

| Classification   | Description of records  | Disposal Action  | Why included?        |
|--|---|--|----------------------|
| ALL High value Agreements and Contracts                            | Records of agreements and contracts >\$150K value (inc. GST)  | Varies   | Operational Risk     |
| COMMUNITY - AUDIT - Significant                                    | Records relating to audits which examine or measure organisational performance or compliance in the function of establishing rapport with the community and raising and maintaining the University's broad public profile, which set a precedent, or lead to a major change in policies.  | Required as State archives   | > 30yr retention     |
| COMMUNITY - DONATIONS - Significant                                | The activities associated with managing significant donations of money, items, artefacts, property, etc. to the University.<br><br>Often these donations will have an ongoing benefit to the University.<br><br>See STUDENT ADMINISTRATION - Awards - Establishment for donations that result in a scholarship.   | Required as State archives   | > 30yr retention     |
| COMMUNITY - EVENTS - Significant                                   | Key records, including final, approved versions or transcripts, proceedings and reports, relating to celebrations, ceremonies and functions of State significance or of major importance to the University. Events include:<br>- all conferences, seminars or forums arranged by the University;<br>- significant occasions or public events attended by members of the University Council, senior executives or other significant members of the University's staff;<br>- building openings, University anniversary celebrations, etc. | Required as State archives   | > 30yr retention     |
| COMMUNITY - MEDIA RELATIONS - Media Releases                       | See INFORMATION & COLLECTIONS MANAGEMENT - Exhibitions for records relating to exhibitions.   | Required as State archives   | > 30yr retention     |
| EMPLOYEE RELATIONS - (EMPLOYER) AGREEMENTS - Enterprise Bargaining | Final, approved versions of media releases as released.   | Required as State archives   | > 30yr retention     |
| EMPLOYEE RELATIONS - AUDIT - Significant                           | The processes associated with the establishment, negotiation, maintenance and review of enterprise agreements.  | Retain minimum of 10 years after expiry of agreement, then destroy                       | Key corporate        |
| EMPLOYEE RELATIONS - CHANGE MANAGEMENT - Major Workplace Change    | Records relating to audits which examine or measure organisational performance or compliance in the function of establishing formal relations with the University's employees and their representatives to achieve a harmonious workplace, which set a precedent, or lead to a major change in policies.  | Required as State archives   | > 30yr retention     |
| EMPLOYEE RELATIONS - COMPLAINTS                                    | Records relating to the establishment of new organisational structures, or to the review of existing structures and programs which result in significant changes to core areas of the University or the University as a whole.<br>Also includes the activities involved in varying, creating and abolishing individual positions.<br><br>See EMPLOYEE RELATIONS - Change Management for restructuring of schools, departments, individual units, etc.   | Required as State archives   | > 30yr retention     |
| EMPLOYEE RELATIONS - DISPUTES - Significant                        | Records relating to the handling and resolution of employee grievances and complaints raised by representatives on behalf of employees that have unit-, organisational- or sector-wide impact. Includes records relating to liaison with employees, union representatives and the lead organisation.  | Retain minimum of 10 years after action completed, then destroy                          | Personal information |
| EMPLOYEE RELATIONS - MISCONDUCT - Serious                          | Records relating to the management of industrial disputes of a significant nature where the University is a primary party to the negotiations or resolution of the dispute.   | Required as State archives   | > 30yr retention     |
| FINANCE - ACCOUNTING - Cardholder Data                             | Records relating to the management of instances or allegations of misconduct involving abuse or neglect of children.  | Retain minimum of 100 years after action completed, then destroy                         | > 30yr retention     |
| FINANCE - ADVICE - Significant                                     | Records containing cardholder data captured as part of an electronic financial transaction including information printed, processed, transmitted or stored in any form on a payment. Information may include, but is not limited to:<br>- Primary Account Number (PAN)<br>- cardholder name<br>- expiry date<br>- service code.<br><br>Records containing sensitive cardholder authentication data captured as part of an electronic financial transaction should be destroyed once the transaction has been completed.                 | Retain minimum of 3 months after last business, legal or regulatory action, then destroy | Personal information |
| FINANCE - AUDIT - Significant                                      | Note: Management of these records should be in accordance with the Payment Card Industry - Data Security Standard (PCI-DSS).  |  |                      |
| FINANCE - BUDGETING - External Approval                            | Records relating to the provision or receipt of detailed and significant financial advice to executive or senior management, or other NSW bodies regarding external financial and annual reporting requirements. Includes detailed and high level advice on the application of specific accounting standards and policies, financial or annual reporting legislation and accounting treatments.   | Required as State archives   | > 30yr retention     |
| FINANCE - BUDGETING - External Approval                            | Records relating to audits of the University's accounts or financial management records, systems and processes which; identify serious misuse or wastage of public money, set a precedent, or lead to a major change in policies.   | Required as State archives   | > 30yr retention     |
| FINANCE - BUDGETING - External Approval                            | Budget estimates, including estimates for expenditure on new policy proposals or programs, and supporting documents prepared for external approval, e.g. by the organisation's parent department or Minister. Includes variations on estimates.   | Required as State archives   | > 30yr retention     |

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| FINANCE - COMMERCIAL ACTIVITIES                | Records relating to the management of commercial ventures and services, including a register of commercial activities. Also includes the provision of consultancies and other professional services.<br><br>Note: Records relating to the provision of training or other educational services as part of a consultancy, such as student records, curricula, etc., should be dealt with in the same way as standard teaching and student administration records in this disposal authority.<br><br>Possible University Archive.  | Retain minimum of 7 years after provision of services ceased or minimum of 7 years after all terms and conditions of contract are satisfied, whichever is longer, then destroy | Key corporate    |
| FINANCE - SALARIES                             | Records supporting the payment of wages to employees. Records include forms and documents used to process and update information in payroll systems.  | Retain minimum of 2 years after end of financial year in which record was created, then destroy  | Key corporate    |
| FINANCE - STRATEGIC                            | The strategic management of the University's funds.   | Required as State archives   | > 30yr retention |
| FINANCE - TREASURY                             | Records relating to operations, and individual appropriations, borrowings, investments and loans to other organisations or individuals.<br><br>Note: 'Transaction completed' for records relating to investments and borrowings should be interpreted as when investments are liquidated or matured, or when borrowings are repaid or rolled over.<br><br>The minimum retention period of 20 years is a legacy from GDA02-12.19.02 and has been requested by UNSW Investment Services.  | Retain minimum of 7 years after end of financial year in which transaction was completed, then destroy   | Key corporate    |
| GOVERNANCE - ADVICE - Significant              | Records relating to the receipt and provision of advice regarding the administration and operation of the University's Council or any of its sub-committees or any of the University's controlled entities or governing bodies.<br><br>Also includes records relating to the preparation and passage of legislation through Parliament.   | Required as State archives   | > 30yr retention |
