

University Sector Retention and Disposal Schedule

Responsible public authority: Queensland Public Universities

Queensland Disposal Authority Number (QDAN)	601	Version	3
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Scope of Retention and Disposal Schedule

This Schedule covers the core business records, including commercial activities of Queensland universities.

This Schedule is to be used in conjunction with the [General Retention and Disposal Schedule for Administrative Records \(GRDS\)](#).

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3131 7777.

Record Formats

This Schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The university responsible should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN601v.1
- QDAN601v.2

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in section 8 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 8 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on (07) 3131 7777.

Records created before 1950

Records described in QDAN601v.3 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [Pre-1950s public records](#) which is available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by the university' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [Transferring Public Records to Queensland State Archives](#) available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.

Revision history

QDAN	Date of approval	Extent of revision
QDAN601 version 1	28 June 2005	First release
QDAN601 version 2	20 July 2009	Full review
QDAN601 version 3	19 October 2014	Full review

Contents

1. COLLECTIONS MANAGEMENT (601.2/F1).....	5
2. EXTERNAL RELATIONS (601.2/F2)	8
3. FINANCIAL MANAGEMENT (601.2/F3).....	12
4. FOOD SERVICES (601.2/F4).....	14
5. HUMAN RESOURCE MANAGEMENT (601.2/F5).....	17
6. PROPERTY MANAGEMENT (601.2/F6).....	19
7. PUBLISHING (601.2/F7)	26
8. RESEARCH (601.2/F8).....	28
9. STUDENT ADMINISTRATION (601.2/F9).....	41
10. SUPPORT SERVICES (601.3/F2).....	52
11. TEACHING AND LEARNING (601.2/F11)	61
12. UNIVERSITY GOVERNANCE (601.2/F12)	77
INDEX	84

1. COLLECTIONS MANAGEMENT (601.2/F1)

The function of managing collections of art, museum specimens, artefacts and other objects which are owned by the university or on loan to the university.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to management of lithographs, serials and other publications held by a library and valuation of collections.

Reference	Description of records	Status	Disposal action
601.2/A1	<p>ACCESS</p> <p><i>The activities associated with access to and use of the collection according to formulated policy.</i></p>		
601.2/C1	<p>Access and use</p> <p>Records relating to access and use of collections.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • access conditions • applications for access • registers of access. 	Temporary	Retain for 6 months after last action.
601.3/A20	<p>ACQUISITION</p> <p><i>The activities associated with the process of gaining ownership of collections.</i></p> <p><i>See University Governance - Contractual arrangements for records relating to agreements.</i></p>		
601.2/C2	<p>Gifts and bequests</p> <p>Records relating to gifts and bequests which are part of collections, including the terms and conditions.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the acquisition of items by gift or bequest that do not form part of a collection.</i></p>	Permanent	Retain permanently by the university.
601.2/C3	<p>Purchasing</p> <p>Records relating to purchase, negotiations and arrangements.</p>	Permanent	Retain permanently by the university.
601.2/A3	<p>CATALOGUING</p> <p><i>The activities associated with registering and describing objects within the collection.</i></p>		

Reference	Description of records	Status	Disposal action
601.2/C4	<p>Registration of collection</p> <p>Records relating to registering the collection through establishing and maintaining physical and intellectual controls.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • catalogues • electronic control systems • indexes and registers • inventories. 	Permanent	Retain permanently by the university.
601.2/A4	<p>CONSERVATION</p> <p><i>The activities involved in the preservation, protection, maintenance, restoration and enhancement of property, information resources and artefacts.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to conservation of buildings and grounds.</i></p>		
601.2/C5	<p>Environmental monitoring and control</p> <p>Records relating to monitoring and control of conditions of the exhibitions and storage spaces. Includes activities such as temperature, pest and humidity control and monitoring.</p>	Temporary	Retain for 10 years after last action.
601.2/C6	<p>Maintenance and storage</p> <p>Records relating to maintenance and storage of items in a collection.</p>	Temporary	Retain for 5 years after disposal of item.
601.2/C7	<p>Restoration and conservation</p> <p>Records relating to restoration and conservation of objects within the collection.</p>	Temporary	Retain until disposal of item.
601.2/A5	<p>DISPOSAL</p> <p><i>The process of de-accessioning and disposing of collections or items, by sale, transfer, conversion to another medium or format, auction, destruction or repatriation.</i></p>		
601.2/C8	<p>Disposal of items in collection</p> <p>Records relating to the sale, transfer, auction, destruction or repatriation of a collection or items within a collection.</p>	Permanent	Retain permanently by the university.

Reference	Description of records	Status	Disposal action
601.2/A6	<p>EXHIBITIONS</p> <p><i>The activities associated with using items or collections in displays for the purpose of informing or educating the viewer, or promulgating the activities, services, projects or programs of the university.</i></p> <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to exhibition brochures and publicity.</i></p>		
601.2/C9	<p>Curating an exhibit</p> <p>Records relating to curating including invitations to exhibit, liaison with donors and/or lenders, and opening of displays.</p>	Temporary	Retain for 5 years after last action.
601.2/A7	<p>LOANS</p> <p><i>The activities involved in granting use of items of the collection and the borrowing of items by the university. Includes the formal documentation setting out conditions, rights and responsibilities of both parties.</i></p>		
601.3/C133	<p>Loan arrangements</p> <p>Records relating to loan arrangements.</p> <p><i>See <u>University Governance - Contractual arrangements</u> for records relating to loan arrangement agreements.</i></p>	Temporary	Retain for 7 years after loan arrangement ceases.

2. EXTERNAL RELATIONS (601.2/F2)

The function of establishing a relationship with a body external to the university. It includes relationships with government, community, student representative bodies and other institutions. It excludes relations with respect to teaching and research management.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to research and teaching collaborative ventures.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to donations, external relations and interaction with the community.

Reference	Description of records	Status	Disposal action
601.2/A8	ALUMNI AND CONVOCATION <i>The activity of maintaining lists of graduates and other affiliates for fundraising and general communication purposes.</i>		
601.3/C52	Chapters Records relating to the establishment of alumni chapters. Records may include include, but are not limited to: <ul style="list-style-type: none"> • constitution • guidelines. 	Temporary	Retain for 5 years after chapter ceases to exist.
601.2/C11	Member details Records relating to notification of member detail changes (e.g. change of address).	Temporary	Retain for 6 months after last action.
601.2/C12	Member register Register of alumni and convocation details.	Temporary	Retain for 6 months after last action.
601.2/A9	COMMUNITY PROGRAMS <i>The activities associated with running programs which benefit the broader community. Includes adult education programs such as fitness, health, well-being, behavioural, art, language and special interest programs. Excludes non-award courses.</i> <i>See Student Administration - Enrolment - Non-award courses/programs and Teaching and Learning – Curriculum Management - Development - award courses/programs for records relating to non-award courses or programs.</i>		

Reference	Description of records	Status	Disposal action
601.2/C13	<p>Community programs Records relating to community programs. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • attendance records • program curricula • program marketing materials. 	Temporary	Retain for 1 year after last action.
601.3/A8	<p>EXTERNAL AWARDS <i>The activities associated with awards offered by external entities.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to ceremonies to present an award.</i></p>		
601.3/C54	<p>Nominations Records associated with the nomination of the university, or entities within the university for awards offered by external entities. <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the nomination of individuals for an award.</i></p>	Temporary	Retain for 5 years after last action.
601.3/A11	<p>FUNDRAISING <i>The activities associated with the management of fundraising.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to gifts and bequests.</i></p>		
601.2/C14	<p>Fundraising Records relating to fund raising campaigns.</p>	Temporary	Retain for 5 years after campaign ends.
601.3/C66	<p>Prospects Records associated with liaising with potential donors.</p>	Temporary	Retain for 5 years after last action.
601.3/A21	<p>LIAISON <i>The activities associated with maintaining contact between the university and external bodies, including professional associations, professionals in related fields, other universities, private sector organisations, community groups, student representative bodies, student unions and similar groups. Includes sharing advice and discussions.</i> <i>See University Governance - Contractual arrangements for records relating to agreements or memoranda of understanding.</i></p>		

Reference	Description of records	Status	Disposal action
601.3/C2	<p>Administration</p> <p>Records associated with maintaining contact between the university and external bodies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • correspondence about managing the liaison • preliminary contact to formalise a relationship • reporting on visits or relationship. 	Temporary	Retain for 7 years after last action.
601.2/A12	<p>PUBLIC LECTURES</p> <p><i>The activities associated with organising and presenting lectures or seminars, which are outside the teaching curriculum and can be attended by members of the community.</i></p>		
601.2/C20	<p>Organisation</p> <p>Records relating to organising lectures. Includes annual program and invitations to speak.</p>	Temporary	Retain for 2 years after last action.
601.3/C103	<p>Transcripts</p> <p>Transcripts of public lectures.</p>	Temporary	Retain for 2 years after last action.
601.3/A7	<p>SPONSORSHIPS</p> <p><i>The activities associated with sponsoring an event, program or organisation.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to university sponsorship of external awards, prizes and rewards.</i></p>		
601.3/C49	<p>Sponsorships - successful requests</p> <p>Records relating to the sponsorship of an external event, program or organisation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • associated communications • applications or requests • conditions • reports. <p><i>See University Governance - Contractual arrangements for records relating to agreements.</i></p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
601.3/C50	<p>Sponsorships - unsuccessful requests Requests received for sponsorship of an external event, program or organisation which the university does not support.</p>	Temporary	Retain for 1 year after last action.
601.3/A22	<p>STUDENT RECRUITMENT <i>The activities associated with the use of representative services and agencies external to the university to facilitate relations with prospective students.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to careers fairs, open days and schemes to promote the university to potential students, including programs delivered to high schools and TAFE.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to recruitment programs.</i> <i>See University Governance - Contractual arrangements for records relating to agreements.</i></p>		
601.3/C6	<p>Appointment of representatives or agents Records relating to the appointment of advertising and recruitment representatives or agencies. <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to student recruitment publications.</i></p>	Temporary	Retain for 7 years after appointment ceases.
601.3/C85	<p>Recruitment programs Records relating to schemes to promote the university to potential students. Includes programs delivered to high schools and TAFE, career fairs and open days.</p>	Temporary	Retain for 2 years after last action.
601.2/A14	<p>VISITS <i>The activities involved with arranging and facilitating the visits to university premises by individuals or groups from external organisations or institutions. Excludes visits by the governor, premier, or other dignitaries.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to visitors books and visits by the Governor, Premier, or other dignitaries.</i></p>		
601.2/C24	<p>External visitors Records relating to the arrangements for visits by external visitors.</p>	Temporary	Retain for 1 year after last action.

