



Australian Government

National Archives of Australia

Records Authority
Australian National University

12 March 2007

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INTRODUCTION

The Australian National University and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for two key functions of the University: Research & Development and Teaching & Learning. It represents a significant commitment on behalf of the University to understand, create and manage the records of its activities.

This Authority uses a classification scheme based on an analysis of the University's functions. It takes into account the University's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the University and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document the Research & Development and Teaching & Learning functions.

Under section 24 of the Archives Act 1983, a person must not engage in conduct that results in

- the destruction or other disposal of a Commonwealth record; or
- the transfer of the custody or ownership of a Commonwealth record; or
- damage to or alteration of a Commonwealth record;

unless the action of disposal is positively required by law, or takes place with the permission of the National Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

This Authority gives the University the permission, required under the Archives Act, for the destruction or other disposal of the records described. The records are grouped into classes that set out if they are to be retained as national archives or, alternatively, state the minimum length of time that they need to be kept and whether, after this time, they can be destroyed. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

AUTHORISATION

RECORDS AUTHORITY

**Person to whom notice of
authorisation is given:**

The Vice-Chancellor
Australian National University
CANBERRA ACT 0200

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

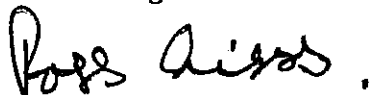
Application:

All functional records for the functions of:

- Research & Development
- Teaching & Learning

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer



Ross Gibbs
Director-General
National Archives of Australia

Date of issue:

12 March 2007

APPLICATION OF THIS AUTHORITY

1. The classes issued in this Records Authority supersede those in Records Disposal Authority (RDA) 1047 and CA 0863/1 and should now be applied to records that meet the class descriptions.
2. RDA 1047 and CA 0863/1 are hereby terminated. They cannot be used to destroy or dispose of records created on or after date of issue of this Authority.
3. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover housekeeping and other administrative records common to most Commonwealth agencies.
4. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine the appropriate disposal action for the records. Advice on sentencing is available from the National Archives.
5. Records already sentenced under RDA 1047 and CA 0863/1 do not need to be resentenced:
 - provided they are retained for the minimum periods set out in the relevant superseding classes, or
 - unless they are already sentenced as 'retain permanently' using previous RDAs and fall within the scope of this Authority.
6. Where the method of recording the information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in this Authority. The University will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
7. In general, retention requirements indicate a minimum period for retention. The University may extend minimum retention periods if it considers that there is an administrative need to do so. Where the University believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the University should contact the National Archives for review of the retention period.
8. From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Authority, please contact the National Archives.
9. Records in the care of the Australian National University must be appropriately stored and preserved. The University must meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
10. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.
11. Advice on how to use this Authority is available from the University's records manager. If there are problems with the application of the authority that cannot be resolved by the University, please contact the National Archives.

CONTACT INFORMATION

For assistance with this Authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Addresses (presentations)

The activity of giving addresses for training, professional or community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
Class no. 13695	Final version of addresses delivered in support of the research and development function, at a major event or by a person of significant public profile. (Date range: 1924 -)	Retain as National Archives
Class no. 13696	Final version of other addresses delivered in support of the research and development function. (Date range: 1924 -)	Destroy 2 years after action completed
Class no. 13697	Working papers documenting the development of addresses in support of the research and development function. Includes drafts. (Date range: 1924 -)	Destroy when reference ceases

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgment. Includes the process of advising

For legal advice obtained on the management of specific research related issues, use LEGAL SERVICES - Advice

Entry	Description of Records	Disposal Action
Class no. 13698	Records documenting the receipt and provision of advice relating to the research and development function. Includes advice from external bodies. (Date range: 1924 -)	Destroy 2 years after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For agreements relating to joint ventures, use RESEARCH & DEVELOPMENT - Joint Ventures.

For the application and receipt of research grants, use RESEARCH & DEVELOPMENT - Research Grants.

Entry	Description of Records	Disposal Action
Class no. 13699	Final version of grant agreements for research projects of national significance, such as projects that are controversial, subject of extensive debate, arouse widespread interest, involve the use of major or new innovative techniques, involve eminent researchers or have potential major or long term impact on the environment, society or human health. (Date range: 1924 -)	Retain as National Archives
Class no. 13700	Final version of grant agreements for research projects, that do not have national significance, relating to human and genetic trials, disease and pest management, changes to ecosystems and use of environmentally hazardous materials. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 20 years after expiry or other termination of agreement or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later
Class no. 13701	Final version of other grant agreements and memoranda of understanding made to support the research and development function. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 7 years after expiry or other termination of agreement or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For agreements relating to joint ventures, use RESEARCH & DEVELOPMENT - Joint Ventures.

For the application and receipt of research grants, use RESEARCH & DEVELOPMENT - Research Grants.

Class no. 13702	Records documenting negotiation, establishment, maintenance and review of agreements made to support the research and development function. Includes agreements for consultancy projects. (Date range: 1924 -)	Destroy 7 years after expiry or other termination of agreement
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Appeals (decisions)

The activities involved in the process of appeals against decisions by applications to a higher authority.

For appeals relating to academic assessment and results, use STUDENT PROGRESS - Student Grievances.

For appeals made by research staff, use PERSONNEL - Reviews (decisions).

Entry	Description of Records	Disposal Action
Class no. 13705	Records documenting appeals made to a higher authority (such as the Administrative Appeals Tribunal), relating to the research and development function. (Date range: 1924 -)	Destroy 10 years after action completed
Class no. 13706	Records documenting appeals made to an external agency against a previous decision relating to the research and development function. (Date range: 1924 -)	Destroy 5 years after action completed
Class no. 13707	Records documenting appeals made against a decision taken within the University relating to the research and development function. (Date range: 1924 -)	Destroy 12 months after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Arrangements

The activities involved in arranging for a journey or a trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For arrangements relating to events hosted by the University, use COMMUNITY RELATIONS - Celebrations and/or COMMUNITY RELATIONS - Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 13708	Records documenting arrangements for the delivery and use of equipment and goods associated with the research and development function. (Date range: 1924 -)	Destroy 2 years after action completed
Class no. 13709	Records documenting travel arrangements relating to the research and development function. (Date range: 1924 -)	Destroy 2 years after action completed

Audit

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.

For privacy audits, use INFORMATION MANAGEMENT - Audit.

Entry	Description of Records	Disposal Action
Class no. 13710	Final internal and external audit reports relating to the research and development function. Includes recommendations. (Date range: 1924 -)	Destroy 10 years after action completed
Class no. 13711	Records documenting the planning and conduct of internal and external audits relating to the research and development function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments (Date range: 1924 -)	Destroy 5 years after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Commercialisation

The activities involved in the selling of the University's commercial products and services. Includes providing a market for the University's expertise and research output, conducting product and services analysis, marketing research and forecasting, and promoting and selling of products.

For the tendering processes involved in the commercialisation of the University's research products and services, use RESEARCH & DEVELOPMENT - Tendering.

For interaction with external agencies in relation to commercialisation of products and services, use RESEARCH & DEVELOPMENT - Liaison.

For the registration of patents and other intellectual property belonging to the University, use LEGAL SERVICES - Intellectual Property.

For the establishment of contracts relating to commercial enterprises, use RESEARCH & DEVELOPMENT - Agreements.

For joint commercial ventures, use RESEARCH & DEVELOPMENT - Joint Ventures.

Entry	Description of Records	Disposal Action
Class no. 13712	Records documenting the commercialisation of products and services, including those resulting from applied and clinical research carried out by the University, where the intellectual property is owned by the research team or the University. (Date range: 1924 -)	Destroy 20 years after last action or 3 years after expiry of patent, whichever is the later
Class no. 13713	Records documenting the commercialisation of other products and services, including those resulting from applied and clinical research carried out by the University. (Date range: 1924 -)	Destroy 20 years after last action or 3 years after expiry of patent, whichever is the later
Class no. 13714	Records documenting disclosures of inventions that result in successful commercial outcomes. Includes description of research, results, value, use and possible commercial application. (Date range: 1924 -)	Retain for the life of the resulting commercial contract
Class no. 13715	Records documenting disclosures of inventions that do not result in commercial outcomes. Includes description of research, results, value, use and possible commercial application. (Date range: 1924 -)	Destroy when reference ceases
Class no. 13716	Records documenting the development of opportunities for commercial ventures. Includes market research and sales forecasting. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc.

For committees formed to advise on University legislation (statutes, order, rules, etc.) and which have recommendatory powers relevant to councils and boards, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
Class no. 13717	Records of internal and external committees formed to consider significant matters relating to the research and development function, such as the establishment of a new research discipline or faculty. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers (Date range: 1924 -)	Retain as National Archives
Class no. 13718	Records of internal and external committees formed to consider matters of lesser significance relating to the research and development function, such as allocation of funds and other resources. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers (Date range: 1924 -)	Destroy 3 years after action completed
Class no. 13719	Working papers documenting the conduct and administration of all committees which consider matters relating to the research and development function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1924 -)	Destroy 2 years after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants etc.

For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

For travel and accommodation arrangements for staff to attend conferences, use RESEARCH & DEVELOPMENT - Arrangements.

For activities relating to managing the distribution of funds to staff to attend conferences, use PERSONNEL – Allowances.

For the printing and publication of University conference proceedings and reports, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
Class no. 13720	Records documenting arrangements for University conferences relating to the research and development function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date range: 1924 -)	Destroy 3 years after action completed
Class no. 13721	Reports assessing the conduct of University conferences, relating to the research and development function. (Date range: 1924 -)	Destroy 3 years after action completed
Class no. 13722	Participants' reports on conferences arranged by other organisations relating to the research and development function. (Date range: 1924 -)	Destroy 3 years after action completed
Class no. 13723	Copies of published conference proceedings and official reports relating to the research and development function, received at conferences arranged by other organisations. (Date range: 1924 -)	Destroy when reference ceases
Class no. 13724	Records documenting the attendance of staff at conferences arranged by other organisations in relation to the research and development function. Includes completed conference registration forms, programs and conference promotion material. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Conferences - Continued

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants etc.

For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

For travel and accommodation arrangements for staff to attend conferences, use RESEARCH & DEVELOPMENT - Arrangements.

For activities relating to managing the distribution of funds to staff to attend conferences, use PERSONNEL – Allowances.

For the printing and publication of University conference proceedings and reports, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
Class no. 13725	Copies of unpublished proceedings, reports, speeches and papers from University conferences. Includes presentations by University staff. (Date range: 1924 -)	Destroy when reference ceases

Consultancies

The activities involved in conducting consultancy projects for external clients.

For the processes involved in establishing consultancy agreements, use RESEARCH & DEVELOPMENT - Agreements.

For the tendering processes and the consultancies where the tender/expression of interest was unsuccessful, use RESEARCH & DEVELOPMENT - Tendering.

Entry	Description of Records	Disposal Action
Class no. 13726	Records documenting the conduct of research and development consultancies for external organisations where the tender/expression of interest was successful and the required product and/or service was provided. Includes: <ul style="list-style-type: none"> • draft and final consultancy proposal • inspection reports and progress reports • working papers • reports (Date range: 1924 -)	Destroy 7 years after expiry or other termination of agreement or completion of consultancy project, whichever is the later

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
Class no. 13727	Records documenting contract management relating to the research and development function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports (Date range: 1924 -)	Destroy 7 years after completion or other termination of contract

Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

For enquiries received from the general public about the University's programs, products and services, use STUDENT SERVICES - Enquiries.

For the management of requests from the public for access to research records under the Freedom of Information, Privacy and Archives Acts and other Acts specific to the University, use INFORMATION MANAGEMENT - Cases.

Entry	Description of Records	Disposal Action
Class no. 13728	Records documenting the handling of enquiries relating to the research and development function. (Date range: 1924 -)	Destroy 12 months after action completed

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Entry	Description of Records	Disposal Action
Class no. 13729	Records documenting the evaluation and ongoing monitoring of existing programs, systems or services in relation to the research and development function. (Date range: 1924 -)	Destroy 5 years after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Exhibitions

The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the organisation.

For exhibition openings, use COMMUNITY RELATIONS - Functions (Social).

For managing financial transactions supporting the organisation of an exhibition, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

Entry	Description of Records	Disposal Action
Class no. 13730	Records documenting the mounting of displays. Includes exhibition brief and design, arrangements for setting up a display, guest invitations, feedback and reports. (Date range: 1924 -)	Destroy 3 years after action completed

Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, 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.

For the establishment and general management of the University's intellectual property, use LEGAL SERVICES - Intellectual Property.

For handling infringements of the University's intellectual property, use LEGAL SERVICES - Infringements.

For payment and receipt of royalties relating to intellectual property, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

For applications made to reproduce published material, use PUBLICATIONS - Intellectual Property.

Entry	Description of Records	Disposal Action
Class no. 13731	Records documenting applications made by the University to use intellectual property created or developed by another agency, organisation or individual in support of the research and development function. (Date range: 1924 -)	Destroy 7 years after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Intellectual Property - Continued

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, 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.

For the establishment and general management of the University's intellectual property, use LEGAL SERVICES - Intellectual Property.

For handling infringements of the University's intellectual property, use LEGAL SERVICES - Infringements.

For payment and receipt of royalties relating to intellectual property, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

For applications made to reproduce published material, use PUBLICATIONS - Intellectual Property.

