



Public Record Office Standard

PROS 02/01

Authority

General Retention & Disposal Authority for the Records for Higher and Further Education Institutions

Incorporating Variations 1 & 2

02/01	Issue Date: 26/05/2002	Expiry Date: 26/05/2012
Variation 1	Issue Date: 06/10/2003	Expiry Date: 26/05/2012
Variation 2	Issue Date: 11/04/2005	Expiry Date: 26/05/2012

Note: This electronic version is for information purposes only and is not the official or authorised version. The State of Victoria gives no warranty that the information in this version is correct or complete, error free or contains no omissions. The State of Victoria shall not be liable for any loss howsoever caused whether due to negligence or otherwise arising from the use of this website. This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the Copyright Act 1968. Copyright enquiries should be directed to the Business Manager, Public Record Office Victoria (03) 9348 5600.

Public Records Act 1973

(Section 12)

General Retention & Disposal Authority for Records of Higher and
Further Education Institutions

Public Record Office Standard (PROS) 02/01

Variation 1:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the records of Higher and Further Education Institutions, issued as Public Record Office Standard (PROS) 02/01 on 27 May 2002, as follows:

Inclusion of new class 24.4.1 pertaining to the “Collection and Analysis of Data Not Involving Clinical Trials” Destroy 5 years from Date of Completion.

Inclusion of new class 24.4.2 pertaining to “Collection and Analysis of Data Involving Clinical Trials” Destroy 15 years from Date of Completion.

This Variation shall have effect from its date of issue.

Justine Heazlewood

Date of Issue: 6 October 2003

Keeper of Public Records

Public Records Act 1973

(Section 12)

Retention & Disposal Authority for the Records of Higher and
Further Education Institutions

Public Record Office Standard (PROS) 02/01

Variation 2

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to higher and further education records, issued as Public Record Office Standard (PROS) 02/01 on 26/05/2002 as follows:

Inclusion of new Class 15.3.0 covering the function of Work Placement Programs

Inclusion of new Class 15.3.1 pertaining to “Work Placement Records” Destroy seven (7) years following the completion of the placement

This Variation shall have effect from its date of issue.

Justine Heazlewood

Date of Issue: 11/04/2005

Director and Keeper of Public Records

Table of Contents

1	Introduction	6
1.1	Purpose of this Authority	6
1.2	Context of this Authority	6
1.2.1	Public Record Office Victoria Standards	6
1.2.2	Transfer of records to Public Record Office Victoria	6
1.2.3	Destruction of records identified in the Authority	6
1.2.4	Normal Administrative Practice.....	6
1.3	Use of Other Authorities	7
1.4	Explanation of Authority Headings	7
2	Contents of the Retention & Disposal Authority	8
3	Retention & Disposal Authority	9
4	Establishment of Standard	40
5	Acknowledgments	40
6	Further Information	40
7	Index	41

Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the *Act* for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the *Act*.

1.0 Introduction

1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage

- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and

- authorises the destruction of those records not required permanently.

1.2 Context of this Authority

1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

1.2.2 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

1.2.3 Destruction of records identified in the Authority

In accordance with Public Record Office Standard PROS 97/003 *Destruction of Public Records* public offices must notify PROV of the destruction of records made under a valid Authority. To notify PROV, complete and forward the form *PRO 29 Notification of Destruction of Public Records*, available at: www.prov.vic.gov.au.

1.2.4 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations

- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system

- extra copies of documents and published material preserved solely for reference

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and an Agency-specific Authority, consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

DISPOSAL ACTION

This entry provides the archival status of each class – either permanent or temporary. For temporary records, this entry also specifies the minimum retention period, and the activity, transaction or event to which the retention period must be tied. Custody arrangements are also contained in this entry, specifying whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

EXAMPLES OF RECORDS

This entry contains examples of the type of record included within the particular function. This list is not exhaustive and Agencies are free to annotate their copy of this Authority with local names of the examples listed if required.

The agency may transfer records **not identified as permanent in this or any other Authority** to an Approved Public Record Office Victoria Storage Supplier pending final records action.

For further information on APROSS facilities please contact:

Manager, Distributed Records Network

Public Record Office Victoria

☎ (03) 9348 5600.

2 CONTENTS OF THE RETENTION & DISPOSAL AUTHORITY

Function No.	Function	Page
ADMINISTRATION*		
1.0.0	Policy and Planning	9
2.0.0	Committees and Working Parties	10
3.0.0	Corporate Reporting and Review	12
4.0.0	Legal	13
5.0.0	Collection and Asset Management	14
STUDENT ADMINISTRATION		
6.0.0	Application/Selection	16
7.0.0	Scholarships/Prizes	17
8.0.0	Enrolment	18
9.0.0	Grievances	19
10.0.0	Student Details	20
11.0.0	Assessment	22
12.0.0	Graduation	25
STUDENT SERVICES		
13.0.0	Counselling	26
14.0.0	Student Recruitment/Induction	27
15.0.0	Exchange Programs	28
16.0.0	Student Accommodation	29
17.0.0	Child Care Services	30
18.0.0	Health Services	31
19.0.0	Special Needs	32
20.0.0	Alumni	33
TEACHING		
21.0.0	Curriculum Management	34
22.0.0	Course Delivery	35
RESEARCH		
23.0.0	Research Facility Management	36
24.0.0	Research	37

* (where retention or classification varies from the General Records Authority for Common Administrative Records.)

3. Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
ADMINISTRATION			
1.0.0	POLICY AND PLANNING The development of policy and corporate/ business/strategic plans for the organisation.		
1.1.0	High Level Those policies or plans that implement and/or significantly affect the direction and services of the organisation.	Permanent Transfer to the PROV when administrative use is concluded	Statutes Regulations Election guidelines Strategic plans Corporate plans Academic plans
1.2.0	Facilitative Policies, plans and documents that facilitate the development and implementation of significant policy and plans identified in 1.1.0. Includes material that assists in the preparation, analysis and distribution of policies and plans.	Temporary Destroy when administrative use is concluded	Business area plans Minor policies Administrative policies Data reports Distribution lists/sheets Draft briefing material Published background material Draft material for publications