3. FINANCIAL MANAGEMENT (601.2/F3)

This function includes records relating to the function of managing financial records which are specific to universities.

See the [General Retention and Disposal Schedule for Administrative Records](#) for activities relating to Financial Management which are not university-specific.

Reference	Description of records	Status	Disposal action
601.2/A15	<p>TRUST FUND MANAGEMENT</p> <p><i>The activities associated with maintaining trust funds established by gift/bequest. Includes records documenting the establishment of trust funds by the university.</i></p>		
601.2/C355	<p>Account management</p> <p>Records relating to the routine management of university Trust funds.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • batching records • incorrect calculations reports • periodic reports • processing/reporting request forms • processing/updates or file maintenance run lists • trial balances • stores and materials daily/trial/current balances and balance comparison. 	Temporary	Retain for 10 years after last action.
601.2/C351	<p>Establishment - other Trusts</p> <p>Records relating to Trust funds established or managed by the university which are not covered by reference number 601.2/C25.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • legal documents defining terms of the Trust • records relating to the finalisation of the Trust. 	Temporary	Retain for 20 years after cessation of Trust and disbursement of all assets.

Reference	Description of records	Status	Disposal action
601.2/C25	<p><i>Establishment - perpetual Trusts and Trusts established under Will</i></p> <p>Records relating to Trust funds established or managed by the university which are perpetual or established under a Will.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• legal documents defining terms of the trust.	Permanent	Retain permanently.

4. FOOD SERVICES (601.2/F4)

The function of providing food for sale through commercialised businesses controlled by the university and the provision of food to residential students. Includes acquiring and maintaining operating licenses under the Food Act 2006 and Food Regulation 2006, and complying with national food safety standards.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to equipment and stores, evaluation, pest control and supplier information.

Reference	Description of records	Status	Disposal action
601.2/A16	<p>AUTHORISATIONS</p> <p>The activity of the university seeking permission to undertake an action. Food premise registration records may either be managed as part of the food operator licence application or as part of the building development process.</p> <p>See Property Management - Authorisations - Food Premises for records relating to approvals relating to the construction of food premises.</p>		
601.2/C26	<p>Food business operator</p> <p>Records relating to the licensing of the university to operate a food business under the <i>Food Act 2006</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance self-assessments • copies of inspection reports • copies of program audits • decision notice • licence application • renewal, variation or cancellation notices • show cause notices • supporting documentation. 	Temporary	Retain for 3 years after last action.
601.2/C27	<p>Liquor licence</p> <p>Records relating to the licensing of the university to sell or supply liquor in accordance with section 27 of the <i>Liquor Act 1992</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • decision notices 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • liquor licence applications • records relating to the acquisition, purchase, sale and supply of liquor. 		
601.2/A17	<p>INCIDENTS <i>The activity of responding to actual or alleged incidents of food contamination and poisoning.</i> <i>See University Governance - Risk Management for records relating to the management of claims.</i></p>		
601.2/C28	<p>Incidents - adults Records of internal and external investigations into food related complaints involving adults. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • directions issued by Queensland Health under section 271 (2) or 271(D) of the <i>Food Act 2006</i> • incident reports • notifications to Queensland Health relating to reportable incidents of food poisoning or contamination as required under section 270 (2) or 271(B) of the <i>Food Act 2006</i> • results of food tests. <p><i>See University Governance - Risk Management - Claims - other claims settled without litigation for records relating to cases which result in claims for compensation.</i></p>	Temporary	Retain for 3 years after last action.
601.2/C29	<p>Incidents - minors Records of internal and external investigations into food related complaints involving minors. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • directions issued by Queensland Health under section 271 (2) or 271(D) of the <i>Food Act 2006</i> • incident reports • notifications to Queensland Health relating to reportable incidents of food poisoning or contamination as required under section 270 (2) or 271(B) of the <i>Food Act 2006</i> • results of food tests. <p><i>See University Governance - Risk Management - Claims - other claims settled without litigation for records relating to cases which result in claims for compensation.</i></p>	Temporary	Retain for 6 years after minor attains the age of 18.
601.2/A18	<p>MONITORING <i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i></p>		

Reference	Description of records	Status	Disposal action
601.2/C30	<p>Food temperature logs Food temperature logs kept in accordance with the <i>Australian Food Safety Standard - 3.2.2 Food Safety Practices and General Requirements</i>.</p>	Temporary	Retain for 1 year after last action.
601.2/C31	<p>Freezer/refrigerator temperature logs Freezer/refrigerator temperature logs kept in accordance with <i>the Australian Food Safety Standard - 3.2.2 Food Safety Practices and General Requirements</i>.</p>	Temporary	Retain for 1 year after last action.
601.2/A19	<p>PLANNING <i>The activity of formulating strategies to achieve an objective or outcome.</i> <i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to other risk management plans, policies and procedures.</i></p>		
601.2/C32	<p>Food safety program - development Records relating to the development of the Food Safety Program.</p>	Temporary	Retain for 3 years after last action.
601.2/C33	<p>Food safety program - final version Final version of Food Safety Program required under the <i>Food Act 2006</i>.</p>	Temporary	Retain for 5 years after program superseded.
601.2/A20	<p>PROVISION <i>The activity of providing food to clients.</i></p>		
601.2/C34	<p>Food services Records relating to the provision of food services (e.g. menus).</p>	Temporary	Retain until reference ceases.
601.2/C35	<p>Supplies Records relating to the provision of supplies. <i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to all financial records.</i></p>	Temporary	Retain until reference ceases.

5. HUMAN RESOURCE MANAGEMENT (601.2/F5)

The function of managing organisational personnel.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to non-university specific Workforce Management including:

- *staff misconduct, including academic misconduct*
- *casual staff and work experience placement*
- *personal promotion and appeals against promotion outcomes*
- *professional development, including special studies or sabbatical*
- *recruitment of individuals.*

Reference	Description of records	Status	Disposal action
601.2/A21	APPOINTMENTS AND INVITATIONS <i>The activities associated with the appointment of individuals by invitation.</i>		
601.2/C38	Honorary appointments Records associated with honorary appointments.	Permanent	Retain permanently.
601.3/C145	Appointments by invitation Records associated with appointments by invitation. Includes adjunct and conjoint appointments, award of academic title, visting scholars, postdoctoral fellows and occupational trainees.	Temporary	Retain for 7 years after last action.
601.2/A22	AWARDS AND RECOGNITION <i>The establishment of, and terms and conditions for, schemes for the recognition of excellence in performance by staff. Includes internal and external awards.</i> <i>See Teaching and Learning - Awards for records relating to teaching awards.</i> <i>See External Relations - External awards for records relating to awards granted to individuals by an external entity.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to conferring of awards.</i>		
601.2/C42	Establishment Records relating to the development and establishment of excellence awards within the university.	Temporary	Retain for 5 years after award no longer

Reference	Description of records	Status	Disposal action
	Excludes teaching awards. <i>See <u>Teaching and Learning - Awards – Establishment</u> for records relating to development and establishment of teaching awards.</i>		offered.
601.2/A26	STAFF EXCHANGES <i>The activity of cooperating with other institutions to provide staff with opportunities to develop, teach or research at another institution while maintaining their substantive appointment.</i>		
601.2/C53	Arrangements Records relating to the arrangements for staff exchanges.	Temporary	Retain for 2 years after arrangements expire.

6. PROPERTY MANAGEMENT (601.2/F6)

The function of dealing with managing land and working, storage or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes buildings and land allotments owned, rented or leased by the university.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to Property Management that are not university-specific.

