected that sabotage was involved. Includes armed hold ups, genuine bomb threats, arson, etc.	Retain permanently

Ref	Activity	Description	Retention
12.33	Stocktake	Records documenting the stocktake of equipment and stores.	Destroy 12 years after last action
12.34	Sustainability Programs	Records relating to sustainability activities, programs and planning.	Destroy 7 years after last action
12.35	Traffic Infringements	Records relating to traffic infringements involving vehicles used or maintained by the University.	Destroy 12 years after last action
12.36	Traffic Management	Records related to traffic management on campus. Includes traffic offences (by vehicles on campus), parking offences, parking permits, public transport services and shuttle buses to/from the University etc.	Destroy 12 years after last action
12.37	Valuations	Records of valuations on university properties.	Destroy 7 years after last action
12.38	Waste Management - Chemicals	Records relating to the removal, storage and disposal of hazardous substances where the level of danger to humans the environment is low and the effects are not potentially long-term. Includes laboratory chemicals and clinical waste. May include some pesticides.	Destroy 100 years after last action
12.39	Waste Management - Hazardous Materials	Records relating to the removal and disposal of hazardous materials, including asbestos and radioactive material. May include some pesticides.	Destroy 100 years after last action
12.40	Waste Management - Routine	Records relating to routine waste management.	Destroy 12 years after last action

## Part 13: Research Management

The function of managing and supporting academic research projects.

Ref	Activity	Description	Retention
13.1	Accreditation - Animals	Records relating to accreditation of the University to conduct research with animals.	Destroy 7 years after last action
13.2	Accreditation - Biotechnology	Records relating to accreditation of the University to conduct biotechnology research under relevant legislation such as the Gene Technology Act.	Retain permanently
13.3	Anatomy - Facilities	Records relating to inspections of anatomy facilities. Includes documentation, approval and general correspondence.	Destroy 8 years after last action
13.4	Anatomy - Register	Registers of bodies or specimens held by the University.	Retain permanently
13.5	Anatomy - Specimens	Records relating to the acquisition of donation, care, storage, maintenance, management and disposal of anatomy or specimens. Includes consent forms, certificates of agreement, supporting documentation (e.g. death certificates, revocation of authorisation, and acceptances.	Retain permanently
13.6	Animal Management	Records relating to the care, use, protection and disposal of animals and animal body parts or specimens for teaching or research purposes in accordance with statutory requirements.	Destroy 7 years after last action
13.7	Centres & Institutes - Establishment	Records relating to the establishment and strategic direction of centres and institutes established by the University.	Retain permanently
13.8	Commercialisation - Contracts	Records related to agreements for commercialisation where the product is commercialised. Includes licence deeds; agreements; confidentiality deeds; sub-licenses; assignments; deeds of indemnity.	Retain permanently

Ref	Activity	Description	Retention
13.9	Commercialisation - Feasibility Studies	Planning and feasibility studies for the commercialisation of a product, including arrangements for commercial manufacture or design of a product.	Destroy 17 years after last action
13.10	Commercialisation - Not proceeded	Records related to agreements for commercialisation where the commercialisation is not successful. Includes licence deeds; agreements; confidentiality deeds; sub-licenses; assignments; deeds of indemnity.	Destroy 7 years (in the case of a contract) or 17 years (in the case of a deed) after the date upon which any cause of action under the loan agreement accrues or may accrue or 17 years after the loan agreement expires, whichever occurs later.
13.11	Commercialisation - Registration	Records relating to the registration of patents, copyright and ownership of intellectual property where owned in part or completely by the University.	Retain permanently
13.12	Consultancy Services	Records relating to the establishment, management and administration of consultancies.	17 years after lapsing of agreement, or last action, whichever occurs later
13.13	Consultancy Services - Expert Witnesses	Records relating to the provision of expert witness services by academics or other staff. Includes the provision of advice, opinions and testimony to courts, tribunals or to other judicial offices.	Destroy 17 years after last action
13.14	Data - Clinical Trials	Research data created in the conduct of clinical trials.	Destroy 20 years after last action or when subjects have reached 25 years of age, whichever is longer.
13.15	Data - Routine	Research data created in the conduct of research projects that does not involve clinical trials and does not fit within the definition of "significant".	Destroy 15 years after completion of research activity or until subject reaches or would have reached 25yrs, whichever is longer.