| GOVERNANCE - AGREEMENTS - Significant          | Records relating to the establishment, negotiation, maintenance and review of agreements with other government organisations that are concerning policies and procedures applying to the whole of government, or having implications for major liabilities or obligations of the University.  | Required as State archives   | > 30yr retention |
| GOVERNANCE - APPEALS                           | Records relating to an appeal made by a member of a governing body to a higher authority on decisions made with respect to the operation of the governing body.<br><br>Includes appeals made by the organisation to the Administrative Decisions Tribunal for review of a decision made under health and safety legislation.  | Required as State archives   | > 30yr retention |
| GOVERNANCE - AUDIT - Significant               | Records relating to audits of the governance practices or performance of governing bodies and their subcommittees which; result in the suspension or dismissal of members, set a precedent, or lead to a major change in policies.  | Required as State archives   | > 30yr retention |
| GOVERNANCE - COMMITTEES - Strategic            | Records relating to internal committees established for strategic planning or policy development purposes which consider significant issues impacting on the core functions or responsibilities of the University.  | Required as State archives   | > 30yr retention |
| GOVERNANCE - GOVERNING BODIES                  | Records relating to the establishment, maintenance and registration as a corporate entity, or review of the University, or any of its controlled entities or governing bodies, including the University Council. Records include:<br>- certificates,<br>- memoranda,<br>- articles of incorporation or association, and<br>- company or corporate registers (e.g. share and seal registers, registers of directors, etc.)   | Required as State archives   | > 30yr retention |
| GOVERNANCE - GOVERNING BODIES - Academic Board | Records relating to meetings of the Academic Board and its sub-committees.  | Required as State archives   | > 30yr retention |
| GOVERNANCE - GOVERNING BODIES - UNSW Council   | Records relating to meetings of the University Council and its sub-committees, or their membership (e.g. nominations, appointments, etc.).<br>Includes records relating to delegations for members to enter the University into binding agreements or arrangements, and summary records of pecuniary interest disclosures by members (e.g. conflict of interest registers).   | Required as State archives   | > 30yr retention |
| GOVERNANCE - INQUIRIES                         | The activities associated with liaising with bodies carrying out inquiries, and participating in them. Records include:<br>- formal inquiries involving the University, or where the University submits a detailed response;<br>- the provision of documents to Parliament in compliance with orders; and<br>- submissions to Government relating to the University's core functions.<br><br>Note: Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions and Parliamentary and Ombudsman's inquiries. | Required as State archives   | > 30yr retention |
| GOVERNANCE - INQUIRIES - Supervisory Bodies    | Records relating to matters referred from watchdog bodies, such as the Independent Commission Against Corruption (ICAC), NSW Ombudsman, etc., to the University for initial investigation and response.   | Retain minimum of 10 years after action completed, then destroy  | Operational Risk |
| GOVERNANCE - LICENCING                         | Records relating to the accreditation of the University as an education provider, and to deliver externally accredited short or non-award courses.  |  | Core activities  |

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| GOVERNANCE - MEETINGS - Executive                  | <p>Records relating to meetings between the Vice-Chancellor and UNSW Executive Team and Ministers, Ministerial Employees or Senior executives of other government organisations that do not relate to particular functions.</p> <p>Also includes the diaries and appointment books of the Vice-Chancellor and members of the Senior Executive, which contain detailed information regarding significant matters.</p> <p>See GOVERNANCE - Committees for instances where the meeting was as part of a committee.</p> <p>For Diaries and appointment books that contain only basic information, e.g. dates and times of meetings, retain until administrative or reference use ceases, then destroy.</p>  | Required as State archives   | > 30yr retention |
| GOVERNANCE - MEETINGS - Group Companies            | <p>Records relating to the meetings of UNSW group companies, such as boards, trusts, etc., and meetings of sub-committees. Records include:</p> <ul style="list-style-type: none"> <li>- agenda and minutes</li> <li>- advice and briefing papers</li> <li>- submissions and reports</li> <li>- recommendations and resolutions</li> <li>- correspondence arising from business discussed or resolutions passed at meetings.</li> </ul> <p>Note: This classification applies to only a specific group of University companies and controlled entities. A current list is available here: <a href="http://www.legal.unsw.edu.au/compliance/commercial/unswwgroup.html">www.legal.unsw.edu.au/compliance/commercial/unswwgroup.html</a></p>   | Required as State archives   | > 30yr retention |
| GOVERNANCE - POLICY - Collections                  | Final version of high level plans, policies and strategies which guide and direct the overall development and management of the collections of items or objects for cultural, heritage, scientific or other research purposes.  | Required as State archives   | > 30yr retention |
| GOVERNANCE - POLICY - Final                        | <p>Final, approved versions of policies, procedures and standards, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.</p> <p>Use the relevant KEYWORD and Reviewing for the development and review of University policies.</p> <p>Possible University Archive, especially concerning Community and Governance.</p>   | Retain minimum of 7 years after policy or procedures are superseded, then destroy  | Key corporate    |
| GOVERNANCE - POLICY - Governing                    | Final, approved versions of by-laws, policies, procedures and standards that apply to the entire University, as well as the development and management of the University's Policy Management Framework.   | Required as State archives   | > 30yr retention |
| GOVERNANCE - REPORTING                             | <p>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.</p> <p>Use the relevant KEYWORD and Reporting for internal operational reporting.</p>  | Required as State archives   | > 30yr retention |
| GOVERNANCE - REPORTING - Annual Reports            | <p>Final, approved versions of published and unpublished reports to government relating to the University's core functions and performance, e.g. annual reports or substantial ad hoc reports.</p> <p>See STRATEGIC - Reporting - Final for annual reports for faculties, schools, business units, etc.</p>   | Required as State archives   | > 30yr retention |
| HEALTH & SAFETY - COMPENSATION                     | <p>Records relating to an employee's claim for workers' compensation where an incident has not resulted in serious personal injury or incapacity, or has resulted in death.</p> <p>See Major for serious injuries.</p>  | Retain minimum of 25 years after action completed, then destroy  | > 30yr retention |
| HEALTH & SAFETY - COMPENSATION - Death             | Records relating to a claim for compensation in relation to an incident resulting in the death of an employee.  | Retain minimum of 25 years after date of death or minimum of 7 years after action completed, whichever is longer, then destroy | > 30yr retention |
| HEALTH & SAFETY - COMPENSATION - Significant       | <p>The process of administering and managing employee claims for worker's compensation where an incident has resulted in serious personal injury or incapacity.</p> <p>See FINANCE - Insurance - Claims for issues relating to damage to property.</p>  | Retain minimum of 75 years after date of birth or minimum of 7 years after action completed, whichever is longer, then destroy | > 30yr retention |