Reference	Description of records	Status	Disposal action
601.2/A28	<p>ACQUISITION AND DISPOSAL</p> <p><i>The activity of acquiring and disposing of buildings, structures and land by the university for use for teaching, accommodation and commercial business uses. Includes all land acquired by bequest and includes, but is not limited to the acquisition and disposal of:</i></p> <ul style="list-style-type: none"> • <i>agricultural farms</i> • <i>business accommodation (e.g. Customs House)</i> • <i>research stations</i> • <i>sporting facilities;</i> • <i>student accommodation facilities</i> • <i>teaching and learning facilities.</i> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the acquisition and disposal of administrative buildings and capital assets.</i></p>		
601.2/C56	<p>Acquisitions - Historically significant</p> <p>Records relating to the acquisition of land that has historical significance. Includes land acquired by purchase or bequest.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none"> • acquisition aroused controversy (e.g. protests on a large scale or attracted extensive media attention) • cultural value (e.g. land has strong or special association with the community for social or spiritual reasons) • environmental value (e.g. land provides habitat for rare flora or fauna) • high aesthetic characteristics valued by the community • Indigenous importance (e.g. spiritual significance to the community) or Native Title claims • recognised historical value (e.g. currently or previously listed on the Queensland Heritage 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	Register, National Trust list, or with the Australian Heritage Council) <ul style="list-style-type: none"> • scientific value (e.g. land important for scientific research). 		
601.2/C57	Acquisitions - Do not proceed Records relating to land acquisitions that are proposed but not proceeded with.	Temporary	Retain for 7 years after last action.
601.2/C58	Acquisitions - Other Records relating to the acquisition of land that is not historically significant as described under <i>Acquisitions - Historically Significant</i> .	Temporary	Retain for 12 years after disposal of property.
601.2/C59	Disposal - Historically significant Records documenting the disposal of land that has historical significance as described under <i>Acquisitions - Historically Significant</i> . Factors that can determine a permanent retention include: <ul style="list-style-type: none"> • cultural value (e.g. land has strong or special association with the community for social or spiritual reasons) • disposal aroused controversy (e.g. protests on a large scale or attracted extensive media attention) • environmental value (e.g. land provides habitat for rare flora or fauna) • high aesthetic characteristics valued by the community • Indigenous importance (e.g. spiritual significance to the community) or Native Title claims • recognised historical value (e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, or with the Australian Heritage Council) • scientific value (e.g. land important for scientific research). 	Permanent	Retain permanently.
601.2/C60	Disposal - Other Records documenting the disposal of land that is not historically significant as described under <i>Disposal - Historically Significant</i> .	Temporary	Retain for 12 years after disposal of land.
601.2/A29	AUTHORISATIONS <i>The activity of local government seeking permission to undertake an action.</i>		

Reference	Description of records	Status	Disposal action
601.2/C61	<p><i>Environmentally relevant activities - successful registration</i></p> <p>Records relating to the successful registration of the university to conduct an environmentally relevant activity (ERA) in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • amendments • approvals • audit statements • cancellations; • decisions notices • environmental reports • notifications • renewals • suspensions • transfers. 	Temporary	Retain for 7 years after expiry or cancellation of registration.
601.2/C62	<p><i>Environmentally relevant activities - unsuccessful registration</i></p> <p>Records relating to the unsuccessful registration of the university to conduct an environmentally relevant activity (ERA) in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audit statements • decision notices • environmental reports • notifications • representations against a decision. 	Temporary	Retain for 2 years after last action.
601.2/C63	<p><i>Food Premises</i></p> <p>Records relating to the registration of university facilities as food premises under the <i>Food Act 2006</i>. Include authorisation to design, outfit, alter or transfer a food premises.</p> <p>Records may include, but are not limited to:</p>	Temporary	Retain for 3 years after the expiry or cancellation of all licences and/or registrations.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • application • decision notice • inspection certificates • re-registration notice. <p>See <i>Food Services - Authorisations - Food business operators</i> for food operator licence approvals.</p>		
601.2/A30	<p>DESIGN AND CONSTRUCTION</p> <p><i>The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings and structures owned, leased or otherwise occupied by the university. Records may include, but are not limited to as-constructed plans, consultants/engineers reports, contracts, inspection records, maps and drawings, specifications, surveys, and tenders.</i></p> <p><i>Buildings and/or structures may include, but are not limited to:</i></p> <ul style="list-style-type: none"> • <i>academic libraries</i> • <i>auditoria/theatres</i> • <i>business accommodation</i> • <i>computer laboratories</i> • <i>lecture theatres and tutorial rooms</i> • <i>media studios</i> • <i>museums and art galleries</i> • <i>practice teaching areas</i> • <i>scientific/research laboratories</i> • <i>sporting facilities</i> • <i>student accommodation</i> • <i>swimming pools.</i> 		
601.2/C64	<p><i>Buildings and structures - Historically significant</i></p> <p>Records relating to the design, construction and commissioning of buildings and/or structures that have historical significance.</p> <p>Factors that can determine a permanent retention include:</p> <ul style="list-style-type: none"> • construction aroused controversy (e.g. protests on a large scale or attracted extensive media attention) 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • cultural value (e.g. building has strong or special association with the community for social reasons, i.e. first public library in the local government area) • environmental value (e.g. unique eco-friendly construction techniques) • high aesthetic characteristics valued by the community • indigenous importance (e.g. spiritual significance to the community). • received a major architectural or design award • recognised historical value (e.g. currently or previously listed on the Queensland Heritage Register, National Trust list, university heritage list or with the Australian Heritage Council) • scientific or technical value (e.g. building utilised non-standard construction materials and methods). 		
601.2/C65	<p><i>Buildings and structures - Other</i> Records relating to the design, construction and commissioning of buildings and/or structures that are not historically significant as described under <i>Buildings and structures - Historically significant</i>.</p>	Temporary	Retain for 7 years after removal or disposal of building or structure.
601.2/A31	<p>HONOURING AND NAMING <i>The activity of honouring and recognising distinguished individuals or corporations by the dedication of memorials. Includes building names.</i></p>		
601.2/C66	<p><i>Establishment</i> Records relating to the establishment, design, erection, management and removal of memorial plaques, monuments, benches, fountains, building names, etc.</p>	Permanent	Retain permanently.
601.2/C67	<p><i>Naming</i> Records relating to the naming of premises, buildings, grounds or other physical features. <i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to the event associated with the naming premises, building, grounds or other physical features.</i></p>	Permanent	Retain permanently.
601.2/A32	<p>MAINTENANCE <i>The activity of repairing, servicing and preserving specifically designed and/or purpose built buildings and structures owned, leased or otherwise occupied by the university.</i> <i>Records include, but are not limited to consultants/engineers reports, contracts, inspection records, maintenance requests, specifications, and tenders.</i> <i>Buildings and/or structures may include, but are not limited to:</i></p>		

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • <i>academic libraries</i> • <i>auditoria/theatres</i> • <i>business accommodation</i> • <i>computer laboratories</i> • <i>lecture theatres and tutorial rooms</i> • <i>media studios</i> • <i>museums and art galleries</i> • <i>practice teaching areas</i> • <i>scientific/research laboratories</i> • <i>sporting facilities</i> • <i>student accommodation</i> • <i>swimming pools</i> 		
601.2/C68	<p>Major maintenance - Buildings/structures of historical significance</p> <p>Records relating to major maintenance, conservation and repairs that affect the structure of buildings and structures that are historically significant as described under <u><i>Property Management - Design and Construction - Buildings and structures - Historically significant.</i></u></p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • changes that impact on the heritage value of the building or structure such as altering the façade or aesthetic aspects of the building. 	Permanent	Retain permanently.
601.2/A34	<p>REGISTRATION</p> <p><i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i></p>		
601.2/C73	<p>Property registers</p> <p>University property registers.</p>	Permanent	Retain permanently.
601.2/A35	<p>TRAFFIC AND PARKING</p> <p><i>The process of controlling traffic and parking on university owned or controlled grounds.</i></p> <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to vehicle accidents reports.</i></p>		
601.2/C74	<p>Fines, penalties and fees</p> <p>Records relating to fines, penalties and fees for parking and traffic infringements.</p>	Temporary	Retain for 1 year after last action.

Reference	Description of records	Status	Disposal action
601.2/C75	<p><i>Management and control</i></p> <p>Records relating to the management and control of parking and traffic.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• parking permits• public information notices• public transport services.	Temporary	Retain for 1 year after last action.
601.2/C76	<p><i>Removal, detention and disposal of vehicles</i></p> <p>Records relating to the removal, detention and disposal of illegally parked and abandoned vehicles.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• notices to vehicle owners• public notices of sale.	Temporary	Retain for 1 year after last action.

7. PUBLISHING (601.2/F7)

The function of publishing original literature by the university in the role of a publisher. Includes receiving, reviewing, and accepting or rejecting manuscripts, printing and distributing works and protecting copyright. Also includes awarding literary prizes and publications published under joint venture agreements.

See [University Governance - Committees](#) for records of the publishing committee or board.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to:

- *annual reports*
- *distribution*
- *grant funding*
- *litigation*
- *management of copyright owned by the university*
- *marketing*
- *printing of university marketing or teaching materials*
- *procedures*
- *subscriber, supplier and contacts lists.*

Reference	Description of records	Status	Disposal action
601.2/A38	<p>AWARDS</p> <p><i>The activity of establishing literary prizes and awards, receiving and considering nominations and presenting awards.</i></p> <p>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to the marketing of prizes and awards.</p>		
601.2/C81	<p>Award recipients</p> <p>Master list of prize or award recipients.</p>	Permanent	Retain permanently by the university.
601.2/C82	<p>Awards - Successful nominations</p> <p>Records relating to nominations received for literary awards sponsored by the university, that are successful.</p>	Temporary	Retain for 2 years after last action.