Ref	Activity	Description	Retention
13.16	Data - Significant	Research data from projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship and where the data is crucial to the substantiation of the research findings and cannot be readily or practically duplicated. Includes drafts for publication in external publications and final research reports.	Retain permanently
13.17	Ethical Clearance	Records related to gaining ethical clearance in relation to research and research training activities.	Destroy 20 years after last action
13.18	Projects - Approved	Records relating to approved research projects. Includes records relating to project and funding proposals, applications, forms or tenders, supporting information, referees, protocols, and agreements with research and grant partners.	Destroy 7 years after last action
13.19	Projects - Register	Master register of funded research projects.	Retain permanently
13.20	Projects - Unsuccessful	Records relating to the formulation and/or development of research projects where the application is unsuccessful. Includes correspondence, working papers, preliminary data and agreements.	Destroy 15 years after last action
13.21	Research Materials - Drugs	The acquisition, storage and disposal of chemicals, drugs, poisons used in research.	Destroy 12 years after last action
13.22	Research Materials - Radioactive Substances	The acquisition, storage and disposal of radioactive substances and radiation equipment. Includes x-ray equipment.	Destroy 100 years after last action

## Part 14: Student Management

The function of managing the University's students. This classification includes admission, academic progress, graduation and complaints

Ref	Activity	Description	Retention
14.1	Admissions - Special Entry Schemes	Records related to the administration of special entry schemes. Includes conditions for eligibility and procedures for applications.	Retain permanently
14.2	Admissions - Successful	Records relating to applications and offers that are successful and accepted.	Destroy 7 years after completion or discontinuation of course
14.3	Admissions - Unsuccessful	Records relating to applications which are unsuccessful.	Destroy 1 year after appeal period ends
14.4	Cards - Concession	Records relating to the arrangement, management and issuing of concession cards. Includes any correspondence or consultation with organisations and businesses providing student concessions.	Destroy 7 years after last action
14.5	Cards - Student ID	Records relating to the provision of student identification.	Destroy 7 years after last action
14.6	Enrolment	Records relating to student enrolment in a course or program of study. Includes enrolment forms; variations in personal details such as change of name or address; variation in course program. Also includes advanced standing, recognition of prior learning, course transfers, deferment, exemptions, eligibility issues, discontinuation or withdrawal.	Destroy 25 years after date of birth or 7 years after action completed, whichever is the later
14.7	Exchange Program - Applications	Records relating to applications received for placement as an exchange student. Includes application forms, notice of acceptance/ refusal, correspondence.	Destroy 25 years after date of birth or 7 years after action completed, whichever is later
14.8	Exchange Program - Arrangements	Records relating to arrangements, contracts or agreements with other institutions for student exchange programs.	Destroy 25 years after last action
14.9	Fees & Charges - Government Fees	Records relating to Commonwealth Government contribution fees such as HECS (Higher Education Contribution Scheme).	Destroy 7 years after completion or discontinuation of course

Ref	Activity	Description	Retention
14.10	Fees & Charges - Schedule	Schedules of fees set.	Destroy 10 years after year to which schedule relates
14.11	Fees & Charges - Tuition	Records relating to the administration and collection of tuition fees (other than student contribution fees) and library fines. Includes correspondence relating to outstanding fees, fines and non-payment.	Destroy 7 years after FY to which records relate
14.12	Graduation - Academic Dress	Records relating to academic dress protocol.	Retain permanently
14.13	Graduation - Administrative Arrangements	Records relating to administrative arrangements for the graduation ceremony. Includes arranging venue, speakers, catering, seating, and special access.	Destroy 3 years after last action
14.14	Graduation - Conferral of Proceedings	Records relating to the proceedings of conferral of certificates at a ceremony. Includes protocols and transcripts of guest speeches.	Retain permanently
14.15	Graduation - Eligibility	Notification to students of finalisation, approval and graduation ceremony.	Destroy 25 years after date of birth or 7 years after action completed, whichever is the later
14.16	Graduation - Honorary Degrees	Records relating to the nomination and recommendation for the award of an honorary degree.	Retain permanently
14.17	Graduation - Programs	Program/order of proceedings e.g. Certified copies of Graduation ceremony booklets – formal record of graduands.	Retain permanently
14.18	Graduation - Register of Graduates	Master list of graduands.	Retain permanently
14.19	Graduation - Replacement Testamur	Requests for replacement testamurs. Includes statutory declaration, payment of fee.	Destroy 25 years after date of birth or 7 years after action completed, whichever is the later
14.20	Graduation - Uncollected Testamur	Testamurs not collected at graduation ceremonies or returned to the university.	Destroy 7 years after last action