| HEALTH & SAFETY - COMPLIANCE - Hazardous Materials | <p>Records relating to potential or actual contact of personnel with toxic or hazardous materials. Records include:</p> <ul style="list-style-type: none"> <li>- the licensing or registration process for a business, substance, place or type of work involving contact with toxic or hazardous materials;</li> <li>- the health surveillance of employees exposed to or at risk of exposure to these substances;</li> <li>- hazardous substance registers;</li> <li>- summary details of material safety information, such as MSDS (Material Safety Data Sheets);</li> <li>- routinely conducted inspections of hazardous substances in the workplace to ensure or check compliance with regulations, standards, etc. for their management and use; and</li> <li>- compliance with court orders or notices issued by regulatory bodies in connection with WHS breaches.</li> </ul> | Retain minimum of 75 years after action completed, then destroy  | > 30yr retention |

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| HEALTH & SAFETY - COMPLIANCE - Summary Records  | Summary records created to facilitate the management and monitoring of the provision of work health and safety training to employees, contractors, etc. (e.g. work health and safety training registers). Also includes summary details of materials safety information maintained by the organisation, e.g. material safety data sheets (MSDS) registers.   | Retain minimum of 75 years after action completed, then destroy  | > 30yr retention     |
| HEALTH & SAFETY - INCIDENTS - Death   | Records relating to incidents that result in the death of employees.   | Retain minimum of 25 years after date of death or minimum of 7 years after action completed, whichever is longer, then destroy       | Operational Risk     |
| HEALTH & SAFETY - INCIDENTS - Significant   | Records relating to incidents that result in serious personal injury or incapacity to employees. Also includes registers of injuries.  | Retain minimum of 75 years after action completed, then destroy  | > 30yr retention     |
| HEALTH & SAFETY - INCIDENTS - Public  | Records relating to incidents involving members of the public  | Retain minimum of 15 years after action completed or until expiry of statutory limitation periods, whichever is longer, then destroy | Operational Risk     |
| HEALTH & SAFETY - POLICY - Specific   | Final, approved versions of policies relating to specific work health and safety tasks and practices, e.g. policies on the management of hazardous materials, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.  | Retain minimum of 75 years after policy is superseded, then destroy  | > 30yr retention     |
| HEALTH & SAFETY - PROCEDURES - Specific   | Final, approved versions of procedures relating to specific work health and safety tasks and practices, e.g. procedures on the management of hazardous materials, safe work method statements (SWMS), and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.  | Retain minimum of 75 years after procedures are superseded, then destroy   | > 30yr retention     |
| HEALTH & SAFETY - RISK MANAGEMENT - High Risk   | Records relating to the risk management of work health and safety hazards where risk assessments indicate risk to employees and where health surveillance or monitoring of employees are necessary, and where the severity of risk is high. Also includes records relating to routinely conducted inspections of hazardous substances in the workplace to ensure or check compliance with regulations, standards, etc.   | Retain minimum of 75 years after action completed, then destroy  | > 30yr retention     |
| HEALTH & SAFETY - RISK MANAGEMENT - Low Risk  | Records relating to risk management of work health and safety hazards where risk assessments indicate risk to employees and where ongoing health surveillance or monitoring of employees are necessary, but where the severity of risk is low. Also includes monitoring of atmospheric contaminants if required under risk assessment.   | Retain minimum of 40 years after action completed or until expiry of statutory limitation periods, whichever is longer, then destroy | > 30yr retention     |
| INFORMATION & COLLECTIONS MANAGEMENT - CASES  | <p>The activities associated with maintaining individual case files relating to requests for or decisions regarding public access to records under relevant legislation, e.g. GIPA, Privacy or records legislation.</p> <p>Includes requests for access to information that are withdrawn, lapsed, not relevant, or already available to the public and requests that result in discretionary access not involving the application of legislation.</p> <p>Also includes records related to breaches (or suspected breaches) of Privacy.</p> <p>Note: These records may include State Archives where an Information management legislation related decision made sets a precedent, or leads to a major change in policies.</p>  | Retain minimum of 10 years after action completed, then destroy  | Personal information |
| INFORMATION & COLLECTIONS MANAGEMENT - CASES - Government Information (Public Access) Act 2009 (NSW)      | The activities associated with maintaining individual case files relating to requests for or decisions regarding public access to records under the Government Information (Public Access) Act 2009 (GIPA).  | Retain minimum of 10 years after action completed, then destroy  | Personal information |
| INFORMATION & COLLECTIONS MANAGEMENT - CASES - Privacy and Personal Information Protection Act 1998 (NSW) | The activities associated with maintaining individual case files relating to requests for or decisions regarding public access to records under the Privacy and Personal Information Protection Act 1998 (PPIPA).  | Retain minimum of 10 years after action completed, then destroy  | Personal information |
| INFORMATION & COLLECTIONS MANAGEMENT - CASES - Significant  | <p>Records relating to requests for or decisions regarding access to or alteration of information under relevant legislation, e.g. Freedom of Information (FOI), GIPA, privacy or records legislation or legislation specific to the organisation, where the decision to grant or refuse access or alteration:</p> <ul style="list-style-type: none"> <li>- sets a precedent, or</li> <li>- leads to a major change in policies.</li> </ul> <p>Also includes matters that are referred to the relevant Minister for determination or view, e.g. requests made under s.7(5) or s.17 of the State Records Act.</p>   | Required as State archives   | > 30yr retention     |
| INFORMATION & COLLECTIONS MANAGEMENT - CONTROL - Primary  | Primary control records for records required as State archives, which are required to facilitate access and give meaning and context to the records over time. Records may include indexes, correspondence/file registers or registration systems, metadata.   | Required as State archives   | > 30yr retention     |
| INFORMATION & COLLECTIONS MANAGEMENT - EXHIBITIONS  | <p>Key records relating to exhibitions, events, productions and delivery of public programs relating to collections. Includes:</p> <ul style="list-style-type: none"> <li>- final versions of content and resources developed, commissioned or produced by the organisation for exhibitions, events, productions, education and other public programs, e.g. exhibition briefs, catalogues, educational resources that interpret sites etc.</li> <li>- final agency publications that represent major cultural works, biographies or research</li> <li>- high quality representational photographs and audio-visual recordings of events created or commissioned by the organisation</li> <li>- published calendars of sporting and cultural events at the organisation's venues, facilities and grounds.</li> </ul> <p>See COMMUNITY - Events for records relating to minor public programs or exhibitions staged to raise or maintain the organisation's public profile, to fundraise, or to advertise a particular service, product, program or event.</p> | Required as State archives   | > 30yr retention     |

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| INFORMATION & COLLECTIONS MANAGEMENT - SECURITY     | Records relating to security arrangements for records storage, including sales and intellectual security arrangements, such as classifications.<br><br>Also includes records relating to minor security breaches affecting information.   | Retain minimum of 5 years after superseded, then destroy        | Operational Risk     |
| LEGAL - ADVICE                                      | Records relating to legal advice from internal or external legal providers, including the Crown Solicitor's Office, that does not relate to:<br>- proposals for new or amended legislation for the University;<br>- industrial issues involving the University;<br>- matters which are precedent setting in nature; or<br>- matters resulting in significant changes to the University's policies.<br><br>Includes final, approved reports consolidating research for the advice.   | Retain minimum of 15 years after action completed, then destroy | Operational Risk     |