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
ADMINISTRATION			
2.0.0	COMMITTEES AND WORKING PARTIES Committees, Working Parties and other bodies that operate across the organisation at all levels to: Affect or establish an organisation's policy Determine or influence strategies or objectives Significantly affect an organisation's administrative or operational activities.		
2.1.0	Convened by Organisation Committees or working parties established by the organisation.		
2.1.1	Major Committees and working parties that reflect the organisation's core functions as specified in their Act, Charter of Service or equivalent. Includes the establishment of Scholarships and Prizes, and Ethics committees and working parties.	Permanent Transfer to PROV when administrative use is concluded	Agendas Minutes Records Authorities Membership lists Working papers Meeting notices Reports and decisions Implementation action taken
2.1.2	Minor Facilitates the function of major committees or working parties as identified in 2.1.1. Includes, but is not limited to, sub-committees, ad hoc committees and/or working parties, staff meetings etc.	Temporary Destroy when administrative use is concluded	Agendas Minutes Records Authorities Membership lists Working papers Meeting notices Reports and decisions Implementation action taken

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
ADMINISTRATION			
2.1.3	Facilitation Includes activities relating to the administration of meetings, including arrangement of meetings, support for the chair or members, the preparation of minutes and establishment of membership.	Temporary Destroy when administrative use is concluded	Appointments Elections Electoral roll Attendance arrangements Facility arrangements Drafts of minutes and agenda papers Invitations to join or attend Expressions of thanks.
2.2.0	Not Convened by Organisation Includes those committees and working parties that the organisation may not convene, but where the: <ul style="list-style-type: none"> Organisation may have input into the findings or decision making process Organisation's policies, procedures, and/or administrative arrangements may be affected by the results or operations of the committee/working party Committee/working party influences or establishes precedent that affects the operations of the organisation. 		
2.2.1	Committees/Working Parties Not Convened by the Organisation	Temporary Destroy when administrative use is concluded	Agendas Minutes Records Authorities Membership lists Working papers Meeting notices Reports and decisions Implementation action taken

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
ADMINISTRATION			
3.0.0	CORPORATE REPORTING AND REVIEW Reporting and reviews concerning the corporate administration of the organisation or any of its divisions or entities, including development, summaries/statistics and reports. For staff statistics & reports see Human Resources, GRA - Common Administrative Records. For financial statements see Financial Reporting, - GRA Common Administrative Records.		
3.1.0	High Level Reviews and reports including those that result in a significant change within the organisation, to its services, structure, programs or activities.	Permanent Transfer to PROV once administrative use is concluded	Annual reports Program evaluation Project achievements Internal audit reports External audit reports Educational profiles Organisational structure reviews
3.2.0	Routine Routine reports and reviews.	Temporary Destroy once administrative use is concluded	Routine surveys Compiled statistics Program and project performance reviews OHS reports/reviews Process improvement Safety reviews Quality reviews Travel reports Internal audit reports

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
ADMINISTRATION			
4.0.0	LEGAL Provision of legal advice and conducting of litigation on behalf of the organisation.		
4.1.0	Litigation The process of taking or defending actions within a court of law. Includes but is not limited to prosecution, defence and mediation.	Permanent Transfer to PROV when administrative use is concluded	Consultation and discussion transcripts Explanatory notes Submissions and supporting documentation Instructions to counsel Drafts prepared by counsel External legal advice University Visitor records
4.2.0	Agreements Contracts and agreements for use of the final product/research outcomes For non product/research outcomes see Contract and Project Management, GRA Common Administrative Records.	Permanent Transfer to PROV when administrative use is concluded	Collaborative agreements Inter-organisational research agreements Memo's of understanding Patents

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
ADMINISTRATION			
5.0.0	COLLECTION AND ASSET MANAGEMENT The control, monitoring and management of vehicles/fleet, artwork, heritage collections, plant, fixtures, fittings, computers, equipment and stores, heritage artefacts, manuscripts and collections of private papers, and intellectual property. For property assets see Property, GRA – Common Administrative Records.		
5.1.0	Acquisition and Disposal Acquiring or disposing of an asset.		
5.1.1	Major Asset An asset or item of cultural heritage importance either generally, or to the organisation in particular.	Permanent Transfer to PROV once administrative use is concluded	Purchase documentation Ownership deeds or certificates Donation documentation (both in and out of the collection) Sale or auction records
5.1.2	Minor Asset An asset or item of cultural heritage not deemed to be as significant as assets identified in 5.1.1; plant, equipment, fleet vehicles etc.	Temporary 7 years following the disposal of the asset	Purchase documentation Ownership deeds or certificates Donation documentation (both in and out of the collection) Sale or auction records

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
ADMINISTRATION			
5.2.0	Reporting The production of reports for compliance purposes.		
5.2.1	Annual	Permanent Transfer to PROV once administrative use is concluded	Annual reports Annual collection/asset register Record keeping registers/indexes and classification schemes Archival collection registers
5.2.2	Periodic	Temporary Destroy once administrative use is concluded	Monthly reports on collection/asset register status.
5.3.0	Operations Routine processes including maintenance or servicing, environmental control, audits and loans.	Temporary 7 years following the conclusion of the activity	Service reports Maintenance books Bookings for maintenance Routine audit documentation Humidity/temperature readings Pest control Conservation and preservation documentation Stock take records Loans documentation (both in and out of the collection)

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT ADMINISTRATION			
6.0.0	APPLICATIONS/SELECTION Submission of applications by potential students to participate in a course/subject, and the process of selecting those students that qualify for entry.		
6.1.0	Course/Subject Application	Temporary Destroy 1 year following date of submission	Application forms References Supporting documentation Prior learning results Examples of prior work
6.2.0	Selection	Temporary Destroy 1 year following date of decision	Interview results Score sheets Entry examination papers Decision documentation

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT ADMINISTRATION			
7.0.0	SCHOLARSHIPS/PRIZES The establishment and management of scholarships and prizes, the process of determining recipients, and the presentation of scholarships and prizes.		
7.1.0	Establishment/Management of Scholarships/Prizes For policies and procedures, see Policy and Planning (1.0.0).	Permanent Transfer to PROV when administrative use is concluded	Establishment/ foundation papers Recipient register
7.2.0	Application/Selection Process – Successful Applicants	Temporary Destroy 7 years following completion of delivery of scholarship/prize to applicant	Applications Supporting documentation References Copies of prior learning results Testimonials
7.3.0	Application/Selection Process – Unsuccessful Applicants	Temporary Destroy 1 year following date of decision	Applications Supporting documentation References Copies of prior learning results Testimonials
7.4.0	Delivery of Scholarship/Prize Administrative arrangements for presentation of scholarship/prize etc.	Temporary Destroy when administrative use is concluded	Venue bookings Catering arrangements Correspondence to guest speakers/ presenters Order of proceedings

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS

STUDENT ADMINISTRATION

8.0.0 ENROLMENT

Registration of students undertaking courses or subjects. For financial transactions see Finance and Accounting, GRA – Common Administrative Records.