Reference	Description of records	Status	Disposal action
	Records may include, but are not limited to: <ul style="list-style-type: none"> notification of outcome. 		
601.2/C83	Awards - Unsuccessful nominations Records relating to nominations received that are unsuccessful. Records may include, but are not limited to: <ul style="list-style-type: none"> notification of outcome. 	Temporary	Retain for 1 year after last action.
601.2/C84	Judging panel Master list of judges.	Permanent	Retain permanently by the university.
601.2/A39	INTELLECTUAL PROPERTY <i>The activity of managing the university's intellectual property both published and unpublished. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under the Right to Information Act 2009. See the General Retention and Disposal Schedule for Administrative Records for records relating to copyright requests and actions against infringements of copyright.</i>		
601.2/C86	Royalties (payments to authors) Records relating to royalty payments.	Temporary	Retain for 6 years after last action.
601.2/A40	MANUSCRIPTS <i>The activity of receiving, reading and evaluating manuscripts submitted by authors for the publication of original works. See University Governance - Committees for records and decisions of the publishing committee or board.</i>		
601.2/C87	Letters of rejection Notification sent to prospective authors advising that their manuscript will not be published.	Temporary	Retain for 5 years after last action.

8. RESEARCH (601.2/F8)

The function of investigating or inquiring into a subject of interest in order to discover or apply facts and/or principles. Research may be funded by a grant, consultancy or scholarship, or may be an unfunded act of academic scholarship undertaken within the university. Includes activities associated with managing and administering research.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records relating to the establishment and management of collaborative ventures and research centres and the disposal of equipment and stores.

Reference	Description of records	Status	Disposal action
601.2/A42	<p>ANATOMY</p> <p><i>The activities associated with the use and disposal of deceased human bodies (cadavers), body parts and specimens for research or teaching purposes in accordance with statutory requirements outlined in the Transplantation and Anatomy Act 1979 and the Transplantation and Anatomy Regulation 2004.</i></p> <p><i>See Research - Research Project Management for records relating to research projects.</i></p>		
601.2/C90	<p>Inspections of facilities</p> <p>Records relating to inspections of anatomy facilities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approval • documentation • general correspondence. <p><i>See Research - Biotechnology Compliance for records relating to inspection of biotechnology facilities, see Research - Biotechnology Compliance.</i></p>	Temporary	Retain for 7 years after last action.
601.2/C91	<p>Specimens</p> <p>Records relating to the acquisition or donation, care, storage, maintenance, management and disposal of anatomy or specimens.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • acceptances • authority • central register of donations 	Permanent	Retain permanently by the university.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • certificate of agreement • consent forms • objections • revocation of authorisation • supporting information (e.g. death certificate). 		
601.2/A43	<p>ANIMAL MANAGEMENT <i>The activities associated with the care, use, protection and disposal of animals and animal body parts or specimens for teaching, research purposes in accordance with statutory requirements.</i> See Research - Research Project Management for records relating to individual research projects. See Research - Ethical clearances for records relating to approvals by university ethics committees to use animals for scientific purposes.</p>		
601.2/C92	<p>Acquisition, management, maintenance and care Records relating to the acquisition, management, maintenance and care of animals. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • acquisition • animal register (description, use, duration, disposal and justification) • care (including veterinary medical records) • disposal of animal remains or specimens • handling, housing/storage documentation • records relating to administering lethality tests and quarantine • transport. 	Temporary	Retain for 7 years after last action.
601.2/C93	<p>Complaints Records relating to complaints concerning animal management. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • complaints • investigations • response/outcome. 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
601.2/C94	<p><i>Licences and permits</i> Records relating to licences or permits for supply, collection, import, export, release, or killing of animals. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • licences • supporting information. 	Temporary	Retain for 7 years after licence or permit lapses.
601.2/C95	<p><i>Monitoring</i> Records relating to the monitoring of animal management. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appeals • checks by internal or external officers • direction for animal welfare • information notices • non-compliance and action taken • orders • receipt • seizure direction and consent. 	Temporary	Retain for 7 years after last action.
601.2/C96	<p><i>Registration and accreditation</i> Records relating to registration as a scientific user and accreditation of animal research facilities. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application for accreditation/registration • supporting documentation, registration certificate and replacements • variations/amendments. 	Temporary	Retain for 7 years after licence or permit lapses.
601.2/A44	<p>BIOTECHNOLOGY COMPLIANCE <i>The activities relating to the control, certification, accreditation and regulation of biotechnology facilities and organisms, in accordance with statutory requirements as outlined in the Gene Technology Act 2001 and the Gene Technology Regulation 2002.</i></p>		

Reference	Description of records	Status	Disposal action
	<p>See <i>University Governance - Committees</i> for records of institution bioethics committees.</p> <p>See <i>Research - Research Project Management</i> for records relating to individual research projects.</p>		
601.2/C97	<p>Accreditation</p> <p>Records relating to the accreditation of an institution to conduct biotechnology research under the <i>Gene Technology Act 2000</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • annual report to Office of the Gene Technology Regulator for legislative compliance. • applications • notices • supporting information. 	Permanent	Retain permanently.
601.2/C98	<p>Biosafety - incident reporting</p> <p>Incident reports relating to biosafety.</p>	Temporary	Retain for 30 years after last action.
601.2/C99	<p>Biosafety - inspections</p> <p>Correspondence relating to biosafety inspections conducted by an external inspector.</p>	Temporary	Retain for 7 years after last action.
601.2/C100	<p>Biosafety - risk management</p> <p>Records relating to activities associated with biosafety risk management including management and mitigation of risks associated with biotechnology research.</p>	Permanent	Retain permanently.
601.2/C101	<p>Certification</p> <p>Records relating to certification of university biotechnology practices, procedures and facilities under the <i>Gene Technology Act 2000</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • certificates • inspections by monitoring authority • internal and external reports for legislative compliance • supporting documentation 	Temporary	Retain for 7 years after certification lapses.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • variations, suspensions or cancellations. 		
601.2/C102	<p>Licensing</p> <p>Records relating to biotechnology licences held by the university under the Gene Technology Act 2000.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • notification of decision • supporting or additional information • variations. 	Temporary	Retain for 7 years after licence lapses.
601.2/A46	<p>COMMERCIALISATION</p> <p><i>The activities associated with gaining economic benefit from a product derived from research. Excludes records concerning the establishment of university companies.</i></p> <p><i>See University Governance - University Owned Companies and Shares for records relating to the establishment of university companies.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to marketing and advertising and routine administrative and financial records.</i></p>		
601.3/C112	<p>Administration - product commercialised</p> <p>Records relating to administration of commercialisation activities where the product is successfully commercialised.</p> <p><i>See University Governance - Contractual arrangements for records relating to agreements.</i></p>	Temporary	Retain for 15 years after the end of the life of the commercial value of the product.
601.3/C134	<p>Administration - product not commercialised</p> <p>Records relating to administration of commercialisation activities where the product is not successfully commercialised.</p> <p><i>See University Governance - Contractual arrangements for records relating to agreements.</i></p>	Temporary	Retain for 12 years after last action.
601.2/C107	<p>Feasibility studies</p> <p>Records relating to planning and feasibility studies for the commercialisation of a product, including arrangements for commercial manufacture or design of a product.</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
601.2/A47	<p>CONSULTANCY</p> <p><i>The activities associated with the provision of professional and testing services to external bodies, by the university or its staff.</i></p> <p>See Research - Research Data for records relating to data and analysis produced from consultancy.</p> <p>See the General Retention and Disposal Schedule for Administrative Records for routine administrative and financial records.</p>		
601.3/C101	<p>Administration and management</p> <p>Records relating to the establishment and administration of consultancies or proposed consultancies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • acceptance of consultancy • conditions and use and confidentiality provisions • costing models and information • final reports, recommendations, technical reports or analysis • interim evaluations or progress reports • monitoring • preliminary correspondence and negotiations-; • work plans and objectives. <p>See University Governance - Contractual arrangements for records relating to agreements.</p>	Temporary	Retain for 7 years after last action.
601.2/A48	<p>ETHICAL CLEARANCES</p> <p><i>The administrative processes associated with gaining ethical clearance in relation to research and research training activities. Includes human and animal research and genetic manipulation.</i></p> <p>See University Governance – Committees for minutes and agendas of ethics committees.</p> <p>See Research - Research Project Management for records associated with research projects.</p>		
601.2/C110	<p>Animals</p> <p>Records relating to ethical clearance for individual projects with research involving animals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • assessment and decision (approval, amendment or rejection) • supporting documentation. 	Temporary	Retain for 7 years after project concluded or abandoned.

Reference	Description of records	Status	Disposal action
601.2/C111	<p>Consent</p> <p>Records relating to consent obtained from individuals to participate in research activities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • consent notices • records of suitability card for interviewing juveniles • signed consent. 	Temporary	Retain for 15 years after project concluded or abandoned.
601.2/C112	<p>Genetically modified organisms</p> <p>Records relating to ethical clearance for activities involving genetically modified organisms not covered under <u>Humans - expedited process</u> or <u>Humans - full process</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • assessment and decision (approval, amendment or rejection) • supporting documentation. 	Temporary	Retain for 15 years after project concluded or abandoned.
601.2/C113	<p>High risk material</p> <p>Records relating to ethical clearance associated with high risk material. Includes teratogens and carcinogens, ionising radiation and dangerous drugs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • assessment and decision (approval, amendment or rejection) • supporting documentation. 	Temporary	Retain for 15 years after project concluded or abandoned.
601.2/C114	<p>Humans - expedited process</p> <p>Records relating to ethical clearance for individual projects with research involving humans, where expedited processes for ethical clearance are used.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • annual reporting process • applications • assessment, decision (approval, amendment, rejection or conditional approval) • supporting documentation (including information sheet for participants). 	Temporary	Retain for 10 years after project concluded or abandoned.