| LEGAL - ADVICE - Significant                        | Records relating to legal advice of significance from internal or external legal service providers, including the Crown Solicitor's Office, regarding:<br>- proposals for new or amended legislation for the University;<br>- industrial issues involving the University;<br>- matters which are precedent setting in nature; or<br>- matters resulting in significant changes to the University's policies.  | Required as State archives                                      | > 30yr retention     |
| LEGAL - AUDIT - Significant                         | Records relating to audits which examine or measure organisational performance or compliance in the function of providing legal services to the organisation, which set a precedent, or lead to a major change in policies.   | Required as State archives                                      | > 30yr retention     |
| LEGAL - INTELLECTUAL PROPERTY                       | Records relating to the establishment, registration and documentation of the University's intellectual property, including:<br>- patents,<br>- trademarks,<br>- designs (e.g. logos),<br>- plant breeders' rights,<br>- circuit layouts, and<br>- all forms of copyright.<br><br>Also includes intellectual property registers, and records relating to unsuccessful or abandoned attempts to establish intellectual property rights.   | Retain minimum of 7 years after action completed, then destroy  | Key corporate        |
| LEGAL - LITIGATION                                  | Records relating to issues, claims or case matters which:<br>- do not set legal precedents, or<br>- do not result in significant changes to the University's policies or procedures, or the way in which the University operates.<br>Records include:<br>- briefs for counsel;<br>- copies of documents required by or lodged with a court;<br>- records of consultation with the Attorney General's Department or other organisations; and<br>- records documenting compliance with court instructions (e.g. subpoenas and discovery orders).<br><br>Includes final, approved reports consolidating research for the advice. | Retain minimum of 7 years after action completed, then destroy  | Operational Risk     |
| LEGAL - LITIGATION - Significant                    | Records relating to issues, claims or case matters which:<br>- set legal precedents, or<br>- result in significant changes to the University's policies or procedures, or the way in which the University operates.<br>Records include:<br>- briefs for counsel;<br>- copies of documents required by or lodged with a court;<br>- records of consultation with the Attorney General's Department or other organisations; and<br>- records documenting compliance with court instructions (e.g. subpoenas and discovery orders).  | Required as State archives                                      | > 30yr retention     |
| PERSONNEL - ADVICE                                  | The activities associated with giving advice or guidance to an employee.  | Retain minimum of 7 years after action completed, then destroy  | Personal information |
| PERSONNEL - AUDIT - Significant                     | Records relating to audits which cross functions, examine core functions or measure organisational performance or compliance at a strategic level, which set a precedent, or lead to a major change in policies.  | Required as State archives                                      | > 30yr retention     |
| PERSONNEL - AUTHORISATION - Declaration of Interest | Records documenting declarations of interests by employees  | Retain minimum of 7 years after superseded, then destroy        | Personal information |
| PERSONNEL - CAREER DEVELOPMENT                      | Records relating to the assessment, evaluation and review of an employee's performance. Includes performance agreements and development plans, reports on performance assessments, evaluations and reviews, performance counselling, etc.   | Retain minimum of 3 years after superseded, then destroy        | Personal information |
| PERSONNEL - COUNSELLING                             | Records relating to the implementation of employee assistance/counselling programs or schemes, such as career or trauma counselling programs. Includes program plans and reports, and includes individual records of counselling provided to employees.   | Retain minimum of 7 years after action completed, then destroy  | Personal information |

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| PERSONNEL - EMPLOYEE                                 | Records documenting the appointment and subsequent employment history (including separation from the University) of successful applicants for a position.<br><br>Also includes summary details of leave (e.g. name, type, dates, and approval) and health promotion records relating to an individual employee.<br><br>Note: Personnel records for emeriti and senior executive officers of the University, as well as other people of significance, will be retained permanently as a University Archive.<br>See also PERSONNEL - Employee - Significant.   | Retain minimum of 75 years after date of birth or minimum of 7 years after employment ceases, whichever is longer, then destroy                              | > 30yr retention     |
| PERSONNEL - EMPLOYEE - Significant                   | Records documenting the selection and appointment of Vice-Chancellors and Chancellors, and records of significant awards to employees for bravery and meritorious service.   | Required as State archives   | > 30yr retention     |
| PERSONNEL - EMPLOYEE - Summary Record                | Records summarising the employment or service history of personnel.  | Required as State archives   | > 30yr retention     |
| PERSONNEL - GRIEVANCES                               | Records documenting formal and informal grievances lodged by an employee, including those referred to an external body. Includes notes of meetings, reports and recommendations.   | Retain minimum of 7 years after action completed, then destroy   | Personal information |
| PERSONNEL - LEAVE                                    | Records documenting applications for leave. Records include leave requests and applications, and associated supporting documentation. Also includes attendance records for employees (e.g. flexitime sheets, time sheets and attendance sheets).   | Retain minimum of 7 years after action completed, then destroy   | Personal information |
| PERSONNEL - MISCONDUCT                               | Records relating to the management of instances or allegations of misconduct, not involving abuse or neglect of children.  | Retain minimum of 10 years after action completed, then destroy  | Personal information |
| PERSONNEL - MISCONDUCT - Serious                     | Records relating to the management of instances or allegations of misconduct involving abuse or neglect of children.   | Retain minimum of 100 years after action completed, then destroy   | > 30yr retention     |
| PERSONNEL - MISCONDUCT - Governing Bodies            | Records relating to allegations of fraud, corruption or misconduct involving a member of the organisation's governing body.  | Required as State archives   | > 30yr retention     |
| PERSONNEL - PERSONAL SECURITY FILES                  | Personal Security Files (PSFs) of employees or contractors where the records are in the ownership of NSW State Government agencies.<br><br>Note: Personal Security Files (PSFs) contain personal security information maintained in conformity with the standards set out in the Australian Government Protective Security Policy Framework (PSPF). PSFs are raised for employees and contracted services providers with security clearances, but may also be raised for some uncleared personnel. These records document security checks (vetting) carried out as part of pre-engagement and pre-employment checks and periodic reviews.<br><br>PSFs should be transferred to the relevant Federal or other State or Territory government agency upon request and in conformity with standards set out in the Australian Government Protective Security Manual. | Retain minimum of 5 years after separation from service or minimum of 6 years after date of last clearance check on file, whichever is shorter, then destroy | Personal information |
| PERSONNEL - RECRUITMENT                              | Records relating to the filling of vacancies, including unsuccessful applications for a position and offers of employment which are not accepted.  | Retain minimum of 2 years after recruitment finalised, then destroy  | Personal information |
| PERSONNEL - RECRUITMENT - Criminal Checks            | Criminal history details provided as part of criminal record checks.   | Retain until check completed, then destroy   | Personal information |
| PERSONNEL - REPORTING - Involving Children           | Records relating to the statutory reporting of incidents involving allegations of child abuse or neglect or referral of other matters to external bodies such as the Police, Independent Commission Against Corruption, the Ombudsman or child protection agencies e.g. Community Services.  | Retain minimum of 100 years after action completed, then destroy   | > 30yr retention     |