8.1.0 Enrolment

Temporary

Destroy 7 years following date of enrolment

Enrolment forms
Deferment
HECS declaration
Withdrawals
Exemptions/credits/
recognition of prior learning
Enrolment variation

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT ADMINISTRATION			
9.0.0	GRIEVANCES Complaints brought by or against a student, and the process of investigation/resolution of the complaint(s). Includes, but is not limited to, misconduct of students or staff, appealation of results, course content, or the results of prior hearings. (For Grievances relating to staff and their employment, see Grievance, Counselling and Discipline, GRA – Common Administrative Records).		
9.1.0	Grievances – Where Penalty or Disciplinary Action Incurred	Temporary Destroy 15 years following date of decision	Complaint forms Records of interview Correspondence Reports/ summaries presented to committee (where these do not form part of the committee minutes)
9.2.0	Grievances – Where Penalty or Disciplinary Action Not Incurred Where counselling/discipline involves no penalty but may include a reprimand.	Temporary Destroy 7 years following date of decision	Complaint Forms Records of interview Correspondence Reports/ summaries presented to committee (where these do not form part of the committee minutes)

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT ADMINISTRATION			
9.3.0	Grievances – Not Proven Where incident leading to counselling/discipline is found to be false or not proven.	Temporary Destroy if the Grievance Registrar determines that the record should be erased. This does not cover the records of the Grievance Registrar	Forms Records of interview Correspondence Reports/ summaries presented to committee (where these do not form part of the committee minutes)
9.4.0	Incident Reporting Reporting to relevant management of incidents or accidents involving any member of the University Community* or relating to Occupational Health and Safety. *University Community refers to students, staff, or any persons visiting the Tertiary Education Organisation.	Temporary Destroy 15 years from date of incident	Reports Incident forms Statements Interview notes Incident summaries

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS

STUDENT ADMINISTRATION

10.0.0 STUDENT DETAILS

Maintaining the latest name, contact and/or personal details for enrolled students. Includes student ID and concession cards.

10.1.0 Student Details

Temporary

Destroy when administrative use is concluded

Change of name
Change of address
Change of personal details
Student ID card forms
Concession eligibility forms

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT ADMINISTRATION			
11.0.0 ASSESSMENT			
	The determination of results to be awarded for a component of study (e.g. assignment, test, exam, subject or course).		
11.1.0	Attendance Records Record of daily/class attendance.	Temporary Destroy 2 years following date of last entry	Roll books Attendance sheets Correspondence regarding attendance/ non-attendance Medical certificates
11.2.0	Interim Assessment Compilation Determination of interim results to be awarded. Interim results form part of a final result.	Temporary 6 months following conclusion of administrative use	Script books Practicum reports Completed examination papers Assessable works Uncollected assignments Supervisory reports/ assessments (Higher Degree)
11.3.0	Final Assessment Compilation Summary form of final results to be awarded to students for each component of study.	Permanent Transfer to PROV when administrative use is concluded	Results register Final results Summary report

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT ADMINISTRATION			
11.4.0	Honours Degree Theses Thesis submitted by a student enrolled in an Honours degree, at the conclusion of their study. For Research see 24.0.0.	Temporary Not required as State Archives. To be retained until organisational use has concluded	Honours thesis Related documentation/ items e.g. artwork, video or sound recordings, specimen collections
11.5.0	Higher Degree Theses Thesis submitted by a student enrolled in a higher degree (e.g. Masters or PhD), at the conclusion of their study.		
11.5.1	PhD Theses – High Public Interest Those theses that contain research outcomes that have or become of high-interest, or the subject of widespread debate and/or contention in the public arena, usually, but not limited to, through the daily media.	Permanent Transfer to the PROV when administrative use is concluded	PhD thesis
11.5.2	PhD Theses – Paradigm Shifting Those theses that contain research outcomes which have or will change the commonly held view or approach, alter or vary the typical example, representative case or epitome for a subject, irrespective of whether that subject is based in the Arts, Humanities, Sciences, or any other field in which research is conducted.	Permanent Transfer to the PROV when administrative use is concluded	PhD thesis
11.5.3	PhD Theses – Other Those theses that, while adding to the body of research in the field, do not cause or confirm a paradigm shift in the understanding, approach or epitome for a subject.	Temporary Not required as State Archives. To be retained until organisational use has concluded	PhD thesis Related documentation/ items e.g. artwork, video or sound recordings, specimen collections.

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS

STUDENT ADMINISTRATION

11.5.4 Masters Theses

Temporary

Not required as State Archives. To be retained until organisational use has concluded

Masters Thesis Related documentation/ items e.g. artwork, video or sound recordings, specimen collections.

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT ADMINISTRATION			
12.0.0	GRADUATION The conferring of degrees or qualifications on students who have met the criteria required to graduate.		
12.1.0	Graduation Registration Registration of all students to be awarded their degree or qualification.	Permanent Transfer to PROV when administrative use is concluded	Graduate register
12.2.0	Graduation Administration Administrative arrangements for graduation registration and ceremony.	Temporary Destroy 1 year following date of ceremony	Correspondence with graduands Correspondence with ceremony participants Venue bookings Catering arrangements
12.3.0	Ceremonial Proceedings Ceremonial proceedings for the delivery of qualifications.	Temporary Destroy when administrative use is concluded.	Ceremony program Order of proceedings Transcript of address by guest speaker

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT SERVICES			
13.0.0	COUNSELLING Provision of advice, support and assistance in personal matters and personal development.		
13.1.0	Career Counselling Provision of advice regarding career directions, suitability and pre-requisite qualifications	Temporary Destroy 2 years from date of last contact	Case files Client career files Interview response forms Completed surveys/questionnaires
13.2.0	Personal Counselling Provision of support and assistance in personal matters by a professional counsellor	Temporary Destroy 7 years after last attendance, or access on behalf of the student, provided the student has reached 25 years of age	Case files Patient files Client counselling files
13.3.0	Chaplaincy Services Provision of religious services and/or support	Temporary Destroy 2 years from date of service	Service timetables Support group meeting documentation Client files