Entry	Description of Records	Disposal Action
Class no. 13732	Records documenting the granting of permission by another agency or individual to the University to use their intellectual property in support of the research and development function. (Date range: 1924 -)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13733	Records documenting requests from the public or other agencies for permission to use intellectual property created or developed by the University in support of the research and development function. (Date range: 1924 -)	Destroy 7 years after action completed
Class no. 13734	Records documenting the granting of permission by the University to another agency or individual to use their intellectual property in support of the research and development function. (Date range: 1924 -)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13735	Records documenting unsuccessful or abandoned attempts to use intellectual property rights. (Date range: 1924 -)	Destroy 7 years after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

For agreements other than those relating to Joint Ventures, use RESEARCH & DEVELOPMENT - Agreements

Entry	Description of Records	Disposal Action
Class no. 13736	Final version of joint venture contracts, agreements and memoranda of understanding for research projects of national significance, such as projects that are controversial, subject of extensive debate, arouse widespread interest, involve the use of major or new innovative techniques, involve eminent researchers or have potential major or long term impact on the environment, society or human health. (Date range: 1924 -)	Retain as National Archives
Class no. 13737	Final version of joint venture contracts, agreements and memoranda of understanding for research projects, that do not have national significance, relating to human and genetic trials, disease and pest management, changes to ecosystems and use of environmentally hazardous materials. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 20 years after expiry or other termination of contract or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Joint Ventures - Continued

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

For agreements other than those relating to Joint Ventures, use RESEARCH & DEVELOPMENT - Agreements

Entry	Description of Records	Disposal Action
Class no. 13738	Signed joint venture contracts under seal, other than those for research projects of national significance, and supporting records: Western Australia. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 20 years after expiry or other termination of contract or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later
Class no. 13739	Signed joint venture contracts under seal, other than those for research projects of national significance or those that have potential long-term environmental effects, genetic trials, disease and pest management projects, those involving changes to ecosystems or use of environmentally hazardous materials, and supporting records: Victoria and South Australia. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 15 years after expiry or other termination of contract or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later
Class no. 13740	Signed joint venture contracts under seal, other than those for research projects of national significance or those that have potential long-term environmental effects, genetic or human trials, disease and pest management projects, those involving changes to ecosystems or use of environmentally hazardous materials, and supporting records: New South Wales, Queensland, Australian Capital Territory, Northern Territory and Tasmania. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 12 years after expiry or other termination of contract or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Joint Ventures - Continued

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

For agreements other than those relating to Joint Ventures, use RESEARCH & DEVELOPMENT - Agreements

Entry	Description of Records	Disposal Action
Class no. 13741	Simple signed joint venture contracts and agreements and supporting records for research and development. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 7 years after expiry or other termination of contract or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later
Class no. 13742	Records documenting the management of joint ventures undertaken to support the research and development function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. (Date range: 1924 -)	Destroy 7 years after expiry or other termination of arrangement

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Liaison

The activities associated with maintaining regular 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.

For subscriptions to publications of professional bodies where the subscriber does not have to be a member of an organisation, use INFORMATION MANAGEMENT - Acquisitions.

Entry	Description of Records	Disposal Action
Class no. 13743	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups in support of the research and development function. Includes collaboration on projects, exchange of information and all the liaison activities of a member of the University. (Date range: 1924 -)	Destroy 3 years after action completed

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For meetings of committees, use RESEARCH & DEVELOPMENT - Committees.

Entry	Description of Records	Disposal Action
Class no. 13744	Final version of minutes and supporting documents tabled at meetings held to support the research and development function. Includes meetings with external agencies. (Date range: 1924 -)	Destroy 5 years after action completed
Class no. 13745	Working papers documenting the conduct and administration of meetings to support the research and development function. Includes: <ul style="list-style-type: none"> • agenda • notices of meeting • draft minutes (Date range: 1924 -)	Destroy when reference ceases
Class no. 13746	Copies of minutes and other meeting documents. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Entry	Description of Records	Disposal Action
Class no. 13747	Final version of University-wide research and development plans. (Date range: 1924 -)	Destroy 3 years after plan is superseded
Class no. 13748	Final version of a school, faculty or department plans relating to the research and development function. (Date range: 1924 -)	Destroy 3 years after plan is superseded
Class no. 13749	Working papers used to develop all research and development plans. Includes draft plans, reports analysing issues, and comments received from other areas of the University. (Date range: 1924 -)	Destroy 1 year after adoption or rejection of the final plan
Class no. 13750	Copies of all research and development plans. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 13751	Master version of policy documents relating to the research and development function. (Date range: 1924 -)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13752	Records documenting the development and establishment of the University's research and development policies. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts. (Date range: 1924 -)	Destroy 5 years after policy is superseded
Class no. 13753	Working papers documenting the development of research and development policies. Includes input and comments from other areas of the University. (Date range: 1924 -)	Destroy 3 years after promulgation of the new policy
Class no. 13754	Copies of policy documents and supporting papers relating to the research and development function. (Date range: 1924 -)	Destroy when reference ceases

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

For procedures dealing with safety in research, use OCCUPATIONAL HEALTH & SAFETY - Procedures.

Entry	Description of Records	Disposal Action
Class no. 13755	Master set of University manuals, handbooks, directives, etc detailing procedures supporting the research and development function. (Date range: 1924 -)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13756	Records documenting the development of University procedures supporting the research and development function. (Date range: 1924 -)	Destroy 1 year after production of procedures
Class no. 13757	Copies of manuals, handbooks, directives etc. supporting the research and development function. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Reporting

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 statement of findings as to the results. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For reports that document the outcomes of a research project or activity, use RESEARCH & DEVELOPMENT - Research Analysis & Results

For reporting to government, use GOVERNMENT RELATIONS - Reporting.

Entry	Description of Records	Disposal Action
Class no. 13758	Final version of internal formal reports and reports made to external agencies in compliance with legislation and industry standards relating to the research and development function. (Date range: 1924 -)	Destroy 5 years after action completed
Class no. 13759	Final version of internal reports on general administrative matters used to monitor and document recurring activities in support of the research and development function. (Date range: 1924 -)	Destroy 3 years after action completed
Class no. 13760	Responses to surveys carried out to support the research and development function. (Date range: 1924 -)	Destroy 3 years after action completed
Class no. 13761	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1924 -)	Destroy 1 year after action completed
Class no. 13762	Copies of reports relating to the research and development function. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Research Analysis & Results

The activities involved in the assessment of research data to form conclusions. Includes the formatting of data, manipulation and aggregation and the writing up of results and reports.

For complaining with standards or with statutory requirements related to carrying out of research, use RESEARCH & DEVELOPMENT - Research Compliance.

For the planning and selection of a research methodology and process, use RESEARCH & DEVELOPMENT - Research Design.

For the carrying out of research by the University, use RESEARCH & DEVELOPMENT - University Research.

For production of research analysis and results for publication, use PUBLICATION - Production.

For the establishment of protection for intellectual property, use LEGAL SERVICES - Intellectual Property.

Entry	Description of Records	Disposal Action
Class no. 13763	Records documenting analysis and outcomes resulting from research of national significance. Includes results, reports, calculations, etc. Note: Research that might be significant includes any that is controversial, is the subject of extensive debate, arouses widespread interest, involves the use of major or new innovative techniques, involves eminent researchers or has potential major or long term impact on the environment, society or human health. (Date range: 1924 -)	Retain as National Archives
Class no. 13764	Records documenting analysis and outcomes resulting from research that does not have national significance, relating to human and genetic trials, disease and pest management, changes to ecosystems and use of environmentally hazardous materials. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 20 years after research is completed or abandoned or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Research Analysis & Results - Continued

The activities involved in the assessment of research data to form conclusions. Includes the formatting of data, manipulation and aggregations and the writing up of results and reports.

For complaining with standards or with statutory requirements related to carrying out of research, use RESEARCH & DEVELOPMENT - Research Compliance.

For the planning and selection of a research methodology and process, use RESEARCH & DEVELOPMENT - Research Design.

For the carrying out of research by the University, use RESEARCH & DEVELOPMENT - University Research.

For production of research analysis and results for publication, use PUBLICATION - Production.

For the establishment of protection for intellectual property, use LEGAL SERVICES - Intellectual Property.

Entry	Description of Records	Disposal Action
Class no. 13765	Records documenting the analysis and outcomes resulting from other research studies and observations. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 5 years after research is completed or abandoned or 20 years after last action if a patent application has been filed or the research leads to the manufacture of a drug, whichever is the later
Class no. 13766	Copies of papers and reports documenting analysis of research activities. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Research Awards

The activities involved in the establishment, bestowal and administration of awards to staff and students for outstanding achievement or endeavour in research.

For awards relating to other academic achievement by students, use STUDENT PROGRESS - Prizes and Medals.

Entry	Description of Records	Disposal Action
Class no. 13767	Register of recipients of research awards. (Date range: 1924 -)	Retain as National Archives
Class no. 13768	Records documenting the establishment, criteria and management processes for the research awards. (Date range: 1924 -)	Destroy 10 years after award ceases to be available
Class no. 13769	Records documenting the selection of awardees. Includes applications and nominations. (Date range: 1924 -)	Destroy 1 year after action completed
Class no. 13770	Records documenting the administrative arrangements for the delivery or presentation of awards. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Research Collections

The activities involved in the accessioning, controlling, preserving and making available for researchers collections of data, artefacts, archives, samples and publications specifically gathered for research purposes. Includes the process of de-accessioning where appropriate.

For the classification of research collections, use INFORMATION MANAGEMENT - Control.

Entry	Description of Records	Disposal Action
Class no. 13771	Records documenting the acquisition of data and items specifically collected for research and development purposes. Includes licence and conditions of usage documentation. (Date range: 1924 -)	Destroy 7 years after action completed or items de-accessioned, whichever is the later
Class no. 13772	Accession registers, catalogues, promotional material and other listings of items included in the research collection. Includes records of loans, displays and transfers of location within the University. (Date range: 1924 -)	Destroy when reference ceases
Class no. 13773	Records documenting the de-accessioning of research collection items. (Date range: 1924 -)	Destroy when reference ceases
Class no. 13774	Records documenting preservation activities undertaken to protect items in the research collection. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Research Compliance

The activities associated with complying with mandatory or optional standards or with statutory requirements related to the carrying out of research. Includes complying with all requirements related to animal rights, human trials, clinical tests and social or economic analysis. Also includes the process of collection, handling, use and disclosure of records of a private, personal or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.

For issues involving use of intellectual property relating to research, use RESEARCH & DEVELOPMENT - Intellectual Property.

For compliance with occupational health and safety requirements, use OCCUPATIONAL HEALTH & SAFETY - Compliance.

For negotiations between an individual and the University relating to the amendment or alteration of records under the privacy legislation (currently the Privacy Act 1988), use INFORMATION MANAGEMENT - Cases.

For the protection of privacy of information, use INFORMATION MANAGEMENT - Security.

For the application of the Privacy Principles to the University's recordkeeping practices and development of access restrictions, use INFORMATION MANAGEMENT - Privacy.

Entry	Description of Records	Disposal Action
Class no. 13775	Records documenting University's compliance with mandatory or optional standards or with statutory requirements relating to the research and development function. (Date range: 1924 -)	Destroy 3 years after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Research Design

The activities involved in the planning and selection of research methodologies and processes to be carried out in order to achieve the objectives of the research project. Includes investigation into existing research and the gaining of required approval for the methodology.

For complaining with standards or with statutory requirements related to carrying out of research, use RESEARCH & DEVELOPMENT - Research Compliance.

For the carrying out of research by the University, use RESEARCH & DEVELOPMENT - University Research.

For the activities involved in the analysis of conducted research, use RESEARCH & DEVELOPMENT - Research Analysis & Results.

Entry	Description of Records	Disposal Action
Class no. 13776	Records documenting research methodology and processes for research projects of national significance, such as projects that are controversial, subject of extensive debate, arouse widespread interest, involve the use of major or new innovative techniques, involve eminent researchers or have potential major or long term impact on the environment, society or human health. Includes requests for, and documented approvals for the research. (Date range: 1924 -)	Retain as National Archives
Class no. 13777	Records documenting research methodology and processes for research projects that do not have national significance, relating to human and genetic trials, disease and pest management, changes to ecosystems and use of environmentally hazardous materials. Also includes requests for, and documented approvals for the research. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 20 years after research is completed or abandoned or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Research Design - Continued

The activities involved in the planning and selection of research methodologies and processes to be carried out in order to achieve the objectives of the research project. Includes investigation into existing research and the gaining of required approval for the methodology.

For complaining with standards or with statutory requirements related to carrying out of research, use RESEARCH & DEVELOPMENT - Research Compliance.

For the carrying out of research by the University, use RESEARCH & DEVELOPMENT - University Research.

For the activities involved in the analysis of conducted research, use RESEARCH & DEVELOPMENT - Research Analysis & Results.

Entry	Description of Records	Disposal Action
Class no. 13778	Records documenting methodology and processes for other research projects and activities. Includes requests for, and documented approvals for the research. (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 5 years after research is completed or abandoned or 20 years after last action if a patent application has been filed or the research leads to the manufacture of a drug, whichever is the later
Class no. 13779	Records documenting investigations into existing research, etc as a basis for design of the research plans. (Date range: 1924 -)	Destroy when reference ceases

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Research Grants

The processes involved in the application for and receipt of research or development grants. Includes grants provided by internal or external funding bodies, to individuals, a research team or to a specific area of the University.

For the management of grant money received by the University, use FINANCIAL MANAGEMENT - Grant Funding.

For managing corporate strategies for seeking grant funding, use STRATEGIC MANAGEMENT - Grant Funding

For contracts/agreements relating to a research grant, use RESEARCH & DEVELOPMENT - Agreements.

Entry	Description of Records	Disposal Action
Class no. 13780	Records documenting successful applications made internally or to external funding bodies for grant funding relating to the research and development function. Includes guidelines and conditions applicable to individual grants and University endorsements. (Date range: 1924 -)	Destroy 7 years after action completed including all conditions of grant funding
Class no. 13781	Records documenting the processes involved in selecting applicants for grants relating to the research and development function. Includes selection outcome advice to applicants, criteria and grant conditions, including funding arrangements. (Date range: 1924 -)	Destroy 7 years after last action
Class no. 13782	Research reports, including those that are required as a condition of the grant funding, sign offs and acquittals. (Date range: 1924 -)	Destroy 7 years after last action or in accordance with conditions of grant funding, whichever is the later
Class no. 13783	Records documenting unsuccessful applications for grant funding relating to the research and development function. (Date range: 1924 -)	Destroy 1 year after last action

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For reviews conducted at the University-wide level, use STRATEGIC MANAGEMENT - Reviewing.