| PERSONNEL - STAFF DEVELOPMENT - Work Health & Safety | Summary records created to facilitate the management and monitoring of the provision of work health and safety training to employees, contractors, members of governing bodies, etc., e.g. work health and safety training registers.<br><br>Note: With paper-based registers, retain minimum of 75 years after last entry in the register. With electronic registers, retain minimum of 75 years after last update or amendment to an entry, or after data has become obsolete, then destroy.   | Retain minimum of 75 years after action completed, then destroy  | > 30yr retention     |
| PROPERTY - ACQUISITION - Registers                   | Summary records created to facilitate the management of property owned by the University, e.g. deed registers, property registers, land registers, etc.  | Required as State archives   | > 30yr retention     |

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| PROPERTY - ACQUISITION - Significant   | <ul style="list-style-type: none"> <li>- a recipient of prestigious State, national or international architectural or design awards</li> <li>- an important local or regional landmark, or</li> <li>- heritage listed.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>- records of investigations into and reports on the property</li> <li>- images, including digital recordings, photographs, maps etc</li> <li>- records demonstrating public reaction to the purchase</li> <li>- environmental impact assessments</li> <li>- budget estimates</li> <li>- cost-benefit analyses</li> <li>- correspondence with the vendor or owner</li> <li>- due diligence checks prior to purchase</li> <li>- draft versions of contracts of purchase containing significant changes/alterations</li> <li>- final, approved versions of contracts of purchase.</li> </ul>  | Required as State archives                                      | > 30yr retention |
| PROPERTY - AUDIT - Hazardous           | Records relating to audits of processes and systems to detect the presence of hazardous substances or conditions in buildings or land.  | Retain minimum of 75 years after action completed, then destroy | > 30yr retention |
| PROPERTY - CONSTRUCTION - Significant  | <p>Key records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is of significance due to the fact that it is:</p> <ul style="list-style-type: none"> <li>- a recipient of a prestigious State, national or international architectural or design award</li> <li>- an important local or regional landmark, or</li> <li>- heritage listed.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>- building and development applications, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements</li> <li>- records demonstrating public reaction to the construction</li> <li>- plans/designs as approved</li> <li>- plans/designs as executed and variations</li> <li>- specifications</li> <li>- photographs</li> <li>- drawings</li> <li>- site diaries and plans</li> <li>- archival recordings of demolition</li> <li>- records of structural changes made for installations, fit-outs and maintenance</li> <li>- records of decisions or approvals regarding naming of buildings, use of coats of arms/heraldry and the erection of plaques on buildings, structures and public spaces</li> <li>- display models of architectural quality</li> <li>- construction designs, artist's impressions, design models and plans submitted for design competitions.</li> </ul> | Required as State archives                                      | > 30yr retention |
| PROPERTY - CONTAMINATION               | <p>Records relating to inspections, identification, management, removal, storage and disposal of toxic or hazardous substances present in buildings or land.</p> <p>Also records relating to the remediation of contaminated sites that do not:</p> <ul style="list-style-type: none"> <li>- present a major long-term public health risk</li> <li>- involve major public controversy, or</li> <li>- have a significant impact on policies/procedures.</li> </ul>   | Retain minimum of 75 years after action completed, then destroy | > 30yr retention |
| PROPERTY - CONTAMINATION - Significant | <p>Records relating to the remediation of contaminated sites that:</p> <ul style="list-style-type: none"> <li>- present a major long-term public health risk, e.g. toxic waste</li> <li>- involve major public controversy, or</li> <li>- have a significant impact on policies/procedures.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>- environmental and heritage impact assessments and plans</li> <li>- records of consultations</li> <li>- records of site inspections</li> <li>- records of remedial action</li> <li>- records of environmental monitoring.</li> </ul>   | Required as State archives                                      | > 30yr retention |

| Classification                     | Description of records  | Disposal Action   | Why included?    |
|------------------------------------|---|---|------------------|
| PROPERTY - DISPOSAL - Significant  | <p>Records relating to the disposal of property that is significant due to the fact that it is:</p> <ul style="list-style-type: none"> <li>- a recipient of a prestigious State, national or international architectural or design award</li> <li>- an important local or regional landmark, or</li> <li>- heritage listed.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>- assessments and investigations</li> <li>- valuation certificates</li> <li>- records of preparation undertaken before disposal</li> <li>- archival recordings of demolition</li> <li>- draft versions of contracts of sale containing significant changes/alterations</li> <li>- final, approved versions of contracts of sale.</li> </ul>   | Required as State archives                                      | > 30yr retention |
| PROPERTY - HERITAGE                | <p>Records relating to the identification, assessment, and ongoing conservation maintenance of assets owned or occupied by the University where the assessment has confirmed that the asset is of heritage significance. Records include:</p> <ul style="list-style-type: none"> <li>- internal organisational assessments</li> <li>- records of consultation with communities and other stakeholders</li> <li>- consultants' reports</li> <li>- nominations and submissions on proposed listings</li> <li>- correspondence with heritage bodies</li> <li>- notifications of inclusion on heritage listings</li> <li>- notifications of permanent heritage orders</li> <li>- applications seeking changes to heritage places</li> <li>- notifications or orders from the Heritage Council, e.g. notifications or orders restricting development or harm to buildings or regarding failures to maintain or repair</li> <li>- advice and submissions given to or received from heritage bodies regarding maintenance, repair or adaptation</li> <li>- heritage agreements</li> <li>- records of site inspections and monitoring</li> <li>- records of remedial action.</li> </ul> <p>Also includes summary records created to record and facilitate the identification and ongoing management of heritage assets, e.g. heritage and conservation registers. Includes records of changes to the heritage status of properties on the register.</p> | Required as State archives                                      | > 30yr retention |
| PROPERTY - INCIDENTS - Substantial | <p>Records relating to security breaches or incidents where changes are made, or damage or injury has occurred, but where sabotage is not strongly suspected or proven. May include cases of:</p> <ul style="list-style-type: none"> <li>- unauthorised access or entry/trespass to building or restricted areas</li> <li>- intentional, major damage</li> <li>- bomb threats where it is established that the threat was real</li> <li>- fires</li> <li>- armed hold ups.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>- reports of breaches or incidents</li> <li>- records of investigations</li> <li>- records of liaison with law enforcement agencies.</li> </ul>  | Retain minimum of 15 years after action completed, then destroy | Operational Risk |
| PROPERTY - INCIDENTS - Severe      | <p>Records relating to security breaches or incidents where it is strongly suspected or proven that sabotage was intended. May include cases of:</p> <ul style="list-style-type: none"> <li>- unauthorised access or entry/trespass to buildings or restricted areas</li> <li>- acts of terrorism</li> <li>- intentional, major damage resulting in death or serious injury</li> <li>- bomb threats where it is established that the threat was real</li> <li>- fires</li> <li>- armed hold ups.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>- reports of breaches or incidents</li> <li>- records of investigations</li> <li>- records of liaison with law enforcement agencies.</li> </ul>  | Required as State archives                                      | > 30yr retention |