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT SERVICES			
14.0.0	STUDENT RECRUITMENT/INDUCTION Activities that are designed to attract student applicants to an organisation.		
14.1.0	Student Recruitment Activities that are designed to attract student applicants to an organisation. For staff recruitment see Human Resources, GRA Common Administrative Records.	Temporary Destroy 2 years following date of activity	Draft advertising Recruitment activity files Draft pamphlets Display files Road show documentation Information session files
14.2.0	Open Day/Orientation Days Activities designed to provide prospective or newly enrolled students with an opportunity to become familiar with campus layout, courses/subjects and services offered by an organisation.	Temporary Destroy when administrative use is concluded	Venue bookings Staff rosters for display/session attendance Display arrangements Tour documentation Information session rosters

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT SERVICES			
15.0.0	EXCHANGE PROGRAMS Programs designed to give students experience in another tertiary education organisation (usually overseas or interstate), while still undertaking study towards their enrolled course. Programs may also exist for temporarily swapping staff with overseas or interstate organisations in order to offer opportunities to improve teaching experience.		
15.1.0	Establishment For core decisions minuted by the relevant committee to establish the program, see Committees and Working Parties (2.0.0) For marketing and publicity material relating to the program, see Publicity, Exhibition and Publications, GRA – Common Administrative Records.	Temporary Destroy 5 years following termination of the program	Correspondence with exchange partner to establish program Correspondence with supporting community service organisations (e.g. Rotary etc.)
15.2.0	Application/Selection The receipt of submissions to undertake an exchange and the process of selecting successful applicants.	Temporary Destroy 2 years from date of decision	Application forms Application letters References Resumes Interview records/results Selection forms Correspondence regarding outcome
15.3.0	Work Placement Programs Programs designed to give students experience in work place situations, while still undertaking study towards their enrolled course.		
15.3.1	Work Placement Records Records relating to the placement of students in workplaces for the purpose of receiving work experience related to their field of study.	Temporary Destroy 7 years following completion of the placement	Work Placement Agreements Correspondence

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT SERVICES			
16.0.0	STUDENT ACCOMMODATION The management of accommodation facilities for boarding students.		
16.1.0	Administration Operation and maintenance records relating to student accommodation.	Temporary Destroy when administrative use is concluded	Meal requests Dietary requirements Catering orders Rosters Timetables Instructions for use of facilities Laundry and cleaning forms Surveys and feedback forms
16.2.0	Management The management of student residents within student accommodation.	Temporary Destroy 7 years from date of last residence	Resident files Correspondence relating to residence Complaints Requests for additional services Special requirements (e.g. health or dietary)

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT SERVICES			
17.0.0	CHILD CARE SERVICES Matters relating to the enrolment, care and management of clients and child care facilities.		
17.1.0	Client Management The enrolment, care and management of children within child care.	Temporary Destroy 25 years following last attendance	Client files Injury reports First aid administration reports Attendance records Medical reports Special needs (e.g. health and dietary)
17.2.0	Application/Selection The registration of children for a place at a child care facility and the selection of successful applicants.	Temporary Destroy 1 years following date of decision	Application forms Interview records Selection documentation
17.3.0	Administration Operation and maintenance of child care facilities.	Temporary Destroy 3 years following date of creation of the record	Fee assessment Instructions for the use of facilities Meal requests Dietary requirements Menu planning Catering orders Laundry and cleaning documentation Surveys/feedback forms Activity bookings Stationery orders

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT SERVICES			
18.0.0	HEALTH SERVICES The examination and treatment of medical and dental patients, the administration or prescription of medicines, and the management of bookings.		
18.1.0	Patient Management	Temporary Destroy 7 years following last attendance, or access on behalf of the patient, provided the patient has reached 25 years of age	Patient files Client files Medical records Dental records
18.2.0	Prescription/Drug Management The management of the prescription and administration of medicines.	Temporary Destroy 3 years following date of last entry	Drug registers Prescription file copies Medicine/drug orders and deliveries Drug administration registers/ records
18.3.0	Appointment Management Management of patient bookings.	Temporary Destroy 1 year following date of last entry	Appointment books Appointment registers

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
STUDENT SERVICES			
19.0.0	SPECIAL NEEDS The management of specific needs of some students including financial assistance, disability and study support.		
19.1.0	Financial Assistance – Unsuccessful Applications Applications for loan, subsidy or fee reduction services that have been rejected.	Temporary Destroy 1 year from date of decision	Application forms and associated documentation Selection records Correspondence regarding outcomes
19.2.0	Financial Assistance - Recipient Management Application for loan, subsidy of fee reduction that has been accepted, and the ongoing management of the transaction(s).	Temporary Destroy 7 years from completion of transaction (e.g. loan paid out)	Application forms and associated documentation Selection records Client files Financial forms regarding reduced payment/waiver of fee Repayment records Correspondence regarding outcome and transaction(s)
19.3.0	Special Needs Support Management Administrative arrangements regarding the provision of specialist services or assistance (e.g. disability support) to eligible recipients.	Temporary Destroy 2 years following date of completion of service	Application forms and associated documentation Medical certificates/ reports Tutorial arrangements Transport arrangements

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS

STUDENT SERVICES

20.0.0 ALUMNI

Contact and communication program and activities aimed at past students of an organisation.

20.1.0 Alumni Management

Temporary

Destroy when administrative use is concluded

Contact details
Draft pamphlets/
newsletters
Mail-out
arrangements
Function or activity
arrangements

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS

TEACHING

21.0.0 CURRICULUM MANAGEMENT

Process for the development and accreditation of courses of study and course or subject content.

21.1.0 Curriculum Development

Temporary

Destroy 3 years from date of last entry

Working papers
Course proposals
Draft subject outlines
Unapproved curriculum

21.2.0 Curriculum Approval

The accreditation or sanction of a course and its content once developed.

Permanent

Transfer to PROV when administrative use is concluded

Course proposals and/or alterations presented for approval or accreditation
Supporting documentation

21.3.0 Curriculum Review

The review of course/subject content based on changing requirements or feedback.