Ref	Activity	Description	Retention
14.21	Complaints	Records relating to formal complaints raised by a student. Includes complaints about perceived discrimination; work/study environment; peers, lecturers or tutors; access to equipment, facilities, tutorials or other services.	Retain permanently
14.22	Load Management	Records relating to the management of student intake load into programs and courses. Includes projection and target reports, and student load statistics reports.	Destroy 5 years after last action
14.23	Scholarships - Administrative Arrangements	Records relating to the administrative arrangements for the delivery of scholarships, fellowships and bursaries.	Destroy 7 years after last action
14.24	Scholarships - Establishment	The activities associated with the establishment, rules and conditions of scholarships, fellowships and bursaries.	Retain permanently
14.25	Scholarships - Register	Register of recipients of scholarships, fellowships and bursaries.	Retain permanently
14.26	Security - Criminal Record Checks	Certificates and forms received from other institutions, such as the police force, as part of a criminal background check.	Destroy 25 years after date of birth or 7 years after action completed, whichever is later
14.27	Security - Criminal Record Checks Register	A register, index or other record maintained by the University confirming each criminal background check it has conducted.	Destroy 7 years after last action
14.28	Security - Working with Children Checks	Certificates and forms received from other institutions, such as the police force, as part of a working with children check. Includes prohibited person declaration, consent for working with children check.	Destroy 25 years after date of birth or 7 years after action completed, whichever is later
14.29	Security - Working with Children Checks Register	A register, index or other record maintained by the University confirming each working with children check it has conducted.	Destroy 99 years after last action
14.30	Student File	Personal file of individual students created by faculties, schools or student administration.	Destroy 25 years after date of birth or 7 years after action completed, whichever is later

Ref	Activity	Description	Retention
14.31	Student File - Register	Records maintained by Student Administration that comprise a summary of student data on individual students. Includes student name, ID, date of birth, enrolment summary, academic records, misconduct findings, awards/courses completed.	Retain permanently

## Part 15: Student Services

The function of providing support to the University's students.

Ref	Activity	Description	Retention
15.1	Accommodation - Case File	Records relating to student residents. Includes application and acceptances, breaches of code of conduct and any disciplinary action.	Destroy 7 years after student leaves accommodation
15.2	Accommodation - Code of Conduct	Code of conduct for students.	Retain permanently
15.3	Accommodation - Fees	Schedule of fees.	Destroy 7 years after superseded
15.4	Accommodation - Unsuccessful Applications	Records relating to unsuccessful applicants for student accommodation.	Destroy 2 years after last action
15.5	Careers Advice	The activities associated with providing information and assistance to students on employment, career guidance and job searches. Includes appointment registers, client records.	Destroy 5 years after last action
15.6	Counselling - Administrative Arrangements	Records relating to the provision of advice and counselling services.	Destroy 25 years after date of birth or 7 years after action completed, whichever is later)
15.7	Counselling - Appointment Register	Appointment registers for student support services.	Destroy 25 years after date of birth or 7 years after action completed, whichever is later
15.8	Counselling - Case File	Records relating to advice, guidance and support to individual students. Includes personal, financial, health or other matters.	Destroy 15 years after action completed. If client file includes details of a minor, destroy 30 years after action completed.
15.9	Financial Assistance - Fund Administration	Records relating to the establishment, administration and management of funds and schemes. Includes rules and conditions.	Destroy 7 years after last action