Reference	Description of records	Status	Disposal action
601.2/C115	<p><i>Humans - full process</i> Records relating to ethical clearance for individual projects with research involving humans, where full ethical clearance processes are used. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • annual reporting process • applications • assessment, decision (approval, amendment, rejection or conditional approval) • supporting documentation (including information sheet for participants). 	Temporary	Retain for 15 years after project concluded or abandoned.
601.2/C116	<p><i>Monitoring</i> Records relating to the monitoring of ethical practices. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • annual review of activities • compliance reports to external bodies • internal reports to governing body • monitoring of individual projects through audits • summary reports. 	Temporary	Retain for 7 years after project concluded or abandoned.
601.2/A49	<p>INTELLECTUAL PROPERTY <i>The activities involved in managing the university's intellectual property, both published and unpublished, and the use of intellectual property owned by another party. Includes:</i></p> <ul style="list-style-type: none"> • <i>the management of knowledge, copyright, design, patents and trademarks, royalties and matters of confidentiality such as trade secrets; and</i> • <i>intellectual property registered or not (e.g. patents, licences, copyright, trademarks, designs, trade secrets).</i> <p><i>See Research – Commercialisation for records relating to the exploitation of intellectual property (e.g. make, use, hire, sell).</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to copyright, patents, costs, reimbursements of cost, fees, payments, royalties and finances.</i></p>		
601.2/C117	<p><i>Administration</i> General administrative correspondence relating to intellectual property management. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • correspondence between officers internally or between solicitors/attorneys. 	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
601.3/C136	<p>Arrangements for use Records relating to the arrangements for the use of intellectual property. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • correspondence between licensors and licensees • material or product transfer. <p>See <u>University Governance - Contractual arrangements</u> for records relating to agreements.</p>	Temporary	Retain for 7 years after last action.
601.2/C119	<p>Infringements and disputes Records relating to infringements and disputes concerning intellectual property. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • mediation and outcome • notification of disputes. 	Temporary	Retain for 10 years after last action.
601.3/C108	<p>Registration of patents and other intellectual property Records relating to the registration of patents and other intellectual property (e.g. industrial designs, circuit layouts, database rights, plant breeders rights, and copyright in jurisdictions where it is not automatically assigned but requires registration). Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications for registration of patent or other intellectual property • correspondence with jurisdictional bodies • final registration • patent specification (provisional or complete) • renewal • supporting documents. 	Permanent	Retain permanently.
601.2/A50	<p>RESEARCH DATA <i>The observation, recording and analysis of research results for research that is owned by the university. Includes readings, results, photographs, outcomes, data sheets, field notes, diagrams, printouts, graphs, conclusions, laboratory notes, transcriptions, clinical records.</i></p>		
601.3/C148	<p>Research data - clinical trials Research data created in the conduct of clinical trials.</p>	Temporary	Retain for 15 years after completion of clinical research/trial AND 10 years after last

Reference	Description of records	Status	Disposal action
			patient service provision or medico-legal action.
601.3/C150	<p>Research data - other (does not result in patent) Research data created in the conduct of research which does not fit into the other categories, which does not result in a patent.</p>	Temporary	Retain for 5 years after last action.
601.3/C149	<p>Research data - other (results in patent) Research data created in the conduct of research which does not fit into the other categories, which results in a patent.</p>	Temporary	Retain for 7 years after expiry of patent.
601.2/C123	<p>Research data - significant Research data created in the conduct of a research project, including clinical trials, which is of high public interest or significance to the discipline such that it has or will change a commonly held view or approach irrespective of the field in which the research is conducted. Factors which may determine significance include projects which:</p> <ul style="list-style-type: none"> • are controversial • are the subject of extensive debate • arouse widespread scientific or other interest • have the potential to cause major adverse impacts on the environment, society or human health • involve eminent researchers • involve the use of major new or innovative techniques. 	Permanent	Retain permanently.
601.2/A51	<p>RESEARCH FUNDING <i>Activities associated with collating and reporting research output and quality in order to establish eligibility for Commonwealth funding.</i> <i>See University Governance - Annual Submissions for annual submissions to the relevant public authority.</i></p>		
601.3/C154	<p>Publications - Master set Master set of research publications of the University.</p>	Permanent	Retain permanently.
601.2/C128	<p>Publications and research output Records relating to details of academic staff publications or research output for preparation of applications for research funding.</p>	Temporary	Retain for 13 years after year of data collection.

Reference	Description of records	Status	Disposal action
601.2/C127	<p>Submissions to the Commonwealth department responsible for higher education Final institution submission to the Commonwealth department responsible for higher education.</p>	Permanent	Retain permanently by the university.
601.3/A15	<p>RESEARCH MATERIALS <i>The activities associated with the management of materials which are used in research activities. Includes chemicals, specimens, drugs, poisons, etc.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to:</i></p> <ul style="list-style-type: none"> • <i>accidents involving research materials</i> • <i>hazardous materials and waste</i> • <i>litigation and other legal matters involving research materials</i> • <i>radioactive substances</i> • <i>safety plans, policies or procedures.</i> 		
601.2/C129	<p>Acquisition and disposal Records relating to the acquisition and disposal of chemicals, non-human specimens, drugs and poisons, etc., used in research activities and which are not controlled by specific regulations. <i>See Research - Anatomy – Specimens for records relating to the disposal of human bodies or body parts.</i></p>	Temporary	Retain for 5 years after last action.
601.2/C130	<p>Clinical and related waste Records relating to the management of clinical and related waste in accordance with regulatory requirements set out under the <i>Environmental Protection (Waste Management) Regulation 2000</i>. Includes waste management plans.</p>	Temporary	Retain for 5 years after last action.
601.2/C131	<p>Controlled/restricted drugs - disposal Records relating to the disposal of controlled or restricted drugs kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i>. <i>See Research - Research Materials - Acquisition and Disposal for disposal of drugs not controlled by specific legislation.</i></p>	Temporary	Retain for 2 years after date of disposal of drugs.
601.2/C132	<p>Controlled/restricted drugs - register Controlled and Restricted Drug Register kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i>.</p>	Temporary	Retain for 2 years after the last entry.

Reference	Description of records	Status	Disposal action
601.2/C136	Use of chemicals Records relating to the use of chemicals for agricultural and veterinary purposes and in accordance with the <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i> .	Temporary	Retain for 2 years after last action.
601.2/A53	RESEARCH PROCEDURES <i>The activities associated with the development, review and implementation of standard methods of operating formulated by the university.</i>		
601.2/C138	Laboratory manuals Master set of manuals, handbooks, directives, etc., detailing procedures supporting the research function.	Temporary	Retain until superseded.
601.3/A10	RESEARCH PROJECT MANAGEMENT <i>The activities associated with the inquiries or investigations into a specific subject to discover and/or apply knowledge facts or principles. This includes the development, submission and approval of research project proposals; the management of research projects and reporting on activities associated with progress and completion. May also be referred to as a fellowship.</i>		
601.2/C139	Funding opportunities Records relating to research funding opportunities. Records may include, but are not limited to: <ul style="list-style-type: none"> • general correspondence to and received from external research bodies • grants register (of research funding opportunities) • identification and evaluation of opportunities for funding. 	Temporary	Retain for 3 years after last action.
601.2/C140	Research projects - master register Master register of funded research projects.	Permanent	Retain permanently.
601.2/C141	Research projects - result in patent Records relating to research projects, the outcome of which leads to a patent which is owned by the university. <i>See <u>Research - Intellectual Property – Registration of patents and other intellectual property for patent applications</u>.</i>	Temporary	Retain for 7 years after expiry of patent.
601.3/C97	Research projects - successful Records relating to research project administration. Includes projects which are approved for funding but do not proceed.	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application forms or tenders • internal or external compliance reports • project funding proposals • supporting information, referees, protocols. <p>See University Governance - Contractual arrangements for records relating to agreements.</p>		
601.2/C143	<p>Research projects - unsuccessful</p> <p>Records relating to the formulation and or development of research projects where the application is unsuccessful.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agreement negotiations • correspondence • preliminary data • working papers. 	Temporary	Retain for 2 years after last action.
601.2/A55	<p>RESEARCH RISK MANAGEMENT</p> <p><i>Activities relating to managing and reducing risks associated with research in accordance with regulatory requirements. Includes all research involving humans, animals, biotechnology and ionising radiation.</i></p> <p>See University Governance - Committees for committee records.</p> <p>See the General Retention and Disposal Schedule for Administrative Records for records relating to administrative risk management.</p>		
601.2/C144	<p>Contingency plans</p> <p>Contingency plans including emergency actions.</p>	Temporary	Retain until superseded.
601.2/C145	<p>Risk assessment</p> <p>Records relating to risk assessment and risk management.</p>	Temporary	Retain for 7 years after last action.

9. STUDENT ADMINISTRATION (601.2/F9)

The function of administration and management of students from application for admission to course or program to completion or discontinuation. Includes non award programs and courses/units/subjects.

See *Teaching and Learning - Assessment - Academic Record* for official academic records and transcripts of results.