Temporary

Destroy 3 years from date of last entry

Working papers
Course alteration proposals
Draft revised subject outlines
Unapproved curriculum revisions

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
TEACHING			
22.0.0	COURSE DELIVERY The management and delivery of courses of study at an organisation. For published course content (handbooks and study guides) see Publicity, Exhibitions and Publications, GRA – Common Administrative Records.		
22.1.0	Examination Content – Where Corresponding Syllabus Details Do Not Exist.	Permanent Transfer to the PROV when administrative use is concluded	Master examination question papers
22.2.0	Examination Content – Where Corresponding Syllabus Details Do Exist.	Temporary Destroy when administrative use is concluded	Master examination question papers
22.3.0	Examination Content Development	Temporary Destroy when administrative use is concluded	Working papers Draft examination question papers
22.4.0	Course Management Administrative arrangements for course delivery.	Temporary Destroy when administrative use is concluded	Timetables Venue rosters Teaching loads/allocations Working papers Feedback forms

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
RESEARCH			
23.0.0	RESEARCH FACILITY MANAGEMENT The management of research facilities including (but not limited to) laboratories, field stations, animal breeding facilities, anatomy and specimen collections.		
23.1.0	Laboratory/Field Station Administration	Temporary Destroy 7 years from date of last entry	Rosters Technical records for equipment or consumables Instructions for use of facilities Consumable requests Cleaning records Maintenance rosters/requests
23.2.0	Animal Research Administration For research program and ethics approval by the relevant committee, see Committees and Working Parties (2.0.0).	Temporary Destroy 7 years from date of last entry	Licence applications Breeding management documentation Requests for animals Ethics documentation Veterinary treatment/prescription records Specimen registers
23.3.0	Anatomy and Specimen Management	Temporary Destroy 5 years from date of expiry or date of transfer or disposal of specimen out of collection	Acquisition documentation Storage and management records Licences for the study and practice of anatomy Disposal records

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
RESEARCH			
24.0.0	RESEARCH A systematic program of examination and analysis to further knowledge and current understanding.		
24.1.0	Registration of Research Program The recording of research projects undertaken by an organisation.	Permanent Transfer to PROV when administrative use is concluded	Research register
24.2.0	Fund Management The allocation of discretionary funds to research projects or programs. For Financial records see Finance and Accounting, GRA – Common Administrative Records.	Temporary Destroy 2 years following allocation of funds	Applications (unsuccessful and successful) Funding/grant submissions Working papers for fund distribution
24.3.0	Administration of Research Program The approval of research projects, management and interim reporting on research progress. Includes the formulation of applications for ethical clearance.	Temporary Destroy 7 years from date of last entry	Project approval applications Project resource allocation Correspondence with other research groups, research partners and stakeholders Annual project progress reports Applications for ethical clearance

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
RESEARCH			
24.4.0	Collection and Analysis of Data The observation, recording and analysis of research results.		
24.4.1	Collection and Analysis of Data Not Involving Clinical Trials	Temporary Destroy 5 years from date of completion	Experimental results/readings Photographs and other recordings of experimental outcomes Data sheets Observations Field notes Diagrams Graphs Conclusions Laboratory note books
24.4.2	Collection and Analysis of Data Involving Clinical Trials	Temporary Destroy 15 years from date of completion	Experimental results/readings Photographs and other recordings of experimental outcomes Data sheets Observations Field notes Diagrams Graphs Conclusions Laboratory note books
24.5.0	Research Outcomes Publication or final presentation of results of research projects. For Honours Degree Theses see 11.4.0. For Higher Degree Theses see 11.5.0.		

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	EXAMPLE OF RECORDS
RESEARCH			
24.5.1	High Public Interest Those outcomes that are or become of high-interest, or the subject of widespread debate and/or contention in the public arena, usually, but not limited to, through the daily media.	Permanent Transfer to the PROV when administrative use is concluded	Drafts for publication in external publications Final research.
24.5.2	Paradigm Shifting Those outcomes which have or will change the commonly held view or approach, alter or vary the typical example, representative case or epitome for a subject, irrespective of whether that subject is based in the Arts, Humanities, Sciences, or any other field in which research is conducted.	Permanent Transfer to the PROV when administrative use is concluded	Drafts for publication in external publications Final research reports.
24.5.3	Other Those outcomes that, while adding to the body of research in the field, do not cause or confirm a paradigm shift in the understanding, approach or epitome for a subject.	Temporary Destroy 5 years after the conclusion of research project	Drafts for publication in external publications Final research reports.
24.6.0	Intellectual Property The identification, registration and use of intellectual assets resulting from research programs. For the management of Intellectual Property, see Collection and Asset Management (5.0.0).	Permanent Transfer to PROV when administrative use is concluded	Patent applications and documentation Copyright registration and documentation

Disposal action for all classes specifies the **minimum** retention time.

Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

4 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act* 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of Higher and Further Education Institutions.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

Ross Gibbs
Keeper of Public Records

Date of Issue: 26/05/2002

5 Acknowledgments

This Records Authority was developed in consultation with a number of Tertiary Education organisations, and their generous assistance is gratefully acknowledged. Special thanks are due to:

Central Gippsland Institute of TAFE
RMIT University
University of Ballarat
William Angliss Institute of TAFE

La Trobe University
Swinburne University
Victoria University

6 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria

☎ (03) 9348 5600

Fax (03) 9348 5656

e-mail: prov.agency.queries@dvc.vic.gov.au

web: www.prov.vic.gov.au

7 Index to the Records Authority

RECORD TITLE	CLASS NOs	PAGE NOs
A		
Academic Plans	1.1.0	9
Accommodation – Student	16.0.0	29
Accreditation – Curriculum/Courses	21.2.0	34
Acquisition – Anatomy Collection Management	23.3.0	36
Acquisition – Animal Management	23.2.0	36
Acquisition – Collection and Asset Management	5.1.0	14
Acquisition – Specimen Collection Management	23.3.0	36
Activities – Child Care	17.3.0	30
Administration – Child Care	17.3.0	30
Administrative Policy	1.2.0	9
Agendas – Committees Not Convened by the Organisation	2.2.1	11
Agendas – Draft	2.1.3	11
Agendas – Major Committees Convened by the Organisation	2.1.1	10
Agendas – Minor Committees Convened by the Organisation	2.1.2	10
Agreement – Legal	4.2.0	13
Alteration to Curriculum	21.3.0	34
Alumni Management	20.1.0	33
Anatomy Collection Management	23.3.0	36
Anatomy Licences	23.3.0	36
Animal Breeding Administration	23.2.0	36
Animal Management	23.2.0	36
Animal Research Administration	23.2.0	36
Annual Project Progress Reports	24.3.0	37
Annual Reports	3.1.0	12
Appeals	9.0.0	19
Applications – Animal Management Licence	23.2.0	36
Applications – Child Care	17.2.0	30
Applications – Course	6.1.0	16
Applications – Ethical Clearance	24.3.0	37
Applications – Exchange Programs	15.2.0	28
Applications – Financial Assistance – Successful	19.2.0	32
Applications – Financial Assistance – Unsuccessful	19.1.0	32
Applications – Research Funds	24.2.0	37
Applications – Research Project	24.3.0	37
Applications – Scholarships/Prizes	7.2.0/7.3.0	17
Applications – Special Needs	19.3.0	32
Applications – Student	6.0.0	16
Applications – Subject	6.1.0	16
Appointment Books – Health Services	18.3.0	31
Appointments - Committees	2.1.3	11
Approval – Curriculum	21.2.0	34
Archival Collection Register	5.2.1	15