Ref	Activity	Description	Retention
15.10	Financial Assistance - Successful Applications	Records relating to applications to receive assistance in which the application is successful. Includes records of interviews and other assessment methods.	Destroy 7 years after discharge of loan or last action
15.11	Financial Assistance - Unsuccessful Applications	Records relating to applications to receive assistance in which the application is not successful. Includes records of interviews and other assessment methods.	Destroy 7 years after last action
15.12	Orientation	Records related to the planning and management of student orientation. Includes O week activities and program, venue bookings.	Destroy 3 years after last action
15.13	Pastoral Care - Students	The activities associated with pastoral care and religious support to the university students and staff. Includes appointment of chaplain, programs for support.	Destroy 15 years after cessation of appointment
15.14	Special Needs - Funding	Records relating to applications, agreements and contracts for grants and funding from the Commonwealth Government.	Destroy 8 years after last action
15.15	Special Needs - Support	Records relating to the provision of special needs support services. Includes equipment, programs, assistance.	Destroy 15 years after action completed. If client file includes details of a minor, destroy 30 years after action completed
15.16	Sporting Programs	Records relating to the provision of support and administration for sporting programs, including membership details.	Destroy 12 years after action completed, provided the person has reached 30 years of age
15.17	Student Associations	Records relating to interaction between the University and student bodies such as student unions or student sporting clubs.	Destroy 7 years after last action
15.18	Study Assistance	Records relating to the provision of academic skills services to support students. Includes administration of specific programs, client records.	Destroy 7 years after last action

## Part 16: Teaching & Learning

The function of formulating and delivering the teaching curriculum and facilitating the learning process. This classification includes course delivery, curriculum development, planning and assessment.

Ref	Activity	Description	Retention
16.1	Assessment - Academic Records	Official academic records of the results achieved by a student.	Retain permanently
16.2	Assessment - Appeals	Records relating to appeals about examination/assessment results.	Destroy 10 years after last action
16.3	Assessment - Assignments & Examinations	Essays, assignments, examinations and other forms of assessment completed by students but not collected by them or returned to them.	Retain for 6 months after last action
16.4	Assessment - Attendance	Records relating to attendance for teaching and assessment purposes. Includes examinations, classes, tutorials and practicums in which the student did NOT work with children.	Destroy 2 years after last action
16.5	Assessment - Changes	Records relating to changes to assessment results. Includes requests and outcomes.	Destroy 7 years after completion or discontinuation of course
16.6	Assessment - Examination Arrangements	Records relating to administrative arrangements for examination and assessment. Includes supervision/invigilation arrangements and timetables.	Destroy 2 years after last action
16.7	Assessment - Examination Master Papers	Master set of exam question papers.	Retain permanently
16.8	Assessment - Grading	Records relating to the marking of individual assessment items such as assignments and essays. Excludes the final result for a subject or course.	Destroy 2 years after last action
16.9	Assessment - Higher Degree Examiner Reports	Examiners and/or assessors reports and related records.	Destroy 2 years after appeal period ends

Ref	Activity	Description	Retention
16.10	Assessment - Higher Degree Supervision	Records relating to the supervision of higher degree students. Includes appointment of supervisor, and advice and liaison between supervisor and student.	Destroy 7 years after last action
16.11	Assessment - Review	Records relating to review, moderation and confirmation of results.	Destroy 2 years after last action
16.12	Assessment - Special Consideration	Requests from students that special consideration be given due to circumstances which affected their performance in an examination or other assessment activity. Includes requests for deferred or supplementary examinations.	Destroy 10 years after last action
16.13	Assessment - Theses	Master set of theses and dissertations submitted by higher degree (PhD and Masters) and honours students.	Retain permanently
16.14	Clinics - Appointment Register	Appointment registers for university teaching clinics.	Destroy 2 years after last action
16.15	Clinics - Case File	Records providing evidence of clinical care to a patient.	Destroy 15 years after last action
16.16	Clinics - Notifiable Diseases	Records displaying evidence of clinical care to an individual patient with a notifiable disease. e.g. Hepatitis B, HIV, Leprosy, Severe Acute Respiratory Syndrome (SARS), Tuberculosis.	Destroy 85 years after patient date of birth or 10 years since last appointment, whichever is longer
16.17	Clinics - Schedule of Fees	Schedules of fees set.	Destroy 7 years after last action
16.18	Continuing Education - Delivery	Records relating to the management and running of continuing education courses	Destroy 10 years after last action
16.19	Continuing Education - Registration & Results	Enrolment and final grades in continuing education courses.	Destroy 7 years after last action
16.20	Course Delivery - Calendars & Handbooks	Master set of calendars, faculty handbooks and course guides.	Retain permanently