Reference	Description of records	Status	Disposal action
601.2/A57	<p>ADMISSION</p> <p>The process associated with the admission of applicants into courses or programs.</p> <p>See <i>Student Administration - Student Intake Load</i> for records relating to student intake load.</p>		
601.3/C8	<p>Admission - successful</p> <p>Records relating to a successful application for entry into a course or program of study, including applications, offers of places, references, supporting documents, prior results, immigration clearances, interviews, selection tests, auditions, acceptances, deferrals, reinstatement requests, etc.</p>	Temporary	Retain for 2 years after last action.
601.2/C151	<p>Admission - unsuccessful</p> <p>Records relating to unsuccessful applications for admission. Includes rejected offers.</p>	Temporary	Retain for 6 months after applicant notified of outcome and conclusion of any appeals process.
601.2/C152	<p>QTAC - eligibility for admission</p> <p>Requests from and advice to QTAC confirming eligibility of individual students for admission to the university.</p>	Temporary	Retain for 6 months after last action.
601.2/C153	<p>QTAC - offers</p> <p>Records relating to number of offers of places in programs/courses based on QTAC data.</p>	Temporary	Retain for 3 years after census date.
601.2/C154	<p>QTAC - selection methodology</p> <p>Selection methodology provided to QTAC for admissions purposes.</p>	Temporary	Retain for 1 year after last action.

Reference	Description of records	Status	Disposal action
601.2/C155	QTAC - student preferences QTAC electronic file which includes academic results and all student course/program preferences for an institution.	Temporary	Retain for 2 years after census date.
601.3/A12	AWARDS, PRIZES AND MEDALS <i>The activities associated with nominating and granting of student awards, prizes or medals based on specific criteria such as academic merit.</i>		
601.3/C75	Applications Applications submitted by students for awards or prizes administered by the university.	Temporary	Retain until end of appeal period.
601.3/C82	Ceremonies Administrative arrangements for presentation ceremonies for awards and prizes.	Temporary	Retain for 6 months after last action.
601.3/C76	Determination Records relating to the process of determining recipients of awards, prizes or medals.	Temporary	Retain for 5 years after last action.
601.3/C77	Establishment Records relating to the establishment, rules, and conditions of awards, prizes or medals administered by the university. <i>See <u>University Governance - Contractual arrangements</u> for records relating to agreements.</i>	Permanent	Retain permanently.
601.2/C174	Medals - design and manufacture Records relating to the design and manufacture of medals.	Permanent	Retain permanently.
601.3/C78	Nomination Nomination of students for awards or prizes.	Temporary	Retain for 1 year after last action.
601.3/C80	Recipient Register Registers of recipients of awards, prizes or medals.	Permanent	Retain permanently.
601.2/A59	ENROLMENT <i>Activities and processes associated with students' initial and continuing enrolment in a course or program of study.</i>		

Reference	Description of records	Status	Disposal action
601.2/C158	<p>Academic progress</p> <p>Records relating to the academic progress of individual students.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • exclusions, academic progress, academic standing, show cause • warnings regarding failure or potential failure to meet academic requirements • withdrawal without academic penalty. 	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.3/C117	<p>Course participation</p> <p>Records relating to evidence of how individual students meet course participation conditions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • blue card/suitability card • first aid certificate • immunisation certificate • notification to immigration on enrolment status • proof of completion of compulsory or elective internal or external induction/safety programs. • visa approvals. 	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.3/C114	<p>Credit articulation</p> <p>Precedent records associated with the arrangement for approving credit for units of study completed by students at another institution.</p>	Temporary	Retain for 10 years after arrangement ceases or superseded.
601.3/C10	<p>Enrolment - administrative verification</p> <p>Records relating to the enrolment of students into courses or programs of study.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • enrolment forms; • change of classes • changes to enrolment, including enrolment overload and change of plan or major • course cancellation • enrolment verification/confirmation • individual student arrangements, arrival times 	Temporary	Retain for 6 months after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> reenrolment forms, including requests to undertake restricted courses. 		
601.3/C60	<p>Enrolment - other records Other records relating to the enrolment of students into courses or programs of study, not covered under Enrolment - administrative verification. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> confirmation of candidature credit transfer exemption from English language enhancement course leave of absence. 	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.3/C59	<p>Non-award courses/programs Records relating to the enrolment of individual students in non-award courses/programs such as English language programs, prior to their admission or in association with their studies. These programs are not part of the award programs/courses of the university (e.g. English Language Intensive Course for Overseas Students (ELICOS), BOTPLS). Records may include, but are not limited to:</p> <ul style="list-style-type: none"> enrolment and class attendance. 	Temporary	Retain for 2 years after last action.
601.3/C62	<p>Requests - academic records Requests from student for copies of academic records including academic transcripts and official letters.</p>	Temporary	Retain for 6 months after last action.
601.2/A60	<p>GRADUATION <i>The activities associated with the conferral of an academic award following the completion of course or program requirements. Also includes the award of honorary degrees to persons external to the university.</i></p>		
601.2/C163	<p>Academic dress Records relating to academic dress protocol.</p>	Permanent	Retain permanently.
601.3/C12	<p>Administration Records associated with communicating graduation information to students. Records may include, but are not limited to:</p>	Temporary	Retain for 6 months after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • graduation ceremony allocation • student application to graduate. 		
601.3/C13	<p>Conferral proceedings Records relating to the proceedings of conferral of certificates at a ceremony. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audio visual recordings of proceedings • graduation programs • protocols; • transcripts of guest speeches. 	Temporary	Retain for 10 years after last action.
601.3/C11	<p>Eligibility to graduate Records relating to the determination of eligibility to graduate. Includes approval of conferral lists and the calculation and approval of the honours classification.</p>	Temporary	Retain for 10 years after last action.
601.2/C166	<p>Honorary degrees - accepted Records relating to the nomination and recommendation for the award of an honorary degree. <i>See Student Administration - Graduation - Conferral proceedings for records relating to conferral of award.</i></p>	Permanent	Retain permanently.
601.2/C167	<p>Honorary degrees - refused or deferred Records relating to refusal of offer of honorary degree and those not proceeding or deferred.</p>	Temporary	Retain for 10 years after last action.
601.3/C56	<p>Replacement testamurs and graduation statements Records relating to requests for replacement degree certificate or graduation statement. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • payment of a fee • statutory declaration. 	Temporary	Retain for 5 years after last action.
601.2/C170	<p>University graduands Master record of university graduands.</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
601.3/A14	GRIEVANCES <i>The activity of investigating a grievance raised by a student.</i>		
601.3/C87	Grievance - cases Records relating to the investigation of grievances raised by students, usually relating to academic or administrative decisions.	Temporary	Retain for 7 years after last action.
601.2/A61	MISCONDUCT (ACADEMIC) <i>The activities associated with the management of misconduct involving a breach by a student of academic standards which may involve plagiarism, falsifying results, cheating, etc., and may include the imposition of a penalty.</i>		
601.2/C171	Allegations - academic misconduct Records relating to allegations of misconduct.	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.2/A62	MISCONDUCT (NON-ACADEMIC) <i>The activities associated with the management of matters relating to student discipline such as harassment, property damage or other forms of misconduct that do not involve academic studies. Student discipline is authorised by a university statute. See Student Administration - Misconduct (Academic) for records relating to academic misconduct.</i>		
601.2/C172	Allegations - non-academic misconduct Records relating to allegations of student misconduct.	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.2/C173	Investigations - non-academic misconduct Records relating to interaction with external agencies regarding criminal or legal investigations into student non-academic misconduct.	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records for other legal records.</i>		
601.3/A23	<p>PROGRAM AND COURSE GUIDES</p> <p><i>The activity of developing guides to programs and courses offered by the university.</i></p> <p><i>University publications are required for legal deposit with the State Library of Queensland, the Parliamentary Library and the National Library of Australia under the Libraries Act 1988 and the Copyright Act 1968.</i></p> <p><i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to the drafting and release of publications.</i></p>		
601.3/C146	<p>Program/course catalogue</p> <p>Master version of the program/course catalogue or listing that describe the programs/courses and their requirements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • handbooks of programs/courses. 	Permanent	Retain permanently.
601.3/A13	<p>SCHOLARSHIPS, SPONSORSHIPS AND BURSARIES</p> <p><i>The activities associated with awarding a student with a benefit or package of benefits, which includes a financial consideration, awarded on the bases of specified criteria. These criteria may be based on academic or other merit, and/or be equity related.</i></p>		
601.3/C69	<p>Administration - Scholarships, sponsorships and bursaries</p> <p>Records relating to the administration of internal or external scholarships, sponsorships or bursaries for individual students. Includes successful applications and applications which are successful but do not proceed or are abandoned.</p>	Temporary	Retain for 7 years after last action.
601.3/C70	<p>Applications - Unsuccessful</p> <p>Unsuccessful applications submitted by students for scholarships, sponsorships or bursaries.</p>	Temporary	Retain until end of appeal period.
601.3/C81	<p>Ceremonies</p> <p>Administrative arrangements for presentation ceremonies for scholarships, sponsorships and bursaries.</p>	Temporary	Retain for 6 months after last action.
601.3/C71	<p>Determination</p> <p>Records relating to the process of determining recipients of scholarships, sponsorships or bursaries.</p>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
601.3/C72	Establishment Records relating to the establishment, rules and conditions or scholarships, sponsorships or bursaries. <i>See University Governance - Contractual arrangements for records relating to agreements.</i>	Permanent	Retain permanently.
601.3/C74	Promotion Records associated with promoting availability of scholarships, sponsorships or bursaries.	Temporary	Retain for 2 years after last action.
601.3/C73	Recipient register Registers of recipients of scholarships, sponsorships or bursaries.	Permanent	Retain permanently.
601.2/A64	SEMESTER TIMINGS (ACADEMIC YEAR) <i>The activities associated with organising the structure and duration of teaching periods over the academic year.</i>		
601.2/C184	Academic Year Records relating to the organisation and structure of the academic year. Records include, but are not limited to semester and other teaching period dates, key administrative and committee dates.	Temporary	Retain for 1 year after academic calendar superseded.
601.2/A65	STUDENT DETAILS <i>The processes involved in maintaining accurate and up to date personal and academic details for current and non-current students.</i> <i>See Student Administration - Student files for other records relating to individual students.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to legal discovery not associated with Right to Information applications.</i>		
601.2/C185	Change of particulars Change of name, address or other details.	Temporary	Retain until details are updated in the student management system.
601.2/C186	Identity cards Photographic images for student identity cards. Includes negatives.	Temporary	Retain until reference ceases.
601.2/C187	Verification of details External enquiries and verification of personal details, academic records and student academic progress.	Temporary	Retain for 1 year after last action.