RECORD TITLE	CLASS NOs	PAGE NOs
A		
Archives Management	5.0.0	14
Artefact - Collection	5.0.0	14
Artwork – Collection	5.0.0	14
Assessable Works	11.2.0	22
Assessment	11.0.0	22
Asset Management	5.0.0	14
Asset Register	5.2.1	15
Assignments – Uncollected	11.2.0	22
Assistance – Special Needs	19.0.0	32
Attendance – Committees	2.1.3	11
Attendance Records – Child Care	17.1.0	30
Attendance Records - Students	11.1.0	22
Auction Records – Collection and Asset Management	5.1.0	14
Audit – Collection and Asset Management	5.3.0	15
Audit Reports – External	3.1.0	12
Audit Reports – Routine Internal	3.2.0	12
Audit Reports – Significant Internal	3.1.0	12
B		
Background Material – Policy	1.2.0	9
Breeding – Animal Management	23.2.0	36
Business Area Plans	1.2.0	9

RECORD TITLE	CLASS NOS	PAGE NOS
C		
Committees Convened by the Organisation – Major	2.1.1	10
Committees Not Convened by the Organisation	2.2.0	11
Committees Convened by the Organisation – Minor	2.1.2	10
Committees – Facilitation	2.1.3	11
Collection Management – Assets/Artwork/Information	5.0.0	14
Computer Management – Collection and Asset Management	5.0.0	14
Classification Schemes – Recordkeeping	5.2.1	15
Collection Register	5.2.1	15
Conservation – Collection and Asset Management	5.3.0	15
Catering – Prize Ceremony	7.4.0	17
Catering – Scholarship Presentation Ceremony	7.4.0	17
Complaints – Grievances where Penalty or Disciplinary Action Incurred	9.1.0	19
Complaints – Grievances where Penalty or Disciplinary Action Not Incurred	9.2.0	19
Change of Address	10.1.0	21
Change of Name Forms	10.1.0	21
Change of Personal Details	10.1.0	21
Concession Eligibility Forms	10.1.0	21
Catering – Graduation Ceremony	12.2.0	25
Ceremonial Proceedings – Graduation	12.3.0	25
Career Counselling	13.1.0	26
Case Files – Career Counselling	13.1.0	26
Client Files – Career Counselling	13.1.0	26
Case Files – Personal Counselling	13.2.0	26
Client Files – Personal Counselling	13.2.0	26
Chaplaincy Services	13.3.0	26
Church Services – timetable	13.3.0	26
Client Files – Chaplaincy Services	13.3.0	26
Catering – Student Accommodation	16.1.0	29
Cleaning – Student Accommodation	16.1.0	29
Complaints – Student Accommodation	16.2.0	29
Child Care	17.0.0	30
Client Files – Child Care	17.1.0	30
Catering – Child Care	17.3.0	30
Cleaning – Child Care	17.3.0	30
Client Files – Health Services	18.1.0	31
Client Files – Financial Assistance	19.2.0	32
Client Files – Special Needs	19.3.0	32
Clinical Trials	24.4.2	38
Cleaning – Laboratory	23.1.0	36
Cleaning – Animal House	23.2.0	36
Collection Management – Anatomy	23.3.0	36
Collection & Analysis o Data Involving Clinical Trials	24.4.2	38
Conclusions – Research	24.4.0	38
Copyright – Research Intellectual Property	24.6.0	39
Corporate Plans	1.1.0	9

RECORD TITLE	CLASS NOS	PAGE NOS
C		
Corporate Reporting – High Level	3.1.0	12
Corporate Reporting – Routine	3.2.0	12
Corporate Review – High Level	3.1.0	12
Corporate Review – Routine	3.2.0	12
Counselling – Career	13.1.0	26
Counselling – Personal	13.2.0	26
Course Approval	21.2.0	34
Course Delivery	22.0.0	35
Course Development	21.1.0	34
Course Management	22.4.0	35
Course Proposals	21.1.0	34
Course Review	21.3.0	34
Credits	8.1.0	18
Curriculum Approval	21.2.0	34
Curriculum Development	21.1.0	34
Curriculum Management	21.0.0	34
Curriculum Review	21.3.0	34
D		
Data – Research	24.4.0	38
Declaration – HECS	8.1.0	18
Deferment	8.1.0	18
Dental Records	18.1.0	31
Dietary Requirements – Child Care	17.3.0	30
Dietary Requirements – Student Accommodation	16.1.0	29
Disability Support	19.3.0	32
Displays – Open Day	14.2.0	27
Displays – Orientation Day	14.2.0	27
Disposal – Collection and Asset Management	5.1.0	14
Distribution Lists/Sheets – Policy	1.2.0	9
Donation – Collection and Asset Management	5.1.0	14
Draft Agendas	2.1.3	11
Draft Examination Question Papers	22.3.0	35
Draft Minutes	2.1.3	11
Draft Revised Subject Outlines	21.3.0	34
Draft Subject Outlines	21.1.0	34
Drug Administration	18.2.0	31
Drug Orders	18.2.0	31
Drug Registers	18.2.0	31

RECORD TITLE	CLASS NOS	PAGE NOS
E		
Examination Papers – Master	22.1.0/22.2.0	34
Election Guidelines	1.1.0	9
Elections – Committees	2.1.3	11
Electoral Roll – Committees	2.1.3	11
Expressions of Thanks – Committees	2.1.3	11
Educational Profiles	3.1.0	12
Evaluation – Project	3.1.0	12
Equipment Management	5.0.0	14
Environmental Control – Collection and Asset Management	5.3.0	15
Entry Examinations	6.2.0	16
Examination Papers – Entry	6.2.0	16
Establishment – Scholarships	7.1.0	17
Enrolment	8.1.0	18
Enrolment Forms	8.1.0	18
Enrolment Variation	8.1.0	18
Exemptions	8.1.0	18
Examination Papers – Completed	11.2.0	22
Exchange Programs – Establishment	15.1.0	28
Exchange Programs – Application/Selection	15.2.0	28
Enrolment – Child Care	17.1.0	30
Examination Papers – Draft	22.3.0	35
Equipment – Technical Records	23.1.0	36
Ethics Applications– Animal Research Administration	23.2.0	36
Experimental Results	24.4.0	38
F		
Facility Use – Laboratory	23.1.0	36
Facility Use – Student Accommodation	16.1.0	29
Fee Assessment – Child Care	17.3.0	22
Fee Reduction – Special Needs	19.2.0	32
Feedback – Child Care	17.3.0	22
Feedback – Course Delivery	22.4.0	35
Feedback – Student Accommodation	16.1.0	29
Field Notes	24.4.0	38
Field Station Administration	23.1.0	36
Final Assessment	11.3.0	22
Final Results Summary Report	11.3.0	22
Financial Assistance	19.2.0	32
Financial Assistance – Unsuccessful Applications	19.1.0	32
First Aid – Child Care	17.1.0	30
Fixtures and Fittings	5.0.0	14
Fleet Management	5.0.0	14
Fund Management – Research	24.2.0	37