| PROPERTY - LEASING - Long Term     | Records relating to the long term leasing-out of land and property owned or managed by the organisation to another organisation or person, such as perpetual and 99 year leases. Records include correspondence and records of negotiations, signed leases, contracts or agreements, records of ongoing management of lease, etc.   | Required as State archives                                      | > 30yr retention |



| Classification                                    | Description of records  | Disposal Action  | Why included?               |
|---|---|--|-----------------------------|
| PROPERTY - PLANNING - Conservation                | Final, approved versions of conservation management plans and related records documenting major conservation or restoration work carried out on heritage properties or items, or venues with significant cultural value, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.<br><br>Includes records relating to University Oval, David Phillips Sports Field and Sam Cracknell Pavilion.  | Required as State archives   | > 30yr retention            |
| PROPERTY - REGULATORY BREACHES                    | Records relating to breaches of regulatory requirements by the organisation, e.g. breaches of waste or environmental requirements, breaches of orders or requirements for the maintenance of heritage properties etc.<br><br>See LEGAL - Litigation for records relating to prosecution of the organisation for breaches of compliance requirements.<br>See PROPERTY - Security for records relating to breaches of property security.  | Retain minimum of 15 years after action completed, then destroy  | Operational Risk            |
| PROPERTY - REPORTING - Heritage                   | Final, approved versions of reports regarding heritage property that contain detailed recommendations and initiatives concerning heritage issues, e.g. condition treatment reports, conservation reports.   | Required as State archives   | > 30yr retention            |
| PROPERTY - SECURITY - Access                      | - access registers (e.g. visitors' books, sign in sheets)<br>- keys registers<br>- security data logs<br>- records of issue of security passes to visitors<br>- reports on responses to alarm warnings.<br><br>Also includes records relating to entry and work permits for access to confined spaces.<br><br>Note: With paper-based registers, retain minimum of 7 years after last entry in the register. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.   | Retain minimum of 7 years after action completed, then destroy   | Operational Risk            |
| RESEARCH - ANATOMY MANAGEMENT                     | Records relating to the acquisition, storage, management, maintenance and disposal of bodies, body parts, specimens, human tissue, etc. Includes agreements for the use and disposal of body parts.   | Retain in accordance with legislative or compliance requirements, then destroy<br>See Anatomy Act 1977   | Personal health information |
| RESEARCH - AUDIT - Significant                    | Records relating to audits which examine or measure organisational performance or compliance in research, which set a precedent, or lead to a major change in policies.   | Retain as State archives   | > 30yr retention            |
| RESEARCH - ETHICS & COMPLIANCE                    | Records relating to assessment of the appropriateness of research on ethical grounds in relation to human-, animal- or biosafety-based research. Also includes records relating to compliance with standards for research with radiation, gene technology, research export, etc. Includes:<br>- applications, assessment and approval of research<br>- grievances and investigations into misconduct<br>- records of ethics committees<br>- progress reports, inspection reports and reports on expenditure.<br><br>Also includes records relating to the treatment of animals in the organisation's custody, and records relating to the operation and provision of veterinary clinics and services. | Retain minimum of 15 years after action completed, then destroy  | Operational Risk            |
| RESEARCH - ETHICS & COMPLIANCE - Animal (ACEC)    | Records relating to the assessment of the appropriateness of research on ethical grounds in relation to animal-based research.  | Retain minimum of 7 years after action completed, then destroy   | Operational Risk            |
| RESEARCH - ETHICS & COMPLIANCE - Biosafety        | Records relating to the assessment of the appropriateness of research on ethical grounds in relation to research in relation to biosafety.  | Retain minimum of 10 years after action completed, then destroy  | Operational Risk            |
| RESEARCH - ETHICS & COMPLIANCE - Drone Approval   | Records relating to the assessment of the appropriateness of research on ethical grounds in relation to research in relation to the use of drones.  | Retain minimum of 15 years after action completed, then destroy  | Operational Risk            |
| RESEARCH - ETHICS & COMPLIANCE - Human (HREAP)    | Records relating to the assessment of the appropriateness of research on ethical grounds in relation to human-based research.   | Retain minimum of 15 years after action completed, then destroy  | Operational Risk            |
| RESEARCH - ETHICS & COMPLIANCE - Human (HREC)     | Records relating to the assessment of the appropriateness of research on ethical grounds in relation to human-based research.   | Retain minimum of 15 years after action completed, then destroy  | Operational Risk            |
| RESEARCH - ETHICS & COMPLIANCE - Radiation Safety | Records relating to the assessment of the appropriateness of research on ethical grounds in relation to research in relation to radiation.  | Retain minimum of 15 years after action completed, then destroy  | Operational Risk            |
| RESEARCH - FINAL REPORTS                          | Final reports on individual research projects that include outcomes of the research project.  | Required as State archives   | > 30yr retention            |
| RESEARCH - RESEARCH DATA - Clinical               | Data and datasets created from clinical trials, or research with potential long-term effects on humans, as part of research activities within the institution, which are not of regulatory or community significance.<br>Includes animal testing for human products   | Retain minimum of 15 years after completion of research activity or until subject reaches or would have reached the age of 25 years, whichever is longer, then destroy | Personal health information |

| Classification                           | Description of records   | Disposal Action   | Why included?        |
|--|--|---|----------------------|
| RESEARCH - RESEARCH DATA - Significant   | <p>Data and datasets created as part of research activities within the institution, which are of regulatory or community significance. Includes data created that is:</p> <ul style="list-style-type: none"> <li>- part of genetic research, including gene therapy</li> <li>- controversial or of high public interest, or has influence in the research domain</li> <li>- costly or impossible to reproduce or substitute (i.e. with an alternative data set of acceptable quality and useability) if the primary data is not available</li> <li>- relates to the use of an innovative technique for the first time</li> <li>- of significant community or heritage value to the state or nation</li> <li>- required by funding or other agreements to be retained permanently.</li> </ul>   | Required as State archives  | > 30yr retention     |
| STRATEGIC - AGREEMENTS                   | Records relating to the establishment, negotiation, maintenance and review of agreements regarding ownership rights or use of intellectual property, e.g. agreements to invest copyright in another author, person or organisation.  | Retain minimum of 70 years after date of agreement, or after expiry date specified in agreement, then destroy         | > 30yr retention     |
| STRATEGIC - AGREEMENTS - Transfer        | <p>Records relating to the establishment, negotiation, maintenance and review of agreements regarding the transfer of responsibilities and ownership of assets such as property, information, etc. due to administrative change, privatisation or corporatisation. Records include:</p> <ul style="list-style-type: none"> <li>- correspondence and records of negotiations</li> <li>- drafts containing significant changes/alterations or formally circulated for comment</li> <li>- final, approved versions of agreements</li> <li>- reviews of agreements.</li> </ul>   | Required as State archives  | > 30yr retention     |
| STRATEGIC - AUDIT - Significant          | Records relating to audits which cross functions, examine core functions or measure organisational performance or compliance at a strategic level, which set a precedent, or lead to a major change in policies.   | Required as State archives  | > 30yr retention     |
