

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
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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.

Entry	Description of Records	Disposal Action
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.

Entry	Description of Records	Disposal Action
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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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

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.

Enquiries

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

Entry	Description of Records	Disposal Action
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.

Entry	Description of Records	Disposal Action
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.

Entry	Description of Records	Disposal Action
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

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.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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

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.

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

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.

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.

Entry	Description of Records	Disposal Action
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.

Entry	Description of Records	Disposal Action
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

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

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

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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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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