RECORD TITLE	CLASS NOS	PAGE NOS
G		
Graduate Ceremony Records	12.3.0	25
Graduate Register	12.1.0	25
Graduation Administration Records	12.2.0	25
Grant Applications – Research	24.2.0	37
Grievance - Not Proven	9.3.0	20
Grievance – Penalty of Disciplinary Action Not Incurred	9.2.0	19
Grievance – Penalty or Disciplinary Action Incurred	9.1.0	19
Guest Speaker – Graduation	12.3.0	25
Guest Speaker – Prize Ceremony	7.4.0	17
Guest Speaker – Scholarship Presentation Ceremony	7.4.0	17
Guidelines – Elections	1.1.0	9
H		
Health Services	18.0.0	31
HECS Declaration	8.1.0	18
Heritage Collections	5.0.0	14
High Level Policy	1.1.0	9
High Public Interest – PhD Thesis	11.5.1	23
High Public Interest – Research Outcome	24.5.1	39
Higher Degree Thesis	11.5.0	23
Historical Items – Collection and Asset Management	5.0.0	14
Honours Thesis	11.4.0	22
Humidity Readings	5.3.0	15
I		
Incident Forms/Statements/Reports/Summaries	9.4.0	20
Indexes – Recordkeeping	5.2.1	15
Induction (students)	14.1.0	27
Information Sessions – Open Day	14.2.0	27
Information Sessions – Orientation Day	14.2.0	27
Injury Reports – Child care	17.1.0	30
Instructions for Use of Facilities – Child Care	17.3.0	30
Instructions for Use of Facilities – Laboratory	23.1.0	36
Instructions for Use of Facilities – Student Accommodation	16.1.0	29
Instructions to Counsel – Litigation	4.1.0	13
Intellectual Property – Research	24.6.0	39
Intellectual Property Management	5.0.0	14
Interim Assessment	11.2.0	22
Interview Results/Reports – Career Counselling	13.1.0	26
Interview Results/Reports – Exchange Programs	15.2.0	28
Interview Results/Reports – Student Selection	6.2.0	16
Invitations to join or attend – Committees	2.1.3	11

RECORD TITLE	CLASS NOS	PAGE NOS
L		
Laboratory Management	23.1.0	38
Laboratory Note Books	24.4.0	38
Laundry – Child Care	17.3.0	30
Laundry – Student Accommodation	16.1.0	29
Legal	4.0.0	13
Legal Advice	4.1.0	13
Licences – Anatomy Collection Management	23.3.0	36
Licences – Animal Husbandry	23.2.0	36
Licences – Specimen Management	23.3.0	36
Litigation	4.1.0	13
Loans – Collection and Asset Management	5.3.0	15
Loans – Special Needs	19.2.0	32
Loans – Successful Applications	19.2.0	32
Loans – Unsuccessful Applications	19.1.0	32
M		
Machinery (Plant) Management	5.0.0	14
Maintenance – Collection and Asset Management	5.3.0	15
Maintenance – Laboratory/Field Station Management	23.1.0	36
Manuscripts – Collection and Asset Management	5.0.0	14
Masters Thesis	11.5.4	24
Meal Requests – Child Care	17.3.0	30
Meal Requests – Student Accommodation	16.1.0	29
Medical Certificates – Non-Attendance	11.1.0	22
Medical Certificates – Special Needs	19.3.0	32
Medical Records	18.1.0	31
Medical Reports – Child Care	17.1.0	30
Medicine Administration	18.2.0	31
Medicine Register	18.2.0	31
Meeting Notices – Committees and Working parties Convened by the Organisation	2.1.0	10
Meeting Notices – Committees and Working Parties Not Convened by the Organisation	2.2.0	11
Meetings – Staff	2.1.2	10
Membership Lists – Committees and Working Parties Convened by the Organisation	2.1.0	10
Membership Lists – Committees Not Convened by the Organisation	2.2.0	11
Menu Planning – Child Care	17.3.0	30
Minor policy	1.2.0	9
Minutes – Committees Not Convened by the Organisation	2.2.0	11
Minutes – Draft	2.1.3	11
Minutes – Major Committees Convened by the Organisation	2.1.1	10
Minutes – Minor Committees Convened by the Organisation	2.1.2	10
Misconduct - Not Proven	9.3.0	20
Misconduct – Penalty or Disciplinary Action Incurred	9.1.0	19
Misconduct– Penalty of Disciplinary Action Not Incurred	9.2.0	19

RECORD TITLE	CLASS NOs	PAGE NOs
O		
Observations – Research	24.4.0	38
OHS Reports	3.2.0	12
OHS Reviews	3.2.0	12
Open Day Records	14.2.0	27
Operations – Collection and Asset Management	5.3.0	15
Order of Proceedings – Graduation Ceremony	12.3.0	25
Order of Proceedings – Prize Ceremony	7.4.0	17
Order of Proceedings – Scholarship Presentation Ceremony	7.4.0	17
Organisational Structure Reviews	3.1.0	
Orientation Day Records	14.2.0	27
Orientation Display Records	14.2.0	27
Ownership Certificates/Deeds – Collection and Asset Management	5.1.0	14