Entry	Description of Records	Disposal Action
Class no. 13784	Records documenting major reviews of University-wide programs, such as reviews of research practices and policies, supporting the research and development function. Includes documents establishing the review, final version of the report and the action plan. (Date range: 1924 -)	Destroy 5 years after last action or when superseded by next review, whichever is the later
Class no. 13785	Records documenting other reviews of programs and operations supporting the research and development function. Includes documents establishing the review, final version of the report and the action plan. (Date range: 1924 -)	Destroy 5 years after action completed
Class no. 13786	Working papers documenting a review of University programs and operations supporting the research and development function. (Date range: 1924 -)	Destroy 2 years after action completed

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

For compliance with standards or with statutory requirements related to carrying out of research, use RESEARCH & DEVELOPMENT - Research Compliance

Entry	Description of Records	Disposal Action
Class no. 13787	Records documenting the implementation of industry standards to support the research and development function. (Date range: 1924 -)	Destroy 7 years after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

For submissions made within government, use GOVERNMENT RELATIONS - Submissions.

Entry	Description of Records	Disposal Action
Class no. 13788	Final version of submissions prepared by the University in relation to the research and development function. (Date range: 1924 -)	Destroy 3 years after action completed
Class no. 13789	Supporting documentation and working papers documenting the development of submissions prepared by the University in relation to the research and development function. (Date range: 1924 -)	Destroy when reference ceases

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the organisation.

For general feedback received from the public, use COMMUNITY RELATIONS - Public Reaction.

Entry	Description of Records	Disposal Action
Class no. 13790	Suggestions received from the public and University staff and students relating to the research and development function. (Date range: 1924 -)	Destroy 1 year after action completed

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

For the processes involved in conducting consultancy projects, use RESEARCH & DEVELOPMENT - Consultancies.

For contracts and agreements resulting from the tendering processes, use RESEARCH & DEVELOPMENT - Agreements.

Entry	Description of Records	Disposal Action
Class no. 13791	Records documenting the development and issue of tender documentation supporting the research and development function. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1924 -)	Destroy 7 years after tender process completed
Class no. 13792	Evaluation of tenders supporting the research and development function, received against selection criteria. Includes: <ul style="list-style-type: none"> • records documenting arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1924 -)	Destroy 7 years after tender process completed
Class no. 13793	Records documenting post-offer negotiations and due diligence checks for tenders supporting the research and development function. (Date range: 1924 -)	Destroy 7 years after tender process completed
Class no. 13794	Records of unsuccessful tenders or a tender process where there is no suitable tender, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1924 -)	Destroy 2 years after completion of tender process or decision made not to continue with the tender

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

For the processes involved in conducting consultancy projects, use RESEARCH & DEVELOPMENT - Consultancies.

For contracts and agreements resulting from the tendering processes, use RESEARCH & DEVELOPMENT - Agreements.

Entry	Description of Records	Disposal Action
Class no. 13795	Tender register. (Date range: 1924 -)	Destroy 7 years after last entry
Class no. 13796	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1924 -)	Destroy 20 years after completion or other termination of contract
Class no. 13797	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1924 -)	Destroy 15 years after completion or other termination of contract
Class no. 13798	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1924 -)	Destroy 12 years after completion or other termination of contract
Class no. 13799	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1924 -)	Destroy 7 years after completion or other termination of contract
Class no. 13800	Contract register. (Date range: 1924 -)	Destroy 7 years after last entry

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

University Research

The activities involved in conducting research by the University. Includes experimentation, observation, modelling, field trials, data collection, surveys, fabrication and production.

For complaining with standards or with statutory requirements related to carrying out of research, use RESEARCH & DEVELOPMENT - Research Compliance.

For the activities involved in planning and selecting a method of research, use RESEARCH & DEVELOPMENT - Research Design.

For the activities involved in the analysis of conducted research, use RESEARCH & DEVELOPMENT - Research Analysis & Results.

For student misconduct in university research, use STUDENT PROGRESS - Academic Misconduct.

For staff misconduct in university research, use PERSONNEL - Infringements.

Entry	Description of Records	Disposal Action
Class no. 13801	Records documenting university research for projects of national significance, such as projects that are controversial, subject of extensive debate, arouse widespread interest, involve the use of major or new innovative techniques, involve eminent researchers or have potential major or long term impact on the environment, society or human health. Includes: <ul style="list-style-type: none"> • field and laboratory notebooks • raw data, including results of observations, experiments and surveys • working papers (Date range: 1924 -)	Retain as National Archives

RESEARCH & DEVELOPMENT

The function of seeking new knowledge on the part of the University's staff and students and the application of that knowledge for practical and commercial uses. Includes conducting pure basic research (the seeking of new knowledge for its own sake), strategic basic research (the seeking of new knowledge with strategic outcomes in mind), applied research, experimental development and clinical trials, as well as the commercialisation of the results of that research. Also includes the processes involved in applying for and receiving of research grants and complying with research standards and regulatory requirements.

University Research - Continued

The activities involved in conducting research by the University. Includes experimentation, observation, modelling, field trials, data collection, surveys and fabrication.

For complaining with standards or with statutory requirements related to carrying out of research, use RESEARCH & DEVELOPMENT - Research Compliance.

For the activities involved in planning and selecting a method of research, use RESEARCH & DEVELOPMENT - Research Design.

For the activities involved in the analysis of conducted research, use RESEARCH & DEVELOPMENT - Research Analysis & Results.

For student misconduct in university research, use STUDENT PROGRESS - Academic Misconduct.

For staff misconduct in university research, use PERSONNEL - Infringements.

Entry	Description of Records	Disposal Action
Class no. 13802	Records documenting university research that does not have national significance, relating to human and genetic trials, disease and pest management, changes to ecosystems and use of environmentally hazardous materials. Includes: <ul style="list-style-type: none"> • field and laboratory notebooks • raw data, including observations, experiments and surveys • working papers (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 20 years after research is completed or abandoned or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later
Class no. 13803	Records documenting other research projects and activities. Includes: <ul style="list-style-type: none"> • field and laboratory notebooks • raw data, including results of observations, experiments and surveys • working papers (Date range: 1924 -)	Destroy 3 years after lapse of intellectual property right or 5 years after research is completed or abandoned or 20 years after last action if a patent has been filed, or the research leads to the manufacture of a drug, whichever is the later
Class no. 13804	Records documenting the care, management and breeding of animals for university research purposes. (Date range: 1924 -)	Destroy when reference ceases

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Academic Awards

The activities involved in the establishment and administration of degrees, diplomas and certificates awarded by the University. Includes honorary degrees, awards, etc. conferred on persons as a token of respect, distinction or achievement. Excludes graduation, scholarships, prizes and medals.

For prizes and medals, use STUDENT PROGRESS - Prizes and Medals

For scholarships, use STUDENT PROGRESS - Scholarships

For research awards, use RESEARCH & DEVELOPMENT - Research Awards

For the administrative activities relating to awards, use STUDENT PROGRESS - Graduation

For nominations and awards for excellence in the delivery of teaching and learning, use TEACHING & LEARNING - Teaching Awards

Entry	Description of Records	Disposal Action
Class no. 13805	Roll of Honorary Graduates. (Date range: 1925-)	Retain as National Archives
Class no. 13806	Records documenting the establishment, structure, administration, etc. of a degree, diploma or certificate course offered by the University. Includes Board authorisations. (Date range: 1925-)	Destroy 10 years after award ceases to be available
Class no. 13807	Records documenting the proposal for a degree, diploma or graduate certificate that is not accepted for offer by the University. (Date range: 1925-)	Destroy 3 years after action completed
Class no. 13808	Working papers relating to the academic awards process. (Date range: 1925-)	Destroy 3 years after action completed
Class no. 13809	Copies of papers relating to academic awards including copies of proposals and course documentation. (Date range: 1925-)	Destroy 1 year after action completed

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Accreditation

The processes involved in achieving formal approval from relevant accrediting organisations, general external professional bodies or local government authorities, for offering particular courses of study at the University. Also includes registration of courses by professional bodies, review and re-accreditation as required.

For the development of courses, use TEACHING & LEARNING - Curriculum Development.

For records covering analyses of general business processes, use TEACHING & LEARNING - Evaluation.

For general reviews, use TEACHING & LEARNING - Reviewing.

For the application of specific standards to course material, use TEACHING & LEARNING - Standards.

Entry	Description of Records	Disposal Action
Class no. 13810	Records documenting successful accreditation through an external agency. Including applications, accreditation certificates or notices, reports, criteria, registration and supporting papers. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13811	Records documenting unsuccessful accreditation through an external agency. (Date range: 1925-)	Destroy 3 years after action completed
Class no. 13812	Working papers relating to accreditation process. (Date range: 1925-)	Destroy 3 years after curricula superseded

Addresses (presentations)

The activity of giving addresses for training, professional or community relations or sales purposes. Includes speeches and multi-media presentations.

For address presented by students as an outcome of the teaching and learning program, use TEACHING & LEARNING - Student Presentations.

Entry	Description of Records	Disposal Action
Class no. 13813	Final version of addresses delivered in support of the teaching and learning function at a major event or by a person of significant public profile. (Date range: 1925-)	Retain as National Archives

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Addresses (presentations) - Continued

The activity of giving addresses for training, professional or community relations or sales purposes. Includes speeches and multi-media presentations.

For address presented by students as an outcome of the teaching and learning program, use TEACHING & LEARNING - Student Presentations.

Entry	Description of Records	Disposal Action
Class no. 13814	Final version of other addresses delivered in support of the teaching and learning function. (Date range: 1925-)	Destroy 2 years after action completed
Class no. 13815	Working papers documenting the development of addresses in support of the teaching and learning function. Includes drafts. (Date range: 1925-)	Destroy when reference ceases

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For agreements relating to joint ventures, use TEACHING & LEARNING - Joint Ventures.

For the management of contracted-out services, use TEACHING & LEARNING - Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 13816	Final version of exchange agreements with international universities in support of the teaching and learning function. (Date range: 1925-)	Destroy 15 years after expiry or other termination of agreement
Class no. 13817	Final version of other agreements and memoranda of understanding established to support the teaching and learning function. (Date range: 1925-)	Destroy 7 years after expiry or other termination of agreement
Class no. 13818	Records documenting requirements for agreements, negotiation, establishment, maintenance and review of agreements made to support the teaching and learning function. Includes drafts of agreements. (Date range: 1925-)	Destroy 7 years after expiry or other termination of agreement

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Arrangements

The activities involved in arranging for a journey or a trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For arrangements relating to events, for example those hosted by the University, use COMMUNITY RELATIONS - Celebrations and/or COMMUNITY RELATIONS - Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 13852	Records documenting arrangements for the delivery and use of equipment and goods associated with the teaching and learning function. (Date range: 1925-)	Destroy 2 years after action completed
Class no. 13853	Records documenting travel arrangements relating to the teaching and learning function. (Date range: 1925-)	Destroy 2 years after action completed

Committees

The activities associated with the management of committees and task forces. Includes the Committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For committees formed to advise on University legislation (Statutes, Order, Rules, etc.) and having recommendatory powers relevant to councils and boards, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
Class no. 13854	Records of internal and external committees, such as Academic Boards, formed to consider significant matters, such as the establishment of a new school within the University. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers (Date range: 1925-)	Retain as National Archives

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Committees - Continued

The activities associated with the management of committees and task forces. Includes the Committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda, etc

For committees formed to advise on University legislation (Statutes, Order, Rules, etc.) and having recommendatory powers relevant to councils and boards, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
Class no. 13855	Records of University committees that deal with roles and responsibilities for higher degrees, such as the Graduate Studies Conveners Committee and the Divisional Educational Committees. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers (Date range: 1925-)	Destroy 10 years after last action
Class no. 13856	Records of other teaching and learning related committees, such as those that deal with procedural or policy matters, roles and responsibilities, etc. (Date range: 1925-)	Destroy 5 years after last action
Class no. 13857	Working papers documenting the conduct and administration of all committees which consider matters relating to the teaching and learning function. Includes: <ul style="list-style-type: none"> • agendas • notices of meetings • draft minutes (Date range: 1925-)	Destroy when reference ceases

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international and international standards, such as ISO 9000 series.

For compliance with research requirements, use RESEARCH & DEVELOPMENT - Research Compliance.

Entry	Description of Records	Disposal Action
Class no. 13858	Records documenting University compliance with mandatory or optional standards or with statutory requirements relating to the teaching and learning function. (Date range: 1925-)	Destroy 3 years after action completed

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants etc.

For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

For travel and accommodation arrangements for staff to attend conferences, use TEACHING & LEARNING - Arrangements.

For activities relating to managing the distribution of funds to staff to attend conferences, use PERSONNEL - Allowances.

For the printing and publication of university conference proceedings and reports, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
Class no. 13859	Records documenting arrangements for University conferences relating to the teaching and learning function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date range: 1925-)	Destroy 3 years after action completed
Class no. 13860	Reports assessing the conduct of University conferences relating to the teaching and learning function. (Date range: 1925-)	Destroy 3 years after action completed
Class no. 13861	Participants' reports on conferences arranged by other organisations relating to the teaching and learning function. (Date range: 1925-)	Destroy 3 years after action completed
Class no. 13862	Copies of published conference proceedings and official reports received at conferences relating to the teaching and learning function arranged by other organisations. (Date range: 1925-)	Destroy when reference ceases
Class no. 13863	Records documenting the attendance of staff at conferences arranged by other organisations in relation to the teaching and learning function. Includes completed conference registration forms, programs and conference promotion material. (Date range: 1925-)	Destroy when reference ceases

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Conferences - Continued

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants etc.

For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

For travel and accommodation arrangements for staff to attend conferences, use TEACHING & LEARNING - Arrangements.

For activities relating to managing the distribution of funds to staff to attend conferences, use PERSONNEL - Allowances.

