

How long to keep records

The Australian National University (ANU) is covered by the *Archives Act 1983* which means that ANU records must be kept for the amount of time specified in records authorities issued by the National Archives of Australia (NAA).

A records authority is a legal instrument that gives permission for destruction and instruction about retention times. There are general records authorities (GRAs) that cover activities and records that are common to many government agencies (ANU is an agency under the Archives Act). Specific records authorities cover functions and activities that are unique to an agency. The GRAs and specific authorities need to be used together to cover all records of ANU.

Each authority and the disposal classes within it has a traceable number so that ANU can account for any decisions made to destroy records.

Australian National University specific authorities

Covering research and development; teaching and learning (**2006/004465555**)

<https://www.naa.gov.au/sites/default/files/2019-12/agency-ra-2006-004465555.pdf>

Covering student progress; student services (**2005/00347027**)

<https://www.naa.gov.au/sites/default/files/2019-12/agency-ra-2005-00347027.pdf>

General records authorities

AFDA Express v. 2 Applies to all agencies

Covers: Asset management, Compensation; Contracts under seal/Deeds; Establishment; External Relations; Financial management; Industrial relations; legal services; Personnel management; Procurement; Property management; Publication; Strategic management; Technology and information management; Work health and safety

<https://www.naa.gov.au/node/783>

Other general authorities that may apply to ANU records

GRA 32 Small collection management <https://www.naa.gov.au/node/815>

GRA 34 Establishing and winding up entities and companies <https://www.naa.gov.au/node/819>

GRA 37 Research and development <https://www.naa.gov.au/node/812>

GRA 39 Public Interest Disclosure <https://www.naa.gov.au/node/822>

GRA 41 Child sexual abuse incidents and allegations <https://www.naa.gov.au/node/785>

2004/00238694 Encrypted records created in online security processes

https://www.naa.gov.au/sites/default/files/2019-09/GDA_encrypted_records_tcm16-93625.pdf