Ref	Activity	Description	Retention
16.21	Course Delivery - Course Outlines	Master copy of course and subject outlines.	Destroy 10 years after program last offered
16.22	Course Delivery - Media Recordings	Audio and audio-visual recordings of lectures, tutorials, seminars, workshops, clinics etc.	Destroy 3 years after last action
16.23	Course Delivery - Subject Resources	Resources and materials used in course and subject delivery. Includes study guides, readings, self-assessment exercises, audio-visual teachings aids and lecture notes. For materials subject to legislative or other regulatory controls, see TEACHING & LEARNING – LEARNING MATERIALS.	Destroy 3 years after last action
16.24	Course Delivery - Teaching Timetables	Records relating to the organisation, control and scheduling of classes. Includes timetables, rosters, organising venues, teaching allocations.	Destroy 3 year after last action
16.25	Curriculum Management - Approval	Records relating to the approval and/or accreditation of curricula. Includes master set of approved curricula. Also includes external accreditation by professional or registration bodies.	Retain permanently
16.26	Curriculum Management - Development	Records relating to the development of curricula for university courses. This includes the initiation or discussion of proposals, as well as working papers, committee records, input from advisory groups.	Destroy 10 years after program last offered
16.27	Curriculum Management - Review	Records relating to internal or external reviews of curricula. Includes working papers, course alteration proposals, draft revised subject outlines, unapproved curriculum revisions.	Destroy 10 years after program last offered
16.28	Evaluation - Administrative Arrangements	Records relating to administrative activities associated with the collection of data for an evaluation of teaching.	Destroy 7 years after last action
16.29	Evaluation - Feedback	Copies of completed questionnaires and survey data.	Destroy 7 years after last action

Ref	Activity	Description	Retention
16.30	Evaluation - Outcome	Reports of evaluation outcome.	Retain permanently
16.31	Learning Materials - Drugs	Records relating to the acquisition, storage and disposal of chemicals, drugs, poisons used in teaching and learning activities.	Destroy 10 years after last action
16.32	Learning Materials - Radioactive Substances	Records relating to the acquisition, storage and disposal of radioactive substances and radiation equipment. Includes x-ray equipment.	Destroy 100 years after last action
16.33	Practicum - Administrative Arrangements	Records relating to arrangements and liaison with placement providers.	Destroy 7 years after last action
16.34	Practicum - Attendance	Records relating to attendance where students are working with children.	Destroy 15 years after last contact or [for minors] 30 years after last contact
16.35	Practicum - Placement Agreements	Agreement with other organisations to allow placements.	Destroy 12 years after agreement expires
16.36	Practicum - Reports	Practicum reports where grade and hours/days required to be completed are not recorded elsewhere (i.e. on transcript or course handbook).	Destroy 50 years after course completion or discontinuation
16.37	Projects - Approved	Records relating to the formulation and/or development of teaching projects. Includes records relating to project and funding proposals, application forms or tenders, supporting information, referees, and protocols.	Destroy 5 years after last action
16.38	Projects - Contracts	Agreements or contracts relating to teaching projects.	Destroy 15 years after expiry of agreement

Ref	Activity	Description	Retention
16.39	VET Official Academic Records (National)	Official Academic records completed and issued to students. This includes both: - Statements of Attainment (Certificates / Diplomas) and Statement of Results (Transcript with unit details and results)	Retain Academic Records for 30 years.
16.40	VET Assessment – Assessment Records	Record of the assessments completed and results achieved by the student.	Retain for 7 years post completion of course: - Records of training and assessment - Unit of Competency evidence for each student, for each unit they were enrolled in - Evidence to substantiate funding claim.
16.41	VET Assessment – Fee For Service (FFS) offerings (National)	Records of the assessments completed and assessment decisions made.	Retain evidence of assessments for 6 months.