For the printing and publication of university conference proceedings and reports, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
Class no. 13864	Copies of unpublished proceedings, reports, speeches and papers from University conferences. Includes presentations by University staff. (Date range: 1925 -)	Destroy when reference ceases

Contracting-out

The activities involved in managing the performance of work or the provisions of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For tendering for goods and services and related contract arrangements, use TEACHING & LEARNING - Tendering.

Entry	Description of Records	Disposal Action
Class no. 13865	Records documenting contract management relating to the teaching and learning function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports (Date range: 1925-)	Destroy 7 years after completion or other termination of contract

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Course Delivery

The activities involved in the delivery of a course of study for students enrolled in academic or non-award courses. Includes practice-based teaching, such as internships, placements, field work, laboratory methods, legal workshops and the particular techniques necessary for the performing and visual arts. Also includes delivery of short courses, certificate courses and delivery of distances learning courses, such as online courses.

For facilities bookings and arrangements for course delivery, use PROPERTY - Arrangements.

For equipment arrangements for course delivery, use EQUIPMENT & STORES - Distribution.

Entry	Description of Records	Disposal Action
Class no. 13866	Master set of University calendars, handbooks and guides containing information such as description of course requirements, prerequisites, content and outcomes, etc. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13867	Academic working papers for course/subject preparation and/or delivery including online modules and associated resources developed by academics for online delivery. Includes: <ul style="list-style-type: none"> • session outlines • teaching notes • teaching aids • handouts • assessment requirements (Date range: 1925-)	Destroy when reference ceases
Class no. 13868	Records documenting arrangements for delivery of courses, such as guest lecturer, special visits, etc. (Date range: 1925-)	Destroy when reference ceases
Class no. 13869	Records documenting the collection and assessment of survey data on course delivery for quality assurance purposes. Includes reports. (Date range: 1925-)	Destroy when reference ceases

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Curriculum Development

The activities involved in the development of courses of study for students enrolled at the University. Includes objectives, required learning outcomes and assessment methodologies.

For the accreditation of courses use, TEACHING & LEARNING - Accreditation.

For the application of specific standards to course material, use TEACHING & LEARNING - Standards.

Entry	Description of Records	Disposal Action
Class no. 13870	Master set of curricula approved by school, faculty, department, or internal governing body. Includes approval documentation. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13871	Working papers relating to the development of curricula approved by school, faculty, department, or internal governing body. (Date range: 1925-)	Destroy 3 years after curricula superseded
Class no. 13872	Records documenting the development of unapproved curricula. Includes working papers. (Date range: 1925-)	Destroy when reference ceases

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For the management of requests from the public for access to research records under the Freedom of Information, Privacy and Archives Acts and other Acts specific to the University, use INFORMATION MANAGEMENT - Cases.

Entry	Description of Records	Disposal Action
Class no. 13873	Records documenting the handling of enquiries relating to the teaching and learning function. (Date range: 1925-)	Destroy 1 year after action completed

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring

Entry	Description of Records	Disposal Action
Class no. 13874	Records documenting the evaluation and ongoing monitoring of existing programs, systems or services in relation to the teaching and learning function. (Date range: 1925-)	Destroy 5 years after action completed

Exhibitions

The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the organisation.

For exhibition openings use COMMUNITY RELATIONS - Functions (Social).

For the exhibiting of student work that is the end product of a teaching program, use TEACHING & LEARNING - Student Presentations.

For managing financial transactions supporting the organisation of an exhibition, FINANCIAL MANAGEMENT - Accounting and/or Payments.

For exhibitions held in conjunction with conferences, use TEACHING & LEARNING - Conferences.

Entry	Description of Records	Disposal Action
Class no. 13875	Records documenting the mounting of displays relating to the teaching and learning function, such as those for open days, science festivals, etc. Includes exhibition briefs and design, arrangements for setting up a display, guest invitations, feedback and reports. (Date range: 1925-)	Destroy 3 years after action completed

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Grant Funding

The activities associated with the application for and the receipt of grants.

For managing corporate strategies for seeking grant funding, use STRATEGIC MANAGEMENT - Grant Funding.

For financial transactions relating to grant funding, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

Entry	Description of Records	Disposal Action
Class no. 13876	Records documenting successful grant funding applications made by the University to a non-government source in relation to the teaching and learning function. (Date range: 1925-)	Destroy 7 years after action completed
Class no. 13877	Records documenting unsuccessful grant funding applications made by the University to a non-government source in relation to the teaching and learning function. (Date range: 1925-)	Destroy 2 years after action completed
Class no. 13878	Records documenting successful grant funding applications made by the University to a government source in relation to the teaching and learning function. (Date range: 1925-)	Destroy 7 years after action completed
Class no. 13879	Records documenting unsuccessful grant funding applications made by the University to a government source in relation to the teaching and learning function. (Date range: 1925-)	Destroy 2 years after action completed
Class no. 13880	Records documenting successful applications made by academics, faculty, schools etc for teaching and learning grant funding from a University source. (Date range: 1925-)	Destroy 7 years after action completed
Class no. 13881	Records documenting unsuccessful applications made by academics and faculties, schools etc for teaching and learning grant funding from a University source. (Date range: 1925-)	Destroy 2 years after action completed

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, 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.

For the establishment and general management of the University's intellectual property, use LEGAL SERVICES - Intellectual Property.

For handling infringements of the University's intellectual property, use LEGAL SERVICES - Infringements.

For payment and receipt of royalties relating to intellectual property, use FINANCIAL MANAGEMENT - Accounting and/or Payments.

For applications made to reproduce published material, use PUBLICATIONS - Intellectual Property.

Entry	Description of Records	Disposal Action
Class no. 13882	Records documenting applications made by the University to use intellectual property created or developed by another agency, organisation or individual in support of the teaching and learning function. (Date range: 1925-)	Destroy 7 years after action completed
Class no. 13883	Records documenting the granting of permission by another agency or individual to the University to use their intellectual property in support of the teaching and learning function. (Date range: 1925-)	Retain until otherwise authorised by the Vice -Chancellor
Class no. 13884	Records documenting requests from the public or other agencies for permission to use intellectual property created or developed by the University in support of the teaching and learning function. (Date range: 1925-)	Destroy 7 years after action completion
Class no. 13885	Records documenting the granting of permission by the University to another agency or individual to use the University's intellectual property created in support of the teaching and learning function. (Date range: 1925-)	Retain until otherwise authorised by the Vice -Chancellor

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

For agreements other than those relating to Joint Ventures, use TEACHING & LEARNING - Agreements.

Entry	Description of Records	Disposal Action
Class no. 13975	Signed joint venture contracts under seal and supporting records: Western Australia. (Date range: 1925-)	Destroy 20 years after expiry or other termination of contract
Class no. 13976	Signed joint venture contracts under seal and supporting records: Victoria and South Australia. (Date range: 1925-)	Destroy 15 years after expiry or other termination of contract
Class no. 13977	Signed joint venture contracts under seal and supporting records: New South Wales, Queensland, Australian Capital Territory, Northern Territory and Tasmania. (Date range: 1925-)	Destroy 12 years after expiry or other termination of contract
Class no. 13978	Simple signed joint venture contracts and agreements and supporting records for teaching and learning. (Date range: 1925-)	Destroy 7 years after expiry or other termination of contract
Class no. 13979	Records documenting the management of joint ventures undertaken to support the teaching and learning function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. (Date range: 1925-)	Destroy 7 years after expiry or other termination of arrangement

Liaison

The activities associated with maintaining regular contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, memberships or professional associations and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
Class no. 13980	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups in support of the teaching and learning function. Includes collaboration on projects, exchange of information and all the liaison activities of a member of the University. (Date range: 1925-)	Destroy 3 years after action completed

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

For marketing and publicity activities designed to recruit new students to the University, use STUDENT PROGRESS - Student Recruitment.

Entry	Description of Records	Disposal Action
Class no. 13981	Master copy of promotional material prepared for marketing relating to the teaching and learning function. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13982	Records documenting the marketing of the University's teaching and learning activities. Includes records of arrangements for advertising campaigns and promotional photographs. (Date range: 1925-)	Destroy 3 years after action completed

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
Class no. 13983	Final version of minutes and supporting documents tabled at meetings held to support the teaching and learning function. Includes meetings with external agencies. (Date range: 1925-)	Destroy 3 years after action completed
Class no. 13984	Working papers documenting the conduct and administration of meetings to support the teaching and learning function. Includes: <ul style="list-style-type: none"> • agenda • notices of meeting • draft minutes. (Date range: 1925-)	Destroy when reference ceases

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Entry	Description of Records	Disposal Action
Class no. 13985	Final version of University-wide teaching and learning plans. (Date range: 1925-)	Destroy 3 years after plan is superseded
Class no. 13986	Final version of school, faculty or department plans relating to the teaching and learning function. (Date range: 1925-)	Destroy 3 years after plan is superseded
Class no. 13987	Working papers used to develop all teaching and learning plans. Includes draft plans, reports analysing issues, and comments received from other areas of the University. (Date range: 1925-)	Destroy 1 year after adoption of the final plan
Class no. 13988	Copies of all teaching and learning plans. (Date range: 1925-)	Destroy when reference ceases

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 13989	Master set of policy documents relating to the teaching and learning function. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13990	Records documenting the development and establishment of the University's teaching and learning policies. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts. (Date range: 1925-)	Destroy 5 years after policy is superseded
Class no. 13991	Working papers documenting the development of teaching and learning policies. Includes input and comments from other areas of the University. (Date range: 1925-)	Destroy 1 year after promulgation of the new policy
Class no. 13992	Copies of policy documents and supporting papers relating to the teaching and learning function. (Date range: 1925-)	Destroy when reference ceases

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 13993	Master set of University manuals, handbooks, directives, etc. detailing procedures relating to the teaching and learning function. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 13994	Records documenting the development of University procedures supporting the teaching and learning function. (Date range: 1925-)	Destroy 1 year after production of the procedures
Class no. 13995	Copies of manuals, handbooks, directives, etc supporting the teaching and learning function. (Date range: 1925-)	Destroy when reference ceases

Reporting

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 statement of findings as to the results. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
Class no. 13996	Final version of internal formal reports and reports made to external agencies in compliance with legislation, grant conditions, etc., relating to the teaching and learning function. (Date range: 1925-)	Destroy 5 years after action completed
Class no. 13997	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the teaching and learning function. Includes cumulative summary reports and work progress reports. (Date range: 1925-)	Destroy 3 years after action completed
Class no. 13998	Responses to surveys carried out to support the teaching and learning function. (Date range: 1925-)	Destroy 3 years after action completed
Class no. 13999	Working papers documenting the development of all reports to support the teaching and learning function. Includes drafts and comments received. (Date range: 1925-)	Destroy 1 year after action completed

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of the organisation in general. Includes following up enquiries relating to the organisational programs, projects, working papers, literature searches, etc.

Note: Use this activity only for research relating to the administration and/or preparation for teaching and learning.

For academic research, use RESEARCH & DEVELOPMENT - University Research, RESEARCH & DEVELOPMENT - Research Analysis & Results and/or RESEARCH & DEVELOPMENT - Research Design.

Entry	Description of Records	Disposal Action
Class no. 14008	Records documenting detailed research carried out to support the teaching and learning function. (Date range: 1925-)	Destroy 3 years after research is completed
Class no. 14009	Records documenting routine research carried out to support the teaching and learning function. (Date range: 1925-)	Destroy when reference ceases

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Entry	Description of Records	Disposal Action
Class no. 14010	Records documenting a review of University programs and operations supporting the teaching and learning function. Includes documents establishing the review, final version of the report and action plan. (Date range: 1925-)	Destroy 10 years after action completed
Class no. 14011	Working papers documenting a review of University programs and operations supporting the teaching and learning function. (Date range: 1925-)	Destroy 1 year after action completed

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

For the accreditation of courses, use TEACHING & LEARNING - Accreditation.

For the development of courses, use TEACHING & LEARNING - Curriculum Development.

For analysis and evaluation of general business processes use TEACHING & LEARNING - Evaluation.

For compliance with standards or with statutory requirements, use TEACHING & LEARNING - Compliance.

Entry	Description of Records	Disposal Action
Class no. 14012	Records documenting the implementation of industry and University standards to support the teaching and learning function. (Date range: 1925-)	Destroy 7 years after action completed

Student Assessment

The activities involved in conducting and coordinating assessment of students. Includes examinations, internship reports, annual reports and mid-term reviews of research students and the recording and notification of results and academic performance. Also includes the monitoring of progress of international students and related reporting.

For student misconduct relating to assessment processes use, STUDENT PROGRESS - Academic misconduct.

For appeals relating to assessment outcomes, use STUDENT PROGRESS - Student Grievances.

For the identification of students eligible for academic awards, use STUDENT PROGRESS - Graduation.

Entry	Description of Records	Disposal Action
Class no. 14013	Master set of examination papers. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 14014	Successful Doctorates and Masters theses. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 14015	Supervisors' reports for successful Doctorates and Masters theses. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Student Assessment - Continued

The activities involved in conducting and coordinating assessment of students. Includes examinations, internship reports, annual reports and mid-term reviews of research students and the recording and notification of results and academic performance. Also includes the monitoring of progress of international students and related reporting.

For student misconduct relating to assessment processes use, STUDENT PROGRESS - Academic misconduct.

For appeals relating to assessment outcomes, use STUDENT PROGRESS - Student Grievances.

For the identification of students eligible for academic awards, use STUDENT PROGRESS - Graduation.

Entry	Description of Records	Disposal Action
Class no. 14016	Unsuccessful Doctorates and Masters theses. (Date range: 1925-)	Destroy 7 years after action completed
Class no. 14017	Supervisors' reports for unsuccessful Doctorates and Masters theses. (Date range: 1925-)	Destroy 7 years after action completed
Class no. 14018	Reports of supervisors and examiners other than reports for Doctorates and Masters theses. Includes examination results. (Date range: 1925-)	Destroy when reference ceases
Class no. 14019	Records resulting from students' assessment activities. Includes students' assignments and examination scripts and theses other than Doctorates and Masters theses. (Date range: 1925-)	Destroy when reference ceases

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Student Presentations

The activities associated with publicising and exhibiting student artworks, artefacts and live performances, works or items that are the end products of teaching programs.