| STRATEGIC - AUTHORISATION - Statutory    | Records relating to delegations of authority to Chief Executive Officers or to officers occupying statutory positions (high-level delegations) regarding the functional responsibilities of the organisation.  | Required as State archives  | > 30yr retention     |
| STRATEGIC - COMPLIANCE - Naming          | Records relating to the registration of business names by the University.<br><br>Possible University Archive.  | Retain minimum of 7 years after registration ceases, then destroy   | Key corporate        |
| STRATEGIC - CORRUPTION                   | Records relating to the University's compliance with mandatory statutory reporting requirements. Includes reporting corrupt, suspected corrupt or inappropriate behaviour. Also includes records relating to the management of gifts and benefits made to the organisation such as from visiting dignitaries, e.g. gifts and benefits registers.   | Retain minimum of 7 years after action completed, then destroy  | Operational Risk     |
| STRATEGIC - JOINT VENTURES - Significant | <p>Records relating to the establishment and monitoring of significant strategic alliances with other organisations (government or non-government) regarding the core functional activities of the University that are of significance to the State. Includes those with implications for the performance of statutory functions or major liabilities or obligations for the organisation. Records include:</p> <ul style="list-style-type: none"> <li>- correspondence and records of negotiations regarding the establishment of joint venture agreements</li> <li>- drafts of agreements containing significant changes/alterations or formally circulated for comment</li> <li>- final, approved versions of agreements</li> <li>- reviews of agreements</li> <li>- correspondence and liaison concerning arrangements, including minutes or notes of meetings with main stakeholders or joint venture participants</li> <li>- records of monitoring of arrangements</li> <li>- records of reporting on arrangements.</li> </ul> | Required as State archives  | > 30yr retention     |
| STRATEGIC - PLANNING - Corporate         | Final, approved versions of strategic, corporate or business plans applying to the University as a whole, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.   | Required as State archives  | > 30yr retention     |
| STRATEGIC - REPORTING - Corporate        | <p>Final, approved versions of reports relating to the performance of the University in meeting corporate goals, objectives and performance indicators, as well as final, approved versions of reports regarding incidents/disasters that result in or have the potential to result in significant damage to government assets or the operating capabilities of the organisation, including those that significantly damage records required as State archives. Records of disasters include reports detailing:</p> <ul style="list-style-type: none"> <li>- plans that had been in place prior to the disaster</li> <li>- action taken to manage disasters</li> <li>- damage sustained, e.g. to records or property</li> <li>- effectiveness of plans</li> <li>- remedial action identified and taken.</li> </ul>   | Required as State archives  | > 30yr retention     |
| STUDENT ADMINISTRATION - APPLICATIONS    | <p>Records relating to applications for admission, regardless of decision and outcome. Includes offers which have or have not been accepted or have lapsed, and unsuccessful, incomplete, withdrawn applications, etc. Records include:</p> <ul style="list-style-type: none"> <li>- application forms and supporting documents</li> <li>- offers of places</li> <li>- interview records</li> <li>- entry examinations</li> <li>- correspondence.</li> </ul>   | Retain until appeal period has expired or minimum of 1 year after action completed, whichever is longer, then destroy | Personal information |

| Classification  | Description of records  | Disposal Action  | Why included?        |
|---|---|--|----------------------|
| STUDENT ADMINISTRATION - ARRANGEMENTS                                 | <ul style="list-style-type: none"> <li>- administrative arrangements for the management of enrolment processes</li> <li>- supporting documentation for variation of student details for graduation</li> <li>- notifications for change of address or contact details</li> <li>- provision of student identification</li> <li>- arrangement and management of student concessions</li> <li>- arrangements for graduation and determination and notification of students of their eligibility to graduate</li> <li>- processing of applications received for exchange student placements or study abroad</li> <li>- preliminary/fact finding investigations of grievances, complaints and misconduct that were not formally proceeded with (i.e. the allegations have been found to be unsubstantiated, false, vexatious or misconceived or could not be proven) and the accusation has not involved a child or a young person.</li> </ul> <p>Note: where the graduation program or order of proceedings is the only record confirming details of graduates it should be sentenced as STUDENT ADMINISTRATION - Qualification.</p> | Retain minimum of 2 years after action completed, then destroy   | Personal information |
| STUDENT ADMINISTRATION - AUDIT - Significant                          | Records relating to audits which examine or measure organisational performance or compliance in student administration, which set a precedent, or lead to a major change in policies.   | Retain as State archives   | > 30yr retention     |
| STUDENT ADMINISTRATION - AWARDS                                       | <p>Records relating to the management and delivery of scholarships, prizes, fellowships, awards and honorary awards. Includes applications, nominations, acceptances, unsuccessful candidates, rejected or lapsed offers.</p> <p>General administrative files for Awards also often include the only record for the register of recipients, which is required as a State Archive (GA47-01.03.02).</p> <p>See PERSONNEL - Career Development - Schemes for awards given to staff.</p>  | Retain minimum of 7 years after action completed, then destroy   | Personal information |
| STUDENT ADMINISTRATION - AWARDS - Summary Records                     | Summary records of recipients of scholarships, prizes, fellowships or awards.   | Retain as State archives   | > 30yr retention     |
| STUDENT ADMINISTRATION - COMPLIANCE - Working with Children Check     | <p>Record that a working with children check has been completed for students undertaking studies involving contact with children.</p> <p>Note: This information is generally recorded on the student record system as a pre-requisite to enrolment in a subject/unit.</p>   | Retain minimum of 99 years after action completed, then destroy  | > 30yr retention     |
| STUDENT ADMINISTRATION - MISCONDUCT & COMPLAINTS                      | <p>Records relating to the management of proven and unproven student grievance, misconduct and disciplinary cases. Includes:</p> <ul style="list-style-type: none"> <li>- inquiries and investigations, outcomes, and matters referred to external bodies for investigation</li> <li>- handling complaints over perceived discrimination, the work/study environment, assessment/assignment organisation or distribution, peers, lecturers, tutors or supervisors, access to equipment, facilities (such as laboratories), tutorials, or other services</li> <li>- disciplinary processes for breaches of by-laws and rules and other student disciplinary matters.</li> </ul>  | Retain minimum of 7 years after action completed, then destroy   | Personal information |
| STUDENT ADMINISTRATION - MISCONDUCT & COMPLAINTS - Involving Children | Records relating to the management of proven and unproven cases involving allegations of abuse or neglect of children. Includes inquiries and investigations, outcomes, and matters referred to external bodies for investigation.  | Retain minimum of 99 years after action completed, then destroy  | > 30yr retention     |
| STUDENT ADMINISTRATION - QUALIFICATION                                | Records confirming the award/receipt of a qualification of diploma or above. Includes honorary doctorates.  | Required as State archives   | > 30yr retention     |
| STUDENT ADMINISTRATION - RESULTS - External                           | Finalised results obtained by students for externally accredited courses, such as those delivered by a Registered Training Organisation.  | Retain minimum of 30 years after action completed, then destroy  | > 30yr retention     |
| STUDENT ADMINISTRATION - RESULTS - Final                              | Finalised results obtained by students, where the results are generated as an outcome of some form of assessment.   | Retain minimum of 75 years after action completed, then destroy  | > 30yr retention     |