RECORD TITLE	CLASS NOS	PAGE NOS
P		
Paradigm Shifting – PhD Thesis	11.5.2	23
Paradigm Shifting – Research Outcomes	24.5.2	39
Past Students – Alumni	20.1.0	34
Patent – Research Intellectual Property	24.6.0	39
Patient Files – Health Services	18.1.0	31
Patient Files – Personal Counselling	13.2.0	26
Patient Management	18.1.0	31
Performance Review – Program	3.2.0	12
Performance Review – Project	3.2.0	12
Personal Counselling	13.2.0	26
Pest Control	5.3.0	15
PhD Thesis	11.5.0	23
Planning – Academic	1.1.0	9
Planning – Business	1.2.0	9
Planning – Corporate	1.1.0	9
Planning – Facilitative	1.1.0	9
Planning – High Level	1.1.0	9
Planning – Strategic	1.1.0	9
Plant (machinery) Management	5.0.0	14
Policy - Facilitative	1.2.0	9
Policy – High Level	1.1.0	9
Practicum Reports	11.2.0	22
Prescription Administration – Animal Research Management	23.2.0	36
Prescription Administration – Health Services	18.2.0	31
Preservation Documentation	5.3.0	15
Prior Learning Results – Scholarships/Prizes	7.2.0/7.3.0	17
Prior Learning Results – Student Applications	6.1.0	16
Private Papers – Collection and Asset Management	5.0.0	14
Prize Application – Successful	7.2.0	17
Prize Application – Unsuccessful	7.3.0	17
Prize Establishment/Foundation	7.1.0	17
Prize Presentation Ceremony	7.4.0	17
Prizes	7.0.0	17
Process Improvement	3.2.0	12
Publication of Policy	1.2.0	9
Publication of Research Outcomes	24.5.0	38
Purchase – Collection and Asset Management	5.1.0	14
Q		
Quality Reviews	3.2.0	12
Questionnaire – Career Counselling	13.1.0	26

RECORD TITLE	CLASS NOS	PAGE NOS
R		
Recognition of Prior Learning	8.1.0	18
Recordkeeping Classification Schemes	5.2.1	15
Recordkeeping Indexes	5.2.1	15
Records Authority of Meetings – Committees and Working Parties Convened by the Organisation	2.1.0	10
Records Authority of Meetings – Committees and Working Parties Not Convened by the Organisation	2.2.0	11
Records Management	5.0.0	14
Recruitment (students)	14.1.0	27
Register – Recordkeeping	5.2.1	15
Register – Scholarship Recipients	7.1.0	17
Regulations	1.1.0	9
Religious Services	13.3.0	26
Repayment Records – Loans	19.2.0	32
Reporting – Collection Management	5.2.0	15
Reporting – Corporate	3.0.0	12
Reports – Committees and Working Parties Convened by the Organisation	2.1.0	10
Reports – Committees and Working Parties Not Convened by the Organisation	2.2.0	11
Research Agreement	4.2.0	13
Research Data	24.4.0	38
Research Facility Management	23.0.0	36
Research Partners	24.3.0	37
Research Program	24.3.0	37
Research Register	24.1.0	37
Research Reports	24.5.0	38
Residents – Student Accommodation	16.2.0	29
Results of Research	24.5.0	38
Results Register	11.3.0	22
Review – Corporate	3.0.0	12
Road Show Files – Recruitment	14.1.0	27
Roll Books	11.1.0	22
Roster – Teaching	22.4.0	35
Routine Asset/Collection Audit	5.3.0	15
Routine Surveys	3.2.0	12

RECORD TITLE	CLASS NOS	PAGE NOS
S		
Safety Reviews	3.2.0	12
Sale Records – Collection and Asset Management	5.1.0	14
Scholarship – Establishment/Foundation	7.1.0	17
Scholarship Applications - Successful	7.2.0	17
Scholarship Applications – Unsuccessful	7.3.0	17
Scholarship Presentation Ceremony	7.4.0	17
Scholarship Recipient Register	7.1.0	17
Scholarships	7.0.0	17
Script Books – Completed	11.2.0	22
Selection – Child Care	17.2.0	30
Selection – Exchange Programs	15.2.0	28
Selection – Students	6.2.0	16
Service Reports – Collection and Asset Management	5.3.0	15
Special Needs – Child Care	17.1.0	30
Special Needs – Students	19.0.0	32
Special Requirements – Student Accommodation	16.2.0	29
Specimen Register	23.3.0	36
Staff Meetings	2.1.2	10
Staff Rosters – Open Day	14.2.0	27
Staff Rosters – Orientation Day	14.2.0	27
Statistics – Compiled for Corporate Reporting	3.2.0	12
Statutes	1.1.0	9
Stocktake Records	5.3.0	15
Store Management	5.0.0	14
Strategic Plans	1.1.0	9
Structure Reviews – Organisational	3.1.0	12
Student Accommodation Administration	16.1.0	29
Student Accommodation Management	16.2.0	29
Student Associations – Alumni	20.1.0	33
Student Details	10.1.0	21
Student ID Card Forms	10.1.0	21
Student Induction	14.2.0	27
Student Recruitment	14.1.0	27
Student Resident Management	16.2.0	29
Student Selection	6.2.0	16
Study Support	19.3.0	32
Subject Outlines	21.0.0	34
Supervisory Reports (Higher Degree)	11.2.0	22
Support Arrangements – Special Needs	19.3.0	32
Survey – Career Counselling	13.1.0	26
Survey – Child Care	17.3.0	30
Survey – Course Delivery	22.4.0	35
Survey – Student Accommodation	16.1.0	29

RECORD TITLE	CLASS NOS	PAGE NOS
T		
Teaching – Course Delivery	22.4.0	35
Technical Records for Laboratory Equipment/Consumables	23.1.0	36
Temperature Readings	5.3.0	15
Timetables – Course Delivery	22.4.0	35
Tours – Open Day	14.2.0	27
Tours – Orientation Day	14.2.0	27
Transcript of Address – Graduation Ceremony	12.1.0	25
Transport – Special Needs	19.3.0	32
Travel Reports	3.2.0	12
Tutorials – Special Needs	19.3.0	32
U		
Uncollected Assignments	11.2.0	22
University Visitor	4.1.0	13
V		
Variation to Enrolment	8.1.0	18
Vehicle Management	5.0.0	14
Venue Bookings – Committees	2.1.3	11
Venue Bookings – Graduation Ceremony	12.2.0	25
Venue Bookings – Open Day	14.2.0	27
Venue Bookings – Orientation Day	14.2.0	27
Venue Bookings – Prize Presentation	7.4.0	17
Venue Bookings – Scholarship Presentation	7.4.0	17
Venue Rosters – Course Delivery	22.4.0	35
Veterinary Treatment – Animal Management	23.2.0	36
W		
Withdrawals	8.1.0	18
Working Parties – Convened by the Organisation	2.1.0	10
Working Parties – Not Convened by the Organisation	2.2.0	11
Work Placement Programs	15.3.0	28