For exhibitions that are not specifically student works or are not an end product of the teaching programs, use COMMUNITY RELATIONS - Exhibitions.

For addresses that are not specifically related to student works or are not an end product of the teaching programs, use COMMUNITY RELATIONS - Presentations (Addresses).

For general exhibitions and displays of material promoting teaching and learning across the University, use TEACHING & LEARNING - Exhibitions.

Entry	Description of Records	Disposal Action
Class no. 14020	Records documenting the preparation and mounting of displays, exhibitions and presentations, including live performances, of student work emanating from their teaching and learning activities. (Date range: 1925-)	Destroy 3 years after last action

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

For submissions made within government, use GOVERNMENT RELATIONS - Submissions.

Entry	Description of Records	Disposal Action
Class no. 14021	Final version of successful submissions made in relation to the teaching and learning function. (Date range: 1925-)	Destroy 7 years after action completed
Class no. 14022	Final version of unsuccessful submissions made in relation to the teaching and learning function. (Date range: 1925-)	Destroy 3 years after action completed
Class no. 14023	Working papers documenting the development of submissions, including draft submissions, made in relation to the teaching and learning function. (Date range: 1925-)	Destroy when reference ceases

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the organisation.

Entry	Description of Records	Disposal Action
Class no. 14024	Suggestions relating to the teaching and learning function. Includes response to submitter of suggestion, assessment and rejection or implementation of suggestion. (Date range: 1925-)	Destroy 1 year after action completed

Teaching Awards

The activities involved in receiving nominations and applications for awards for excellence related to the teaching and learning function. Includes preparation of citations, the selection processes and arrangements for presentation.

For degrees, diplomas, etc. awarded to students, use TEACHING & LEARNING - Academic Awards.

Entry	Description of Records	Disposal Action
Class no. 14025	Master copy of citations documenting successful applications for awards to staff in teaching and supporting learning roles. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 14026	Nominations and applications for awards to University staff relating to the teaching and learning function. (Date range: 1925-)	Destroy 2 years after action completed
Class no. 14027	Records documenting the selection process and outcomes of awards to staff for excellence in the teaching and supporting learning roles. (Date range: 1925-)	Destroy 2 years after action completed
Class no. 14028	Records documenting arrangements for the presentation of awards to staff in the teaching and supporting learning roles. (Date range: 1925-)	Destroy 2 years after action completed
Class no. 14029	Register of recipients of teaching awards. (Date range: 1925-)	Retain until otherwise authorised by the Vice-Chancellor
Class no. 14030	Reports summarising the number of awards, etc and citations relating to unsuccessful applications for awards. (Date range: 1925-)	Destroy 2 years after action completed

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
Class no. 14031	Records documenting the development and issue of tender documentation supporting the teaching and learning function. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1925-)	Destroy 7 years after tender process completed
Class no. 14032	Evaluation of tenders supporting the teaching and learning function, received against selection criteria. Includes: <ul style="list-style-type: none"> • records documenting arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1925-)	Destroy 7 years after tender process completed
Class no. 14033	Records documenting post-offer negotiations and due diligence checks for tenders supporting the student progress function. (Date range: 1925-)	Destroy 7 years after tender process completed
Class no. 14034	Records of unsuccessful tenders or a tender process where there is no suitable tender, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1925-)	Destroy 2 years after completion of tender process or decision made not to continue with the tender
Class no. 14035	Tender register. (Date range: 1925-)	Destroy 7 years after last entry
Class no. 14036	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1925-)	Destroy 20 years after completion or other termination of contract
Class no. 14037	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1925-)	Destroy 15 years after completion or other termination of contract

TEACHING & LEARNING

The function of formulating and delivering the teaching curriculum and facilitating the learning process. Includes course delivery, curriculum development, planning and review and exhibiting of student work.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 14038	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1925-)	Destroy 12 years after completion or other termination of contract
Class no. 14039	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1925-)	Destroy 7 years after completion or other termination of contract
Class no. 14040	Contract register. (Date range: 1925-)	Destroy 7 years after last entry

Records Disposal
Authority

**Australian National
University**

Student Progress
Student Services

Job no 2005/347027

6 December 2005



Australian Government



NATIONAL
ARCHIVES
OF AUSTRALIA

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INTRODUCTION

Disposal authorisation

Under Section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from any National Archives office.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

Purpose of this authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well as the Archives' stakeholders' interests in the selection and preservation of records as national archives. For information on the Archives' appraisal objectives and the selection of records as national archives, see the Archives' publication *Why Records are Kept: Directions in Appraisal*.

Using this authority

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this authority.

This authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system) this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

Records already sentenced as 'retain permanently' using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function(s) scoped in this authority should now be re-sentenced.

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

Amendment of this authority

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

CONTACT INFORMATION

1. For requests to change this authority contact the Canberra Office of the National Archives of Australia

Queen Victoria Terrace

Parkes ACT 2600

PO Box 7425

Canberra Business Centre ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

Email: recordkeeping@naa.gov.au

Website: www.naa.gov.au

2. For sentencing advice contact your local office of the National Archives.

The address and phone number of your local office can be found at the National Archives website address above.

RDA Job No 2005/347027

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

**Person to whom notice of
authorisation is given:**

Australian National University

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

Application:

Student progress and student services records

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer
National Archives of Australia

Date of issue:
6 December 2005



Stephen Ellis
Assistant Director-General
Government

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STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Academic Misconduct

The activities involved with the administration of allegations, investigations, appeals, reporting, notification and resulting disciplinary action relating to academic misconduct by students which may affect academic grades or termination of enrolment. Includes plagiarism and cheating.

For termination of enrolment, use STUDENT PROGRESS – Enrolment.

Entry	Description of Records	Disposal Action
Class no. 11452	Records documenting allegations of misconduct that lead to a formal inquiry and/or impact on a program of study. Includes notifications and decisions and all related appeals documentation. (Date range: 1925 -)	Destroy 10 years after action completed
Class no. 11453	Records documenting allegations of misconduct that do not lead to a formal inquiry. (Date range: 1925 -)	Destroy 5 years after action completed

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For addresses by portfolio minister or senior government officials, use GOVERNMENT RELATIONS – Addresses (presentations).

For addresses presented at University ceremonies to mark special occasions related to the student progress function, use STUDENT PROGRESS – Ceremonies.

For lectures delivered as part of course work, use TEACHING AND LEARNING – Program Delivery.

Entry	Description of Records	Disposal Action
Class no. 11454	Final versions of addresses delivered in support of the student progress function at major events or by a person of significant public profile. (Date range: 1930 -)	Retain as national archives
Class no. 11455	Final versions of addresses other than delivered at major events or by a person of significant public profile in support of the student progress function. (Date range: 1930 -)	Destroy 2 years after last action
Class no. 11456	Working papers documenting the development of addresses in support of the student progress function, including drafts. (Date range: 1930 -)	Destroy when reference ceases

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Admissions

The activities involved in the management of the admissions process, including liaison with other bodies such as the University Admissions Centre. Includes admissions for international students and those who have gained entry under special admission schemes. Also includes the management of transfer of students between programs, deferment of offer and reviews and appeals against non-admission.

For the processes involved in enrolling students in programs of study, use STUDENT PROGRESS – Enrolment.

Entry	Description of Records	Disposal Action
Class no. 11457	Successful applications for admission where the offer is not taken up. Includes: <ul style="list-style-type: none"> • application forms • copies of University Admissions Centre applications • interview records • entry examinations • correspondence • student exchange applications • supporting documentation (Date range: 1925 -)	Destroy 2 years after last action
Class no. 11458	Successful applications for admission where the offer is taken up. Includes application forms and supporting documents, copies of University Admissions Centre applications, interview records, entry examinations, correspondence. Also includes student exchange applications and supporting documentation. (Date range: 1925 -)	Destroy 1 year after completion of student's term of enrolment
Class no. 11459	Unsuccessful applications for admission. Includes: <ul style="list-style-type: none"> • application forms • copies of University Admissions Centre applications • interview records • entry examinations • correspondence • student exchange applications • supporting documentation (Date range: 1925 -)	Destroy 1 year after action completed
Class no. 11460	Records regarding eligibility for transfer between programs or deferment of enrolment. (Date range: 1925 -)	Destroy 2 years after criteria cease to apply

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice received from an external or internal legal service provider, use LEGAL SERVICES – Advice.

For authorisations to provide advice in response to a request, use STUDENT PROGRESS – Authorisation.

Entry	Description of Records	Disposal Action
Class no. 11461	Records documenting the receipt and provision of advice relating to the student progress function, including advice from external bodies. (Date range: 1925 -)	Destroy 2 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For records documenting the management of work or services, relating to the student progress function, provided by external contractors, use STUDENT PROGRESS – Contracting out.

Entry	Description of Records	Disposal Action
Class no. 11462	Individual agreements made between academics and students relating to the ownership of intellectual property. (Date range: 1946 -)	Destroy 20 years after expiry or other termination of agreement
Class no. 11463	Simple signed agreements formalising exchange agreements with international universities. (Date range: 1925 -)	Destroy 15 years after expiry or other termination of agreement
Class no. 11464	Final versions of other agreements and memoranda of understanding established to support the student progress function. Includes agreements with student recruitment agencies. (Date range: 1925 -)	Destroy 7 years after expiry or other termination of agreement
Class no. 11465	Records documenting the negotiation, establishment, maintenance and review of agreements, including drafts of agreements. (Date range: 1925 -)	Destroy 7 years after expiry or other termination of agreement

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For catering, venue bookings and entertainment arrangements for celebrations and ceremonies, use STUDENT PROGRESS – Celebrations or STUDENT PROGRESS – Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 11466	Records documenting arrangements for delivery and use of equipment and goods associated with the student progress function. (Date range: 1925 -)	Destroy 2 years after action completed
Class no. 11467	Records documenting travel arrangements in connection with the student progress function. (Date range: 1925 -)	Destroy 2 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting of permission to undertake a requested action.

Entry	Description of Records	Disposal Action
Class no. 11468	Authorisations for administrative actions relating to the student progress function. (Date range: 1946 -)	Destroy 7 years after action completed
Class no. 11469	Delegations of power to University staff to authorise administrative action relating to the student progress function. Includes documentation rescinding authorisations and delegations. (Date range: 1946 -)	Destroy 7 years after delegation expires

Celebrations

The activities associated with arranging and managing festivities to honour a particular event.

For the conferring of degrees and the formal presentations of prizes and awards, use STUDENT PROGRESS – Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 11470	Official University programs, guest lists and photographs relating to celebratory activities held to honour an event of major importance in connection with the student progress function, for example significant anniversary celebrations or those held to mark the opening of a new faculty. (Date range: 1925 -)	Retain as national archives

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Celebrations – Continued

The activities associated with arranging and managing festivities to honour a particular event.

For the conferring of degrees and the formal presentations of prizes and awards, use STUDENT PROGRESS – Ceremonies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11471	Invitations and other records documenting routine arrangements supporting celebrations to honour an event of major importance to the University. Includes: <ul style="list-style-type: none"> • catering • venue bookings • entertainment (Date range: 1925 -)	Destroy 2 years after action completed
Class no. 11472	Records documenting celebrations of lesser importance, including graduation dinners and balls. Includes: <ul style="list-style-type: none"> • programs • invitations • guest lists • catering • venue bookings • entertainment (Date range: 1925 -)	Destroy 2 years after action completed

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

For managing financial transactions supporting ceremonies, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11473	Official University programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion, such as conferring of degrees, diplomas and certificates. Includes transcripts and recordings of occasional addresses at such ceremonies. (Date range: 1925 -)	Disposal not authorised
Class no. 11474	Records documenting routine arrangements supporting ceremonies to mark special occasions. Includes catering, venue bookings and entertainment. (Date range: 1925 -)	Destroy 2 years after action completed
Class no. 11475	Records documenting ceremonies of lesser importance. Includes: <ul style="list-style-type: none"> • programs • invitations • guest lists • catering • venue bookings • entertainment (Date range: 1925 -)	Destroy 2 years after action completed

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For committees involved in broad systematic planning at the University level, use STRATEGIC MANAGEMENT – Committees.

For meetings held by groups other than committees, use STUDENT PROGRESS – Meetings.

Entry	Description of Records	Disposal Action
Class no. 11477	Records of committees formed to consider business processes relating to the student progress function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final copies of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers (Date range: 1925 -)	Destroy 3 years after action completed
Class no. 11478	Working papers documenting the administration of all committees which consider matters relating to the student progress function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1925 -)	Destroy 2 years after action completed

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

For records documenting travel and accommodation arrangements for staff attending conferences relating to the student progress function, use STUDENT PROGRESS – Arrangements.

For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 11479	Records documenting arrangements for University conferences relating to the student progress function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings • copies of financial statements (Date range: 1925 -)	Destroy 3 years after action completed
Class no. 11480	Records assessing the conduct of University conferences relating to the student progress function. (Date range: 1925 -)	Destroy 3 years after action completed
Class no. 11481	Participants' reports on conferences arranged by other organisations relating to the student progress function. (Date range: 1925 -)	Destroy 3 years after action completed
Class no. 11482	Copies of unpublished proceedings, reports, speeches and papers from University conferences relating to the student progress function. Includes presentations by University staff. (Date range: 1925 -)	Destroy when reference ceases
Class no. 11483	Copies of published conference proceedings and official reports received at conferences relating to the student progress function arranged by other organisations. (Date range: 1925 -)	Destroy when reference ceases
Class no. 11484	Records documenting the attendance by staff at conferences arranged by other organisations in relation to the student progress function. Includes completed conference registration forms, programs and conference promotion material. (Date range: 1925 -)	Destroy when reference ceases

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
Class no. 11485	Records documenting contract management relating to the student progress function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports (Date range: 1925 -)	Destroy 7 years after completion or other termination of contract

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Note: The term 'customer' applies to students, staff and members of the public.