| STUDENT ADMINISTRATION - STUDENT                                      | <p>Records relating to the admission, enrolment and subsequent progress of students. Includes show cause for progression purposes, special considerations affecting enrolment and progression, variations of program, advanced standing, withdrawals, etc., and records relating to working with children checks for students undertaking studies involving contact with children.</p> <p>See Compliance - Working with Children Check for retention periods applying to records confirming a working with children check has been carried out.</p>   | Retain minimum of 7 years after completion or discontinuation of course or program of study by student, then destroy | Personal information |
| STUDENT ADMINISTRATION - STUDENT - Postgraduate (Coursework)          | Records relating to postgraduate students completing their degree by coursework.  | Retain minimum of 7 years after completion or discontinuation of course or program of study by student, then destroy | Personal information |
| STUDENT ADMINISTRATION - STUDENT - Postgraduate (Research)            | Records relating to postgraduate students completing their degree by research.  | Retain minimum of 7 years after completion or discontinuation of course or program of study by student, then destroy | Personal information |
| STUDENT ADMINISTRATION - STUDENT - Undergraduate                      | Records relating to undergraduate students.   | Retain minimum of 7 years after completion or discontinuation of course or program of study by student, then destroy | Personal information |

| Classification                                       | Description of records  | Disposal Action   | Why included?               |
|--|---|---|-----------------------------|
| SUPPORT SERVICES - MEDICAL - Counselling             | Records relating to the provision of counselling by a professional counsellor. Includes case files.<br><br>Note: Case files may be destroyed prior to the expiry of the minimum retention period in certain circumstances e.g. agreement between counsellor and client.   | Retain minimum of 7 years after action completed or until the person reaches the age of 25, whichever is longer, then destroy   | Personal health information |
| SUPPORT SERVICES - MEDICAL - Drugs                   | Drugs registers and prescriptions.<br><br>See also Poisons and Therapeutic Goods Regulation 2008 for further details on drugs registers and prescriptions.  | Retain for minimum of 7 years after date of last entry, then destroy  | Operational Risk            |
| SUPPORT SERVICES - MEDICAL - Patients                | Patient records – where the patient was 18 years or older at the date of last entry in the record.  | Retain for minimum of 7 years after patient's last attendance or last action, then destroy.   | Personal health information |
| SUPPORT SERVICES - MEDICAL - Patients (under 18)     | Patient records - where the patient was less than 18 years old at the date of the last entry in the record.   | Retain for minimum of 7 years after patient's last attendance or last action, or at least until the patient attains or would have attained the age of 25 years, whichever is longer, then destroy.<br>Note: last action could include medical/legal action or access by or on behalf of the patient | Personal health information |
| SUPPORT SERVICES - SERVICE PROVISION                 | Records relating to the provision of financial assistance services (loans, bursaries, etc.), special needs and accessibility services (e.g. interpreters, reading assistance for sight impaired students, disabled access, etc.) and other tailored advisory or study support services and assistance to individual students.<br><br>Note: for loan services, action completed is when the loan is repaid.<br><br>Possible University Archive.  | Retain minimum of 7 years after action completed, then destroy  | Personal information        |
| SUPPORT SERVICES - SERVICE PROVISION - Child Records | Personal records of each child. This includes records relating to the child's personal information, attendance, parental authorisations, approvals and permissions, contact details, special requirements, particulars of treatment to be given child or any medication administered to a child by a member of staff of the service, the nature and circumstances of any injury to or illness of a child whilst in the care of the service, complaints, etc.<br><br>See National and NSW laws and regulations applying to early childhood education and care providers for details of records required to be created and maintained for each child. | Retain until the child reaches the age of 25 or 7 years after last action, whichever is the longer, then destroy.   | Personal information        |
| TEACHING - ASSESSMENT - Practicums and Placements    | Records relating to the assessment of courses of study such as practicums or professional placements where the number of hours completed, and proof of satisfactory performance may be required for accreditation purposes (e.g. nursing and teaching practicums).<br><br>Note: For certification/accreditation purposes the information required will usually include the number of hours/days completed, dates, locations worked and the result/grade.  | Retain minimum of 50 years after completion of course of study, then destroy  | > 30yr retention            |
| TEACHING - CURRICULUM DEVELOPMENT - Finalised        | Final approved versions of curricula. Includes:<br>- master/authoritative set of descriptions of course requirements, prerequisites, content and outcomes, calendars, faculty handbooks and course guides.<br>- master set of approved examination papers if no other course material is available.   | Required as State archives  | > 30yr retention            |
| TEACHING - EXAMINATION PAPERS                        | Masters of examination papers.<br><br>Note: if no other course material is available these should be retained as State archives (see Curriculum Development - Finalised).   | Retain minimum of 15 years after superseded, then destroy   | Core activities             |

| Classification                       | Description of records  | Disposal Action  | Why included?    |
|--------------------------------------|---|--|------------------|
| TECHNOLOGY - APPLICATION DEVELOPMENT | <p>the-shelf packages. Records include:</p> <ul style="list-style-type: none"> <li>- background research</li> <li>- project proposals</li> <li>- project management records</li> <li>- notes of meetings or reports analysing issues and the outcomes of consultation with employees, stakeholders, etc.</li> <li>- systems documentation</li> <li>- information regarding the source code and the source code itself</li> <li>- information regarding the interrelationship between systems</li> <li>- system specific data dictionaries</li> <li>- records of establishment of system logs</li> <li>- records of application and allocation of metadata</li> <li>- records of business rules</li> <li>- records of user requirements</li> <li>- records of system specifications and configurations</li> <li>- records of rectification of developmental problems</li> <li>- records of requests for system changes during development</li> <li>- records of final signoff by parties.</li> </ul>   | <p>Retain minimum of 7 years after system is superseded, either through upgrade or major modification, and any data supported is migrated or destroyed, then destroy</p> | Operational Risk |
| TECHNOLOGY - SECURITY                | <p>Records relating to security arrangements made for the protection of technology and telecommunications systems, and records relating to suspected or proven breaches of security arrangements for technology and telecommunications systems. Records include:</p> <ul style="list-style-type: none"> <li>- minutes or notes of meetings</li> <li>- records of authentication measures</li> <li>- records of encryption measures</li> <li>- records of advice/approval from other organisations regarding security issues</li> <li>- records of maintenance of firewalls</li> <li>- records of security testing and audit</li> <li>- records of sanitisation of technology equipment prior to disposal, e.g. wiping of hard disks</li> <li>- reports on security leaks</li> <li>- records of investigations into alleged security breaches</li> <li>- records of referral of breaches to law enforcement authorities.</li> </ul> <p>Note: Disposal of backups is covered by normal administrative practice (NAP) as they are facilitative records. It is not good practice to rely on backups as official records of business as they are not considered to be reliable recordkeeping systems. There should be established and documented routines for the destruction of backups in accordance with NAP.</p> | <p>Retain minimum of 7 years after action completed, then destroy</p>  | Operational Risk |