Reference	Description of records	Status	Disposal action
601.2/A66	<p>STUDENT EXCHANGES <i>The activities involved in arranging opportunities for students to attend another institution, whilst still being enrolled at the university.</i> <i>See University Governance - Contractual arrangements for records relating to agreements.</i></p>		
601.3/C14	<p>Applications to attend another institution - successful Successful applications for a student to enrol at another institution under an exchange program.</p>	Temporary	Retain for 2 years after end of period of enrolment.
601.2/C189	<p>Applications to attend another institution - unsuccessful Unsuccessful applications for a student to enrol at another institution under an exchange program.</p>	Temporary	Retain for 6 months from last action.
601.2/C190	<p>Applications to attend own institution - successful Successful applications for enrolment under an exchange program for students from another institution.</p>	Temporary	Retain for 1 year after end of period of enrolment.
601.2/C191	<p>Applications to attend own institution - unsuccessful Unsuccessful applications for enrolment under an exchange program for students from another institution.</p>	Temporary	Retain for 6 months after last action.
601.2/A67	<p>STUDENT FEES AND CHARGES <i>The processes involved in establishing, determining and administering the fees and charges to be levied on students, including student contribution fees, tuition fees, student services charge and library fines.</i> <i>See University Governance - Annual submissions for annual submission to the Commonwealth department responsible for higher education.</i> <i>See Support Services - Financial Assistance for records relating to the administration of student loans programs.</i></p>		
601.2/C193	<p>Administration - fees and fines Records relating to the administration and collection of tuition fees (other than student contribution fees) and library fines. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • correspondence relating to outstanding fees, fines and non-payment. 	Temporary	Retain for 5 years from end of last financial year.

Reference	Description of records	Status	Disposal action
601.2/C194	<p>Administration - sanction for non-payment (Not Paid) Records relating to the administration of the sanction for non-payment of tuition fees (other than student contribution fees) and library fines.</p>	Temporary	Retain for 70 years from date of enrolment.
601.2/C195	<p>Administration - sanction for non-payment (Paid) Records relating to the administration of the sanction for non-payment of tuition fees (other than student contribution fees) and library fines.</p>	Temporary	Retain for 3 months after last action.
601.2/C356	<p>Commonwealth Government payment options - Tax File Number not supplied Records relating to the payment option of Commonwealth Government student contribution fees where student Tax File Number details have not been provided. Includes records associated with the Declaration of Tax File Number after submission of Commonwealth Government Payment forms.</p>	Temporary	Retain for 7 years after program completion or if program abandoned, for 7 years after last enrolment.
601.2/C196	<p>Commonwealth Government payment options - Tax File Number supplied Records relating to the payment option of Commonwealth Government student contribution fees where student Tax File Number details have been provided.</p>	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.2/C197	<p>Schedule of fees Schedules of fees set.</p>	Temporary	Retain for 10 years from year to which schedule relates.
601.2/A68	<p>STUDENT FILES <i>Documentation on Student Files relates to some or all of the following activities: academic progress; appeals; assessment; credit transfer; enrolment; fees and charges; graduation; leave of absence and cancellation; loans and repayments; placements; prizes and awards; and program advice.</i></p>		
601.2/C198	<p>Summary student data Record comprising a summary of all student data maintained in an enterprise system for the purpose of providing information on individual students. Information may include, but is not limited to:</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • student name; • student ID; • date of birth; • enrolment summary; • misconduct summary; and • awards/courses completed. <p><i>Where information cannot be maintained in a summary format, retain source records as per relevant record class in this Schedule.</i></p> <p><i>See Teaching and Learning - Assessment - Academic Record for official student academic records.</i></p>		
601.2/A69	<p>STUDENT INTAKE LOAD</p> <p><i>The management of intake of cohorts of students to programs and or courses. Also called Load Management.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to planning and funding.</i></p>		
601.2/C199	<p>Administration</p> <p>Records relating to the management of student load intake into programs and or courses.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • projection and target reports • student load statistic reports. 	Temporary	Retain for 5 years after last action.

10. SUPPORT SERVICES (601.3/F2)

The function of providing services to individuals by either the university, or another entity which has an agreement or contract with the university. The services include orientation, counselling, financial and welfare assistance, child care, medical, dental, nursing support, careers assistance and spiritual support.

See [*University Governance - Contractual arrangements*](#) for records relating to agreements.

Reference	Description of records	Status	Disposal action
601.2/A70	<p>ACCOMMODATION SERVICES</p> <p><i>The activities involved in providing places of residence for students, where the residence is managed by the university. This excludes privately controlled and owned accommodation.</i></p> <p><i>See the <i>General Retention and Disposal Schedule for Administrative Records</i> for records relating to advertising accommodation (privately controlled) for students.</i></p>		
601.2/C200	<p>Applications - successful</p> <p>Records relating to students in accommodation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • breaches of code of conduct relating to in-house codes of conduct and disciplinary action • student contracts, • successful applications and acceptances. 	Temporary	Retain for 2 years after student leaves accommodation.
601.2/C201	<p>Applications - unsuccessful</p> <p>Records relating to unsuccessful applications for student accommodation.</p>	Temporary	Retain for 6 months after semester commenced.
601.3/C152	<p>Conduct</p> <p>Residential codes of conduct for students.</p>	Temporary	Retain for 5 years after last action.
601.2/C203	<p>Fees and charges</p> <p>Schedule of fees.</p>	Temporary	Retain for 5 years after superseded.
601.2/A71	<p>CAREERS AND EMPLOYMENT</p> <p><i>The activities associated with providing information and assistance to students relating to student and graduate employment, career management and job search, and providing advice to the university on these matters.</i></p>		

Reference	Description of records	Status	Disposal action
601.2/C204	<p>Administration</p> <p>Records relating to the collection and dissemination of careers information.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • employment opportunities • interaction with providers and employers • seminars and mentoring. 	Temporary	Retain for 6 months after last action.
601.3/C153	<p>Careers advice</p> <p>Records relating to advice provided to students about career management and opportunities.</p>	Temporary	Retain for 2 years after last action.
601.2/C206	<p>Diaries</p> <p>Appointment registers.</p>	Temporary	Retain for 2 years after last action.
601.3/C51	<p>Industry experience</p> <p>Records relating to the facilitation of paid or unpaid industry experience, work experience or internship for individual students.</p> <p>See <i>Teaching and Learning – Practicum</i> for records relating to work placements required for a course or program or study.</p>	Temporary	Retain for 2 years after last action.
601.2/A72	<p>CHILD CARE SERVICES</p> <p><i>The activities associated with the provision of child care services where the service is provided directly by the university or where, for other reasons (such as contractual agreements) the university has a right to control the records (based on Child Care Regulation 2003). Includes compliance with relevant standards of practice, promotion of services, vacation programs for children, etc.</i></p> <p>See the <i>General Retention and Disposal Schedule for Administrative Records</i> for records relating to child care insurance claims and compensation.</p>		
601.2/C207	<p>Absences and attendance</p> <p>Records relating to excursions, fire drills and attendance, including approved absences.</p>	Temporary	Retain for 3 years after last action.
601.2/C208	<p>Administration</p> <p>Child care routine administrative actions, including catering.</p>	Temporary	Retain for 6 months after last action.

Reference	Description of records	Status	Disposal action
601.2/C209	<p>Admission</p> <p>Child care admission agreements and enrolment forms, employer sponsored childcare documentation (if applicable).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • certificates of approval for more than 20 hours care per week or more than 50 hours care for a child at risk • Family Assistance Office assessment notices • personal development programs • special child care benefits statements and statement of child care usage forms • waiting lists. 	Temporary	Retain for 3 years after child leaves child care.
601.2/C210	<p>Complaints and grievances</p> <p>Records relating to parent/guardian reports or serious complaints about the care of a child.</p>	Temporary	Retain until child turns 21 years of age.
601.2/C211	<p>Deaths</p> <p>Records relating to child care deaths.</p>	Temporary	Retain for 6 years after the death.
601.2/C212	<p>Equipment</p> <p>Records relating to equipment in use at the centre.</p>	Temporary	Retain for 3 years after disposal of equipment.
601.2/C213	<p>Illness and injury</p> <p>Records relating to child care illnesses and injuries suffered while in the licensee's care and medical treatment administered at the child care centre.</p>	Temporary	Retain until child turns 21 years of age.
601.2/C214	<p>Program - development and evaluation</p> <p>Development and evaluation of the centre program.</p>	Temporary	Retain for 3 years after last action.
601.2/C215	<p>Program - final version</p> <p>Program documentation (final version).</p>	Temporary	Retain for 3 years after last action.
601.2/C216	<p>Registration and licensing</p> <p>Child care State licence, registration, funding arrangements, commonwealth subsidies, use of facilities and establishment.</p>	Temporary	Retain for 5 years after centre ceases to operate.