Entry	Description of Records	Disposal Action
Class no. 11486	Records documenting the planning, monitoring and evaluation of customer services relating to the student progress function. (Date range: 1925 -)	Destroy 5 years after action completed
Class no. 11487	Records documenting the development of service charters and directives relating to the student progress function. Includes final versions of internal directives and service charters. (Date range: 1925 -)	Destroy 3 years after superseded
Class no. 11488	Records documenting the management of specific customer services such as provision of student identification cards. Includes planning, monitoring and evaluation of services, for example carrying out customer surveys. (Date range: 1925 -)	Destroy 3 years after action completed
Class no. 11489	Copies of internal directives and customer service charters. (Date range: 1925 -)	Destroy when reference ceases

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11490	Records documenting the handling of enquiries relating to the student progress function. (Date range: 1925 -)	Destroy 2 years after action completed

Enrolment

The process of enrolling students in programs of the University, including status or advanced standing or credit transfer, re-enrolment or termination of enrolment, unit and program variations, program leave, withdrawal and cancellation of programs. Includes enrolment of students in single courses or programs not leading to a University award, such as Continuing Education courses and Non-Award programs.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11491	Records documenting the enrolment of students into a program of study, including enrolment forms and student identification documents. (Date range: 1925 -)	Destroy 7 years after program of study completed by student
Class no. 11492	Records documenting variations to student details, such as change of name, but not including change of address. (Date range: 1925 -)	Destroy 7 years after eligibility to graduate determined or 7 years after last action, whichever is later
Class no. 11493	Records documenting exemptions or variations to programs of study or credit transfer or additions or deletions from a student's program. (Date range: 1925 -)	Destroy 7 years after eligibility to graduate determined or 7 years after last action, whichever is later
Class no. 11494	Records documenting leave of absence or suspensions from a program of study. (Date range: 1925 -)	Destroy 7 years after eligibility to graduate determined or 7 years after last action, whichever is later
Class no. 11495	Records documenting the enrolment of students into a program of study or course not leading to a University award. (Date range: 1925 -)	Destroy 7 years after completion of study or 7 years after last action, whichever is later
Class no. 11496	Records documenting change of address. (Date range: 1925 -)	Destroy when reference ceases

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Entry	Description of Records	Disposal Action
Class no. 11497	Records documenting the evaluation and ongoing monitoring of existing programs, systems or services in relation to the student progress function. (Date range: 1925 -)	Destroy 5 years after action completed

Graduation

The administrative activities involved in the identification of students eligible for academic awards of the University and the coordination of graduands' participation in the conferring process.

For administrative arrangements for the graduation ceremony, use STUDENT PROGRESS – Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 11498	Register of graduates, ie the master list of graduands including those who graduate in absentia. (Date range: 1925 -)	Retain as national archives
Class no. 11499	Records documenting the identification of students eligible for awards, their notification of eligibility to graduate and applications and agreements for the conferring of awards in absentia. (Date range: 1925 -)	Destroy 1 year after action completed
Class no. 11500	Records documenting the receipt or delivery of testamurs. (Date range: 1925 -)	Destroy 1 year after action completed

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry	Description of Records	Disposal Action
Class no. 11501	Records documenting implementation of policies and procedures in support of the student progress function. (Date range: 1925 -)	Destroy 3 years after action completed

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
Class no. 11502	Signed joint venture contracts under seal and supporting records: Western Australia. (Date range: 1925 -)	Destroy 20 years after completion or other termination of contract
Class no. 11503	Signed joint venture contracts under seal and supporting records: Victoria and South Australia. (Date range: 1925 -)	Destroy 15 years after completion or other termination of contract
Class no. 11504	Signed joint venture contracts under seal and supporting records: New South Wales, Queensland, Australian Capital Territory, Northern Territory and Tasmania. (Date range: 1925 -)	Destroy 12 years after completion or other termination of contract
Class no. 11505	Signed simple contracts and agreements and supporting records. (Date range: 1925 -)	Destroy 7 years after completion or other termination of contract
Class no. 11506	Records documenting the management of joint ventures undertaken to support the student progress function. Includes the establishment, maintenance and review of joint venture agreements and contracts, Cotutelle and other student exchange arrangements. (Date range: 1925 -)	Destroy 7 years after expiry or other termination of agreement

Liaison

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.

For liaison with admissions centres, use STUDENT PROGRESS – Admissions.

Entry	Description of Records	Disposal Action
Class no. 11507	Records documenting liaison activities undertaken with student associations, professional associations, other universities, private sector organisations and community groups in support of the student progress function. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation. (Date range: 1946 -)	Destroy 3 years after action completed

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For documentation recording the meetings of committees that relate to the student progress function, use STUDENT PROGRESS – Committees.

Entry	Description of Records	Disposal Action
Class no. 11512	Final versions of minutes and supporting documents tabled at meetings held to support the student progress function. Includes meetings with external agencies. (Date range: 1925 -)	Destroy 3 years after action completed
Class no. 11516	Working papers documenting the conduct and administration of meetings to support the student progress function. Including: <ul style="list-style-type: none"> • agenda • notices of meeting • draft minutes (Date range: 1925 -)	Destroy when reference ceases

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Entry	Description of Records	Disposal Action
Class no. 11508	Final versions of University wide plans to support the student progress function. (Date range: 1925 -)	Destroy 5 years after plan is superseded
Class no. 11509	Final versions of plans to support the student progress function developed by individual areas of the University. (Date range: 1925 -)	Destroy 3 years after plan is superseded
Class no. 11510	Working papers used in developing all plans to support the student progress function. Includes draft plans, reports analysing issues and input from other areas. (Date range: 1925 -)	Destroy when reference ceases
Class no. 11511	Copies of all plans to support the student progress function. (Date range: 1925 -)	Destroy when reference ceases

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 11670	Final policy documents relating to the student progress function. (Date range: 1925 -)	Retain as national archives
Class no. 11513	Records documenting the development and establishment of policy relating to the student progress function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultation • supporting reports • major drafts (Date range: 1925 -)	Destroy 5 years after policy superseded
Class no. 11514	Working papers documenting the development of policy relating to the student progress function. Includes drafts and input from other areas of the University. (Date range: 1925 -)	Destroy 3 years after promulgation of the policy
Class no. 11515	Copies of policy documents and supporting papers. (Date range: 1925 -)	Destroy when reference ceases

Prizes and Medals

The activities involved in the establishment, award and administration of prizes and medals to students for outstanding achievement or to reward a particular endeavour.

For formal presentations of prizes and awards, use STUDENT PROGRESS – Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 11517	Register of recipients of prizes and medals. (Date range: 1925 -)	Disposal not authorised
Class no. 11518	Records documenting the establishment, criteria and management processes for the award of prizes and medals. (Date range: 1925 -)	Destroy 10 years after last action

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Prizes and Medals – Continued

The activities involved in the establishment, award and administration of prizes and medals to students for outstanding achievement or to reward a particular endeavour.

For formal presentations of prizes and awards, use STUDENT PROGRESS – Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 11519	Records documenting the selection process of recipients of prizes and medals. Includes applications and nominations. (Date range: 1925 -)	Destroy 1 year after action completed
Class no. 11520	Records documenting administrative arrangements for the presentation or delivery of prizes and medals. (Date range: 1925 -)	Destroy when reference ceases

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 11521	Master set of University manuals, handbooks, directives, etc detailing procedures relating to the student progress function. (Date range: 1925 -)	Disposal not authorised
Class no. 11522	Records documenting the development of University procedures relating to the student progress function. (Date range: 1925 -)	Destroy 1 year after completion of procedures
Class no. 11523	Copies of manuals, handbooks, directives, etc. relating to the student progress function. (Date range: 1925 -)	Destroy when reference ceases

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Reporting

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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For formal reports to Government, use *GOVERNMENT RELATIONS – Reporting*.

Entry	Description of Records	Disposal Action
Class no. 11524	Final versions of internal reports made to external agencies in compliance with legislation and industry standards relating to the management of the student progress function. (Date range: 1925 -)	Destroy 5 years after action completed
Class no. 11525	Final versions of internal periodic reports on general administrative matters used to monitor and document recurring activities in support of the student progress function. (Date range: 1925 -)	Destroy 3 years after action completed
Class no. 11526	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1925 -)	Destroy 1 year after action completed
Class no. 11527	Copies of reports on the student progress function. (Date range: 1925 -)	Destroy when reference ceases

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Entry	Description of Records	Disposal Action
Class no. 11528	Records documenting the nomination, appointment and resignation and/or termination of University representatives on bodies considering matters relating to the student progress function. (Date range: 1930 -)	Destroy 3 years after end of appointment

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Entry	Description of Records	Disposal Action
Class no. 11529	Records documenting a major review of University programs and operations supporting the student progress function such as a review of admission procedures and requirements. Includes documents establishing the review, final version of the report and the action plan. (Date range: 1930 -)	Destroy 5 years after last action or when superseded by next review, whichever is later
Class no. 11530	Records documenting other reviews of University programs and operations supporting the student progress function. Includes documents establishing the review, final version of the report and the action plan. (Date range: 1930 -)	Destroy 5 years after action completed
Class no. 11531	Working papers documenting a review of University programs and operations supporting the student progress function. (Date range: 1930 -)	Destroy 2 years after action completed

Scholarships

The activities involved in establishment, promotion, selection, awarding and administration of undergraduate and postgraduate scholarships funded either internally or externally and tenable at this or other universities. Includes conditions of scholarships and such scholarships as Rhodes, Menzies, Summer Scholarships, Commonwealth Learning Scholarships etc. Also includes student progress reports for scholarship providers.

For scholarships providing financial assistance for student accommodation, use STUDENT SERVICES – Accommodation Services.

Entry	Description of Records	Disposal Action
Class no. 11532	Records documenting the establishment, criteria and management processes for the award of scholarships. (Date range: 1925 -)	Retain as national archives
Class no. 11533	Register of recipients of scholarships, either internally or externally funded. (Date range: 1925 -)	Disposal not authorised

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Scholarships – Continued

The activities involved in establishment, promotion, selection, awarding and administration of undergraduate and postgraduate scholarships funded either internally or externally and tenable at this or other universities. Includes conditions of scholarships and such scholarships as Rhodes, Menzies, Summer Scholarships, Commonwealth Learning Scholarships etc. Also includes student progress reports for scholarship providers.

For scholarships providing financial assistance for student accommodation, use STUDENT SERVICES – Accommodation Services.

Entry	Description of Records	Disposal Action
Class no. 11534	Records documenting the scholarship selection process where the application or nomination is successful. (Date range: 1925 -)	Destroy 7 years after the scholarship is completed
Class no. 11535	Records documenting administrative arrangements for the management of scholarships. (Date range: 1925 -)	Destroy 7 years after the scholarship is completed
Class no. 11965	Records documenting the scholarship selection process where the application or nomination is unsuccessful. (Date range: 1925 -)	Destroy 12 months after last action

Student Assessment

The activities involved in conducting and coordinating assessment of students including examinations, internship reports, annual reports and mid-term reviews of research students, recording and notification of results and academic performance. Includes the monitoring of progress of international students and related reporting.

For student misconduct relating to assessment processes, use STUDENT PROGRESS – Academic Misconduct.

For appeals relating to assessment outcomes, use STUDENT PROGRESS – Student Grievances.

For research examiners' reports, use TEACHING AND LEARNING – Student Assessment.

For examination papers, scripts, theses etc, use TEACHING AND LEARNING – Student Assessment.

Entry	Description of Records	Disposal Action
Class no. 11536	Transcripts of final results and records from which transcripts can be compiled. (Date range: 1925 -)	Retain as national archives
Class no. 11537	Administrative records documenting the appointment of examiners and supervisors for research programs. (Date range: 1925 -)	Destroy 7 years after determination of eligibility of the student to graduate or 7 years after last action, whichever is later

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Student Assessment – Continued

The activities involved in conducting and coordinating assessment of students including examinations, internship reports, annual reports and mid-term reviews of research students, recording and notification of results and academic performance. Includes the monitoring of progress of international students and related reporting.

For student misconduct relating to assessment processes, use STUDENT PROGRESS – Academic Misconduct.

For appeals relating to assessment outcomes, use STUDENT PROGRESS – Student Grievances

For research examiners' reports, use TEACHING AND LEARNING – Student Assessment.

For examination papers, scripts, theses etc, use TEACHING AND LEARNING – Student Assessment.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11538	Administrative records documenting the appointment of examiners, assessors, or supervisors for course work assessment. (Date range: 1925 -)	Destroy 1 year after action completed
Class no. 11539	Administrative records documenting the grading or marking and notification of results of individual assessment components of a program. Includes records documenting changes to assessment results and attendance at examinations. (Date range: 1925 -)	Destroy 1 year after action completed
Class no. 11540	Copies of student academic transcripts. (Date range: 1925 -)	Destroy when reference ceases
Class no. 11541	Records documenting administrative arrangements for examinations and assessments. (Date range: 1925 -)	Destroy when reference ceases

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Student Fees and Charges

The activities involved in the determination, assessment, notification of liability and reporting of student tuition fees, including Higher Educational Contribution Scheme and Higher Education Support Act requirements, related charges and other student fees and charges. Includes late charges.

For accounting records documenting the collection of student fees and charges, use FINANCIAL MANAGEMENT – Accounting.