## Part 17: Workplace Health & Safety

The function of managing work and study environments in accordance with work health and safety standards and legislation.

Ref	Activity	Description	Retention
17.1	Accidents - Fatalities	Records of accidents resulting in fatalities, including; register of fatalities and inspection records.	Retain permanently
17.2	Accidents - First Aid	Records relating to the provision of first aid, including; first aid register and details of treatment provided.	Destroy 45 years after last action
17.3	Accidents - Injuries	Records relating to incidents where an employee, contractor, student or visitor is personally injured or incapacitated on University premises. Includes injury register.	Destroy 80 years after last action
17.4	Awareness Programs - Health & Safety	The process of promoting programs which encourage the establishment and maintenance of a healthy working environment.	Destroy 7 years after last action
17.5	Compensation - Fatalities	Records relating to compensation for the death of an employee or visitor where liability is with the University.	Retain permanently
17.6	Compensation - Injuries (visitors)	Records relating to compensation claims for personal injury made by members of the public, including work experience students and volunteers or other persons who are not employees.	Destroy 25 years after date of birth or 15 years after action completed, whichever is longer
17.7	Compensation - Major Injuries (staff)	Records relating to an employee's claims for workers' compensation where an incident has resulted in serious personal injury or incapacity.	Destroy 75 years after date of birth or 55 years after settlement of claim whichever is longer
17.8	Compensation - Minor Injuries (staff)	Records relating to an employee's claim for workers' compensation where an incident has not resulted in death, serious personal injury or incapacity.	Destroy 75 years after date of birth or 55 years after settlement of claim whichever is longer
17.9	Elections - HSR's	Records relating to the election of OH&S representatives to committees and representative rolls. Includes ballot papers and nominations.	Destroy 10 years after last action

Ref	Activity	Description	Retention
17.10	Hazardous Materials	Records relating to routine inspections of hazardous substances in the workplace to ensure or check their compliance with regulations, standards etc. for their management and use.	Destroy 100 years after last action
17.11	Inspections - Routine	Records relating to routine inspections of work sites.	Destroy 10 years after last action
17.12	Institutional Appeals	Records relating to an appeal made by the University for a review of a decision made under occupation health and safety legislation. Includes appeals against a decision made by an authorised investigator.	Destroy 10 years after appeal has concluded
17.13	Notices	Records of notices received by the organisation by authorities and Health and Safety Representatives, including; provisional improvement notices, improvement notices and prohibition notices.	Destroy 10 years after last action
17.14	Rehabilitation	Records documenting the rehabilitation of workers to full employment that are NOT related to a compensation case. Includes return to work plans.	Destroy 50 years after completion of rehabilitation
17.15	Representatives	Records relating to the nomination, appointment, resignation and termination of first aid officers, fire wardens and safety officers. Includes letters of appointment/resignation, details of roles and responsibilities.	Destroy 7 years after last action
17.16	Risk Management - Hazardous Materials	Records related to risk management of OH&S hazards, including hazardous substances, where risk assessments indicate a risk to employees and where health surveillance and/or monitoring of employees is necessary.	Destroy 100 years after last action
17.17	Risk Management - Low Risk	Records related to risk management of OH&S hazards not covered by RISK MANAGEMENT – HAZARDOUS MATERIALS. Includes instances where there is minimal or no risk, and surveillance or monitoring may or may not be required.	Destroy 30 years after last action
17.18	Safe Work Method Statements	Records relating to safe work method statements.	Destroy 100 years after last action

Ref	Activity	Description	Retention
17.19	Safety Data Sheets	Records of safety data sheets.	Destroy 100 years after last action