Entry	Description of Records	Disposal Action
Class no. 11542	Records documenting the determination and administrative requirements of University tuition fees, including Higher Education Contribution Scheme and Higher Education Support Act requirements. (Date range: 1930 -)	Destroy 10 years after action completed
Class no. 11543	Records documenting the determination, assessment and notification of liability of other University fees and related charges, such as late charges. (Date range: 1930 -)	Destroy 7 years after action completed
Class no. 11545	Working papers, drafts, consultation documentation and feedback relating to the determination of University fees and charges. (Date range: 1930 -)	Destroy 5 years after action completed
Class no. 11546	Administrative records documenting payment advice of fees and charges relating to the student progress function. (Date range: 1930 -)	Destroy 2 years after action completed

Student Grievances

The activities associated with the handling and resolution of student grievances and appeals. Includes handling complaints over perceived discrimination or those arising over the academic environment, peers and supervisors. Also includes complaints regarding academic progress, services provided to students and the provision or access to equipment or facilities.

Entry	Description of Records	Disposal Action
Class no. 11547	Records documenting the management of student grievances, including reports of investigations and appeals. (Date range: 1925 -)	Destroy 5 years after action completed

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Student Recruitment

The activities involved in the planning, marketing, publicity and other activities and events designed to recruit new students to the University. Includes Open Days, Careers Market, publicising and advertising of University programs, facilities and services.

For formal agreements with recruitment agencies or advertising agencies, use STUDENT PROGRESS – Agreements.

For administrative arrangements with recruitment agencies or advertising agencies, use STUDENT PROGRESS – Contracting out.

For travel arrangements relating to student recruitment, use STUDENT PROGRESS - Arrangements.

Entry	Description of Records	Disposal Action
Class no. 11549	Records documenting student recruitment activities carried out by the University in Australia and overseas. Includes: <ul style="list-style-type: none"> • working papers • planning documentation • promotional material (Date range: 1925 -)	Destroy 2 years after action completed

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

For submissions provided to other Australian Government agencies, use GOVERNMENT RELATIONS – Submissions.

Entry	Description of Records	Disposal Action
Class no. 11550	Submissions prepared by the University in relation to the student progress function including working documentation. (Date range: 1925 -)	Destroy 3 years after action completed

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the organisation.

Entry	Description of Records	Disposal Action
Class no. 11551	Records documenting the management of suggestions received from the public in relation to the student progress function. (Date range: 1925 -)	Destroy 1 year after action completed
Class no. 11552	Records documenting the management of suggestions received from University staff or students relating to the student progress function. (Date range: 1925 -)	Destroy 1 year after action completed

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

For the activities involved in managing the performance of student progress related work or the provision of goods and services by an external contractor, use STUDENT PROGRESS – Contracting out.

Entry	Description of Records	Disposal Action
Class no. 11553	Records documenting the development and issue of tender documentation supporting the student progress function. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1925 -)	Destroy 7 years after tender process completed
Class no. 11554	Evaluation against the selection criteria of tenders received, supporting the student services function. Includes: <ul style="list-style-type: none"> • records documenting arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1925 -)	Destroy 7 years after tender process completed
Class no. 11555	Records documenting post-offer negotiations and due diligence checks for tenders supporting the student progress function. (Date range: 1925 -)	Destroy 7 years after tender process completed

STUDENT PROGRESS

The function of recruiting, selecting and admitting students to academic programs, providing academic advice, scholarships and reviewing and monitoring academic progress. Includes administration of academic assessment and conferring of relevant awards on those students who graduate from a program of study.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

For the activities involved in managing the performance of student progress related work or the provision of goods and services by an external contractor, use STUDENT PROGRESS – Contracting out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11556	Records documenting unsuccessful tenders supporting the student progress function or a tender where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcomes • reports on briefing sessions (Date range: 1925 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender
Class no. 11557	Tender register. (Date range: 1925 -)	Destroy 7 years after last entry
Class no. 11558	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1925 -)	Destroy 20 years after completion or other termination of contract
Class no. 11559	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1925 -)	Destroy 15 years after completion or other termination of contract
Class no. 11560	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1925 -)	Destroy 12 years after completion or other termination of contract
Class no. 11561	Simple signed contracts resulting from tenders and supporting records. (Date range: 1925 -)	Destroy 7 years after completion or other termination of contract
Class no. 11562	Contract register. (Date range: 1925 -)	Destroy 7 years after last entry

STUDENT SERVICES

The function of fostering academic and personal development of students including through residential life, extracurricular activities, social, health and career counselling. Also includes student counselling, financial assistance and the provision of services to enhance academic learning.

Academic and Learning Skills

The activities associated with assisting students in the learning processes related to their formal program of study, for example language skills, time and project management, reading, researching, writing and presentation skills. Includes researching learning needs, planning, delivery of programs and evaluation.

For formal study programs, use TEACHING AND LEARNING.

Entry	Description of Records	Disposal Action
Class no. 11563	Records documenting the provision of services and facilities for the development of students' academic and learning skills. (Date range: 1929 -)	Destroy when reference ceases
Class no. 11564	Records documenting research and analysis of needs and the preparation of relevant learning materials. (Date range: 1929 -)	Destroy when reference ceases

Accommodation Services

The activities involved in the establishment and provision of residential accommodation and associated services for students.

For the management of contracted services to halls of residence, use STUDENT SERVICES – Contracting out.

For cleaning of student accommodation, use PROPERTY MANAGEMENT – Maintenance.

Entry	Description of Records	Disposal Action
Class no. 11565	Records documenting details of individual students residing in halls of residence or residential colleges. (Date range: 1925 -)	Destroy 10 years after last action
Class no. 11566	Records documenting accommodation bursaries for students, including applications, notifications and supporting documentation. (Date range: 1925 -)	Destroy 2 years after action completed
Class no. 11567	Individual student accommodation agreements and other agreements and contracts supporting the provision of accommodation services to students. (Date range: 1925 -)	Destroy 7 years after expiry or other termination of agreement

STUDENT SERVICES

The function of fostering academic and personal development of students including through residential life, extracurricular activities, social, health and career counselling. Also includes student counselling, financial assistance and the provision of services to enhance academic learning.

Accommodation Services – Continued

The activities involved in the establishment and provision of residential accommodation and associated services for students.

For the management of contracted services to halls of residence, use STUDENT SERVICES – Contracting out.

For cleaning of student accommodation, use PROPERTY MANAGEMENT – Maintenance.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11568	Records documenting accommodation selection and notification to students. (Date range: 1925 -)	Destroy 1 year after action completed
Class no. 11569	Records documenting the provision of accommodation placement services. (Date range: 1925 -)	Destroy 1 year after action completed

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For addresses by portfolio minister or senior government officials, use GOVERNMENT RELATIONS – Addresses (presentations).

For lectures delivered as part of course work, use TEACHING AND LEARNING – Program Delivery.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11570	Final versions of addresses delivered in support of the student services function at major events or by a person of significant public profile. (Date range: 1930 -)	Disposal not authorised
Class no. 11571	Final versions of addresses other than those delivered at major events or by a person of significant public profile in support of the student services function. (Date range: 1930 -)	Destroy 2 years after last presentation or when reference ceases
Class no. 11572	Working papers documenting the development of addresses in support of the student services function, including drafts. (Date range: 1930 -)	Destroy when reference ceases

STUDENT SERVICES

The function of fostering academic and personal development of students including through residential life, extracurricular activities, social, health and career counselling. Also includes student counselling, financial assistance and the provision of services to enhance academic learning.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice received from an external or internal legal service provider, use LEGAL SERVICES – Advice.

Entry	Description of Records	Disposal Action
Class no. 11573	Records documenting the receipt and provision of advice relating to the student services function, including advice from external bodies. (Date range: 1925 -)	Destroy 2 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For records documenting the management of work or services, relating to the student services function, provided by external contractors, use STUDENT SERVICES – Contracting out.

Entry	Description of Records	Disposal Action
Class no. 11574	Final versions of agreements and memoranda of understanding made to support the student services function. (Date range: 1930 -)	Destroy 7 years after expiry or other termination of agreement or memorandum
Class no. 11575	Records documenting negotiation, establishment, maintenance and review of agreements and memoranda of understanding. (Date range: 1930 -)	Destroy 7 years after expiry or other termination of agreement or memorandum

STUDENT SERVICES

The function of fostering academic and personal development of students including through residential life, extracurricular activities, social, health and career counselling. Also includes student counselling, financial assistance and the provision of services to enhance academic learning.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For catering, venue bookings and entertainment arrangements for celebrations and ceremonies, use STUDENT SERVICES – Celebrations or STUDENT SERVICES – Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 11576	Records documenting arrangements for delivery and use of equipment and goods associated with the student services function. (Date range: 1925 -)	Destroy 2 years after action completed
Class no. 11577	Records documenting arrangements for travel for staff and/or students in connection with the student services function. (Date range: 1925 -)	Destroy 2 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting of permission to undertake a requested action.

Entry	Description of Records	Disposal Action
Class no. 11578	Authorisations for administrative actions relating to the student services function. (Date range: 1946 -)	Destroy 7 years after action completed
Class no. 11579	Delegations of power to University staff to authorise administrative action relating to the student services function. (Date range: 1946 -)	Destroy 7 years after delegation expires

STUDENT SERVICES

The function of fostering academic and personal development of students including through residential life, extracurricular activities, social, health and career counselling. Also includes student counselling, financial assistance and the provision of services to enhance academic learning.

Celebrations

The activities associated with arranging and managing festivities to honour a particular event.

For formal presentations of prizes and awards, use STUDENT PROGRESS – Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 11580	Official University programs, guest lists and photographs relating to celebratory activities held to honour an event of major importance in support of the student services function, for example significant anniversary celebrations such as the 50 th anniversary of one of the halls of residence or the opening of a learning centre or student refectory. (Date range: 1925 -)	Disposal not authorised
Class no. 11581	Invitations and other records documenting routine arrangements supporting celebrations to honour an event of major importance to the University in support of the student services function, for example significant anniversary celebrations such as the 50 th anniversary of one of the halls of residence or the opening of a learning centre or student refectory. Includes: <ul style="list-style-type: none"> • catering • venue bookings • entertainment (Date range: 1925 -)	Destroy 2 years after action completed
Class no. 11582	Records documenting celebrations of lesser importance. Includes: <ul style="list-style-type: none"> • programs • invitations • guest lists • catering • venue bookings • entertainment (Date range: 1925 -)	Destroy 2 years after action completed

STUDENT SERVICES

The function of fostering academic and personal development of students including through residential life, extracurricular activities, social, health and career counselling. Also includes student counselling, financial assistance and the provision of services to enhance academic learning.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

For managing financial transactions supporting ceremonies, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

For conferring of awards ceremonies, use STUDENT PROGRESS - Ceremonies.

Entry	Description of Records	Disposal Action
Class no. 11583	Official University programs, invitations, guest lists and photographs relating to formal ceremonies held to mark a special occasion in support of the student services function, for example the opening of a building or major facilities connected with the student services function. Also includes transcripts and recordings of occasional addresses at such ceremonies. (Date range: 1925 -)	Disposal not authorised
Class no. 11584	Records documenting ceremonies of lesser importance in support of the student services function. Includes: <ul style="list-style-type: none"> • programs • invitations • guest lists • catering • venue bookings • entertainment (Date range: 1925 -)	Destroy 2 years after action completed
Class no. 11585	Records documenting routine arrangements supporting ceremonies to mark special occasions in support of the student services function. Includes: <ul style="list-style-type: none"> • catering • venue bookings • entertainment (Date range: 1925 -)	Destroy 2 years after action completed

STUDENT SERVICES

The function of fostering academic and personal development of students including through residential life, extracurricular activities, social, health and career counselling. Also includes student counselling, financial assistance and the provision of services to enhance academic learning.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

For committees involved in broad systematic planning at the University level, use STRATEGIC PLANNING – Committees.

For meetings held by groups other than committees, use STUDENT SERVICES – Meetings.

Entry	Description of Records	Disposal Action
Class no. 11586	Records of internal and external committees formed to consider matters relating to the student services function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final copies of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers (Date range: 1925 -)	Destroy 3 years after action completed
Class no. 11587	Working papers documenting the administration of committees formed to consider matters relating to the student services function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1925 -)	Destroy 2 years after action completed

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

For records documenting travel and accommodation arrangements for staff attending conferences relating to the student services function, use STUDENT SERVICES – Arrangements.

For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 11588	Records documenting arrangements for University conferences relating to the student services function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue booking • copies of financial statements (Date range: 1946 -)	Destroy 3 years after action completed

STUDENT SERVICES

The function of fostering academic and personal development of students including through residential life, extracurricular activities, social, health and career counselling. Also includes student counselling, financial assistance and the provision of services to enhance academic learning.

Conferences – Continued

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

For records documenting travel and accommodation arrangements for staff attending conferences relating to the student services function, use STUDENT SERVICES – Arrangements.

For managing financial transactions supporting conference activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

Entry	Description of Records	Disposal Action
Class no. 11589	Participants' reports on conferences arranged by other organisations relating to the student services function. (Date range: 1946 -)	Destroy 3 years after action completed
Class no. 11590	Records assessing the conduct of University conferences relating to the student services function. (Date range: 1946 -)	Destroy 3 years after action completed
Class no. 11591	Copies of published conference proceedings and official reports received at conferences relating to the student services function arranged by other organisations. (Date range: 1946-)	Destroy when reference ceases
Class no. 11592	Copies of unpublished proceedings, reports, speeches and papers from University conferences relating to the student services function. Includes presentations by University staff. (Date range: 1946 -)	Destroy when reference ceases
Class no. 11593	Records documenting the attendance by staff at conferences arranged by other organisations in relation to the student services function. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1946 -)	Destroy when reference ceases

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
Class no. 11594	Records documenting contract management relating to the student services function. Includes minutes of meetings with main stakeholders and performance and evaluation reports. (Date range: 1925 -)	Destroy 7 years after expiry or other termination of agreement

STUDENT SERVICES

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Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11600	Records documenting the handling of enquiries relating to the University's student services function. (Date range: 1946 -)	Destroy 2 years after action completed

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11601	Records documenting the evaluation and ongoing monitoring of existing programs, systems and services in relation to the student services function. (Date range: 1930 -)	Destroy 5 years after action completed

Health Services

The process of providing health care facilities and emergency health services for students, including health education and the promotion of health issues and preventative health care on campus.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11602	Records of patients where the individual was less than 18 years old at the date of last entry in the record. (Date range: 1966 -)	Destroy when the patient attains, or would have attained, the age of 25 years
Class no. 11603	Records of patients where the individual was 18 years or older at the date of last entry in the record. (Date range: 1966 -)	Destroy 7 years after last entry
Class no. 11604	Drug registers and prescriptions. (Date range: 1966 -)	Destroy 2 years after date of last entry or the date it was acted upon
Class no. 11605	Patient or consultation appointment registers. (Date range: 1966 -)	Destroy 1 year after last entry

STUDENT SERVICES

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Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry	Description of Records	Disposal Action
Class no. 11606	Records documenting the implementation of plans, policies and procedures in support of the student services function. (Date range: 1930 -)	Destroy 3 years after action completed

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

Entry	Description of Records	Disposal Action
Class no. 11607	Records documenting breaches of the University's rules in relation to the student services function, for example student breaches of rules in a hall of residence. Includes infringement notices, correspondence with relevant authority and other supporting documentation. (Date range: 1930 -)	Destroy 7 years after action completed

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
Class no. 11608	Signed joint venture contracts under seal and supporting records: Western Australia. (Date range: 1925 -)	Destroy 20 years after completion or other termination of contract
Class no. 11609	Signed joint venture contracts under seal and supporting records: Victoria and South Australia. (Date range: 1925 -)	Destroy 15 years after completion or other termination of contract

STUDENT SERVICES

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Joint Ventures – Continued

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of Records	Disposal Action
Class no. 11610	Signed joint venture contracts under seal and supporting records: New South Wales, Queensland, Australian Capital Territory, Northern Territory and Tasmania. (Date range: 1925 -)	Destroy 12 years after completion or other termination of contract
Class no. 11611	Signed simple joint venture contracts and agreements and supporting records. (Date range: 1925 -)	Destroy 7 years after completion or other termination of contract or agreement
Class no. 11612	Records documenting the management of joint ventures undertaken to support the student services function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. (Date range: 1925 -)	Destroy 7 years after expiry or other termination of contract or agreement

Liaison

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.

Entry	Description of Records	Disposal Action
Class no. 11613	Records documenting liaison activities undertaken with student associations, professional associations, private sector organisations and community groups in support of the student services function. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation. (Date range: 1946 -)	Destroy 3 years after action completed

STUDENT SERVICES

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Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For documentation recording the meetings of committees that relate to the student services function, use STUDENT SERVICES – Committees.

Entry	Description of Records	Disposal Action
Class no. 11614	Final versions of minutes and supporting documents tabled at meetings held to support the student services function. Includes meetings with external agencies. (Date range: 1925 -)	Destroy 3 years after action completed
Class no. 11615	Working papers documenting the conduct and administration of meetings held to support the student services function. Includes: <ul style="list-style-type: none"> • agenda • notices of meeting • draft minutes (Date range: 1925 -)	Destroy when reference ceases
Class no. 11616	Copies of minutes and other meetings documents. (Date range: 1925 -)	Destroy when reference ceases

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Entry	Description of Records	Disposal Action
Class no. 11617	Final versions of University wide plans supporting the student services function. (Date range: 1925 -)	Destroy 5 years after plan is superseded
Class no. 11618	Final versions of plans supporting the student services function developed by individual areas of the University. (Date range: 1925 -)	Destroy 3 years after plan is superseded
Class no. 11619	Working papers used to develop all plans supporting the student services function. Includes draft plans, reports analysing issues and input from other areas. (Date range: 1925 -)	Destroy when reference ceases
Class no. 11620	Copies of all plans supporting the student services function. (Date range: 1925 -)	Destroy when reference ceases

STUDENT SERVICES

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11621	Records relating to the development and establishment of policy relating to the student services function. Includes policy proposals, research papers, results of consultation, supporting reports, major drafts and final policy documents. (Date range: 1925 -)	Destroy 5 years after policy superseded
Class no. 11622	Working papers documenting the development of policies relating to the student services function. Includes drafts and input from other areas of the University. (Date range: 1925 -)	Destroy 3 years after promulgation of the policy
Class no. 11623	Copies of policy documents and supporting papers. (Date range: 1925 -)	Destroy when reference ceases

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11624	Master set of University manuals, handbooks, directives, etc detailing procedures relating to the student services function. (Date range: 1925 -)	Disposal not authorised
Class no. 11625	Records documenting the development of University procedures relating to the student services function. (Date range: 1925 -)	Destroy 1 year after completion of procedures
Class no. 11626	Copies of manuals, handbooks, directives, etc relating to the student services function. (Date range: 1925 -)	Destroy when reference ceases

STUDENT SERVICES

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Reporting

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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For formal reports to Government, use GOVERNMENT RELATIONS – Reporting.

Entry	Description of Records	Disposal Action
Class no. 11627	Final versions of internal reports and reports made to external agencies in compliance with legislation, relating to the management of the student services function. (Date range: 1926 -)	Destroy 5 years after action completed
Class no. 11628	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities in support of the student services function (Date range: 1926 -)	Destroy 3 years after action completed
Class no. 11629	Working papers documenting the development of all reports. Includes drafts and comments received. (Date range: 1926 -)	Destroy 1 year after action completed
Class no. 11630	Copies of reports on the student services function. (Date range: 1926 -)	Destroy when reference ceases

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Entry	Description of Records	Disposal Action
Class no. 11631	Records documenting the nomination, appointment and resignation and/or termination of University representatives on bodies considering matters relating to the student services function. (Date range: 1925 -)	Destroy 3 years after end of appointment

STUDENT SERVICES

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Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Entry	Description of Records	Disposal Action
Class no. 11632	Records documenting a major review of University programs and operations supporting the student services function such as a University wide review of the student health services. Includes documents establishing the review, final version of the report and the action plan. (Date range: 1925 -)	Destroy 5 years after last action or when superseded by next review, whichever is later
Class no. 11633	Records documenting other reviews of University programs and operations supporting the student services function. Includes documents establishing the review, final version of the report and the action plan. (Date range: 1925 -)	Destroy 5 years after action completed
Class no. 11634	Working papers documenting a review of University programs and operations supporting the student services function. (Date range: 1925 -)	Destroy 2 years after action completed

Special Needs Students

The activities involved in the provision of services for students with special needs. Includes learning and social support services for individuals and groups such as Aboriginal and Torres Strait Islanders, educationally disadvantaged school leavers, mature age students and students with a disability. Also covers liaison with, and reporting to, external bodies concerned with these groups.

For the administration of admission schemes for students with special needs, use STUDENT PROGRESS – Admissions.

For counselling services provided to students, use STUDENT SERVICES – Student Counselling.

Entry	Description of Records	Disposal Action
Class no. 11635	Records documenting the delivery of support services to students with special needs. Includes liaison and reporting documentation. (Date range: 1976 -)	Destroy 6 years after action completed
Class no. 11636	Records documenting the establishment and management of support services to students with special needs, including, for example, the provision of specialist staff and equipment. (Date range: 1976 -)	Destroy 5 years after action completed

STUDENT SERVICES

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Student Counselling

The activities associated with giving guidance and advice to students for various reasons. Includes career and employment counselling.

Entry	Description of Records	Disposal Action
Class no. 11637	Records documenting the provision of counselling services to students where the individual was 18 years or older at the date of last entry in the record. (Date range: 1929 -)	Destroy 7 years after last entry
Class no. 11638	Records documenting the provision of counselling services to students where the individual was less than 18 years old at the date of last entry in the record. (Date range: 1929 -)	Destroy when the student attains, or would have attained, the age of 25 years
Class no. 11639	Records documenting the establishment and management of counselling services to students. (Date range: 1929 -)	Destroy 5 years after action completed

Student Discipline

The activities and action associated with the disciplining of students. Includes investigation, charges, formal inquiries, punishment and appeals.

For records relating to academic misconduct, use STUDENT PROGRESS – Academic Misconduct.

For minor breaches of University rules such as traffic infringements and library fines, use STUDENT SERVICES – Infringements.

Entry	Description of Records	Disposal Action
Class no. 11640	Records documenting the management of student discipline in relation to the student services function including investigation reports and reports from inquiries and appeals. Includes documentation of penalties or other related action. (Date range: 1929 -)	Destroy 5 years after action completed

STUDENT SERVICES

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Student Fees and Charges

The activities involved in the determination, assessment, notification of liability and reporting of student tuition fees, including Higher Educational Contribution Scheme and Higher Education Support Act requirements, related charges and other student fees and charges. Includes late charges.

For accounting records documenting the collection of student fees and charges, use FINANCIAL MANAGEMENT – Accounting.

Entry	Description of Records	Disposal Action
Class no. 11641	Records relating to the determination and administration of the collection of University fees and charges, such as library fines and parking fees and fines, in support of the student services function. (Date range: 1929 -)	Destroy 7 years after action completed

Student Financial Assistance

The activities involved with providing financial assistance to students including grants, subsidies and loans. Includes temporary assistance funding and administration and liaison with relevant external bodies.

For allowances and funding provided by scholarships, use STUDENT PROGRESS – Scholarships.

For accounting records documenting the provision of financial assistance, use FINANCIAL MANAGEMENT – Accounting.

Entry	Description of Records	Disposal Action
Class no. 11642	Records documenting successful applications to receive assistance. Includes records of interviews and other assessment methods. (Date range: 1963 -)	Destroy 7 years after action completed
Class no. 11643	Records documenting unsuccessful applications to receive assistance. Includes records of interviews and other assessment methods. (Date range: 1963 -)	Destroy 1 year after action completed
Class no. 11644	Records documenting the establishment and management of financial assistance to students including liaison with external financial institutions. (Date range: 1963 -)	Destroy 7 years after action completed
Class no. 11645	Records documenting the management of loans. (Date range: 1963 -)	Destroy 7 years after expiry of loan period

STUDENT SERVICES

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Student Grievances

The activities associated with the handling and resolution of student grievances and related appeals. Includes handling complaints over perceived discrimination or those arising over the academic environment, peers and supervisors. Also includes complaints regarding academic progress, services to students and the provision of access to equipment or facilities.

Entry	Description of Records	Disposal Action
Class no. 11646	Records listing names of complainants and respondents in relation to grievances of personal discrimination, harassment or abuse. (Date range: 1925 -)	Destroy 20 years after last entry
Class no. 11647	Records documenting the management of student grievances of personal discrimination, harassment or abuse, including reports of investigations and appeals. (Date range: 1925 -)	Destroy 10 years after action completed
Class no. 11648	Records documenting the management of other student grievances, including reports of investigations and appeals. (Date range: 1925 -)	Destroy 5 years after action completed

Student Orientation

The activities relating to the planning and management of student orientation. Includes pre-departure briefings for international students, orientation week activities and programs such as Student Information and Guidance Network. Also includes information and training sessions for students and staff providing orientation services, evaluation of orientation sessions and presentation of resulting certificates.

Entry	Description of Records	Disposal Action
Class no. 11649	Records documenting the planning and management of student orientation activities. Includes documentation of information sessions for staff and/or students involved in orientation activities. (Date range: 1930 -)	Destroy 3 years after action completed
Class no. 11650	Promotional materials used to support orientation activities, including pre-departure briefings. (Date range: 1930 -)	Destroy when reference ceases
Class no. 11651	Uncollected mentor certificates. (Date range: 1930 -)	Destroy when reference ceases

STUDENT SERVICES

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Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

For submissions provided to other Australian Government agencies, use GOVERNMENT RELATIONS – Submissions.

Entry	Description of Records	Disposal Action
Class no. 11652	Submissions prepared by the University in relation to the student services function, including working papers. (Date range: 1925 -)	Destroy 3 years after action completed

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the organisation.

Entry	Description of Records	Disposal Action
Class no. 11653	Records documenting the management of suggestions received from the public in relation to the student services function. (Date range: 1925 -)	Destroy 1 year after action completed
Class no. 11654	Records documenting the management of suggestions received from University staff and students relating to the student services function. (Date range: 1925 -)	Destroy 1 year after action completed

STUDENT SERVICES

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Tendering

The activities involved with receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

For the activities involved in managing the performance of student services related work or the provision of goods and services by an external contractor, use STUDENT SERVICES – Contracting out.

Entry	Description of Records	Disposal Action
Class no. 11655	Records documenting the development and issue of tender documentation supporting the student services function. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1925 -)	Destroy 7 years after tender process completed
Class no. 11656	Evaluation against the selection criteria of tenders received, supporting the student services function. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1925 -)	Destroy 7 years after tender process completed
Class no. 11657	Records documenting post-offer negotiations and due diligence checks for tenders supporting the student services function. (Date range: 1925 -)	Destroy 7 years after tender process completed
Class no. 11658	Records documenting unsuccessful tenders supporting the student services function or a tender where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcomes • reports on briefing sessions (Date range: 1925 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender
Class no. 11659	Tender register. (Date range: 1925 -)	Destroy 7 years after last entry

STUDENT SERVICES

The function of fostering academic and personal development of students including through residential life, extracurricular activities, social, health and career counselling. Also includes student counselling, financial assistance and the provision of services to enhance academic learning.

Tendering – Continued

The activities involved with receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

For the activities involved in managing the performance of student services related work or the provision of goods and services by an external contractor, use STUDENT SERVICES – Contracting out.

Entry	Description of Records	Disposal Action
Class no. 11660	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1925 -)	Destroy 20 years after completion or other termination of contract
Class no. 11661	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1925 -)	Destroy 15 years after completion or other termination of contract
Class no. 11662	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1925 -)	Destroy 12 years after completion or other termination of contract
Class no. 11663	Simple signed contracts resulting from tenders and supporting records. (Date range: 1925 -)	Destroy 7 years after completion or other termination of contract
Class no. 11664	Contract register. (Date range: 1925 -)	Destroy 7 years after last entry