Reference	Description of records	Status	Disposal action
601.2/A73	<p>COUNSELLING</p> <p><i>The activities associated with providing personal, academic and general counselling services, and associated programs, to students and staff.</i></p> <p><i>See <u>Careers and Employment</u> - Counselling services for careers counselling client records.</i></p>		
601.2/C349	<p>Administration</p> <p>Records relating to the provision of counselling programs or activities.</p>	Temporary	Retain for 2 years after last action.
601.3/C118	<p>Appointment registers</p> <p>Appointment registers for counselling services.</p>	Temporary	Retain for 2 years after last action.
601.3/C151	<p>Client files</p> <p>Personal, academic and general counselling client files. Excludes careers counselling.</p> <p><i>See <u>Support Services - Careers and Employment</u> for records relating to Careers Counselling.</i></p>	Temporary	Retain for 7 years after appointment or access on behalf of the client AND until the client is 25 years of age.
601.2/A74	<p>EQUITY AND DIVERSITY</p> <p><i>The activities associated with ensuring that students regardless of attributes such gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief have the access to opportunities and conditions and to the courses or programs of the university and can expect to study in an environment that is free of discrimination or harassment. The activities associated with the acknowledgement of difference in background, religion and culture.</i></p>		
601.3/C48	<p>Confirmation of aboriginality</p> <p>Records relating to the confirmation of aboriginality.</p>	Temporary	Retain until details are captured in an appropriate system.

Reference	Description of records	Status	Disposal action
601.3/C47	<p>Disability service plans Records relating to the development of disability service plans for individuals. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • resulting plans • supporting medical evidence. <p>See <u>Teaching and Learning - Assessment - Examinations - administration</u> for records relating to special consideration applications for assessment and examinations.</p>	Temporary	Retain for 2 years after last action.
601.3/C15	<p>Discrimination Records relating to incidences of discrimination, bullying or sexual harassment. See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to incidents of discrimination and sexual harassment relating to staff.</p>	Temporary	Retain for 7 years after last action.
601.2/C221	<p>Equipment Records relating to the provision of equipment and media to students. See <u>Teaching and Learning - Assessment - Examinations - administration</u> for records relating to special arrangements for assessment and examinations.</p>	Temporary	Retain for 5 years after last action.
601.3/C137	<p>Funding applications - successful Records relating to successful applications for Commonwealth Government equity and access grants and funding. See <u>University Governance - Contractual arrangements</u> for records relating to agreements.</p>	Temporary	Retain for 7 years after funding ceases.
601.2/C223	<p>Funding applications - unsuccessful Records relating to unsuccessful applications for Commonwealth Government equity and access grants and funding.</p>	Temporary	Retain for 1 year after notification of outcome.
601.2/C224	<p>Program delivery Records relating to programs devised to facilitate equity and diversity.</p>	Temporary	Retain for 5 years after program ceases to be offered.

Reference	Description of records	Status	Disposal action
601.2/A75	<p>FINANCIAL ASSISTANCE <i>Activities associated with providing financial information and support, including loan schemes, to assist students to undertake studies or participate in other aspects of university life.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to accounting.</i></p>		
601.2/C225	<p>Discretionary funds - administration Records relating to administration, establishment and maintenance of discretionary funds to assist students to attend conference, sporting competitions, etc. Excludes student loans schemes.</p>	Temporary	Retain for 5 years after last action.
601.2/C226	<p>Discretionary funds - successful applications Successful applications for discretionary funds and supporting documentation. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals • assessment. 	Temporary	Retain for 5 years after last action.
601.2/C227	<p>Discretionary funds - unsuccessful applications Unsuccessful applications for discretionary funds and supporting documentation.</p>	Temporary	Retain for 1 year after last action.
601.2/C228	<p>Student loans - administration Records relating to the establishment and administration of student loans scheme. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • rules and regulations. 	Temporary	Retain for 5 years after scheme becomes obsolete.
601.2/C229	<p>Student loans - successful applications Successful applications for student loans. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals • assessment • repayments • requests for extensions • supporting documentation. 	Temporary	Retain for 5 years after discharge of the loan.

Reference	Description of records	Status	Disposal action
601.2/C230	Student loans - unsuccessful applications Unsuccessful applications for student loans and supporting documentation.	Temporary	Retain for 1 year after last action and expiration of appeal period.
601.2/A77	LEARNING SKILLS <i>Activities associated with assisting or supporting students with their learning.</i> <i>See <u>Teaching and Learning - Curriculum Management - Development - non-award course/programs</u> for records relating to bridging courses.</i>		
601.2/C240	Program delivery Records relating to the provision of programs and activities which enhance learning skills. Includes provision of information, planning and review.	Temporary	Retain for 2 years after program superseded.
601.3/A6	MEDICAL SERVICES <i>The activities associated with the provision of medical and nursing services where the service is directly provided by the university or where for other reasons (such as an agreement) the university has a right to control the records.</i> <i>See <u>University Governance - Contractual arrangements</u> for agreements with service providers, including agreements between the university and service providers specifying ownership of client file.</i>		
601.2/C231	Accreditation and licensing Records relating to the accreditation of the medical practice. Records may include, but are not limited to: <ul style="list-style-type: none"> • licences • permits. 	Temporary	Retain for 5 years after licence or permit lapses.
601.3/C119	Appointment Registers Appointment registers for health services.	Temporary	Retain for 2 years after last action.
601.2/C235	Clinical records - adults Records providing evidence of clinical care to an individual or group of adult patients.	Temporary	Retain for 10 years after last patient service provision or medico-legal action.

Reference	Description of records	Status	Disposal action
601.2/C236	<p>Clinical records - deceased minors Records displaying evidence of clinical care to an individual patient who died prior to attaining adulthood.</p>	Temporary	Retain for 10 years from date of patient's death; AND 10 years after last medico-legal action.
601.2/C237	<p>Clinical records - minors Records displaying evidence of clinical care to an individual patient who is a minor.</p>	Temporary	Retain for 10 years from patient attaining 18 years of age; AND 10 years after last patient service provision or medico-legal action.
601.2/C238	<p>Controlled/restricted drugs - disposal Records relating to the disposal of controlled or restricted drugs kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i>. <i>See Research - Research Materials - Acquisition and Disposal for disposal of drugs not controlled by specific legislation.</i></p>	Temporary	Retain for 2 years after date of disposal of drugs.
601.2/C239	<p>Controlled/restricted drugs - register Controlled and Restricted Drug Register kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i>.</p>	Temporary	Retain for 2 years after last entry in the Register.
601.3/C45	<p>Immunisation programs - administration Records relating to immunisation programs delivered by the university or contracted under the provision of the <i>Health (Drugs and Poisons) Regulation 1996</i>.</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
601.3/C46	Immunisation programs - consent Records relating to consent by individuals to participate in immunisation programs delivered by the university or contracted under the provision of the <i>Health (Drugs and Poisons) Regulation 1996</i> .	Temporary	Retain for 10 years after immunisation administered AND 10 years after any medico-legal action.
601.3/C44	Medical equipment testing Records relating to the servicing, repairs and validation testing of medical equipment used by the medical services (e.g. autoclave (sterilisation) validation tests).	Temporary	Retain for 7 years after last action.
601.3/C16	Notifiable diseases Records displaying evidence of clinical care to an individual patient/client with a notifiable disease as specified by the Department of Health.	Temporary	Retain for 85 years from patients date of birth; AND 10 years after last patient service provision or medico-legal action.
601.2/A78	ORIENTATION <i>The activities involved in facilitating students' familiarity with the university, including its functions, services, policies and procedures.</i>		
601.3/C123	Administration Records relating to the arrangement of student orientation activities and programs.	Temporary	Retain for 2 years after last action.
601.3/A16	RECREATIONAL SERVICES <i>The provision of services to support recreational, sporting and leisure activities. Excludes programs run by external organisations such as student associations.</i> <i>See Property Management for records relating to grounds, premises or infrastructure.</i>		
601.2/C242	Administration Records relating to the provision of recreational programs or activities.	Temporary	Retain for 6 months after last action.
601.2/A80	RELIGIOUS SUPPORT <i>The activities associated with providing pastoral care and religious support to students and staff of the university.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to associated committees.</i>		

Reference	Description of records	Status	Disposal action
601.2/C243	<i>Appointment of service providers</i> Records relating to appointment of individuals to provide religious support, when the individual is not a staff member.	Temporary	Retain for 2 years after cessation of appointment.
601.2/C244	<i>Program delivery</i> Records relating to services and programs for religious support.	Temporary	Retain for 6 months after last action.

11. TEACHING AND LEARNING (601.2/F11)

The function of conveying knowledge to facilitate learning including curriculum planning and development, delivery, assessment, material, resources and evaluation.

See the [General Retention and Disposal Schedule for Administrative Records](#) for records related to the establishment of Joint Ventures and Research Centres.

Reference	Description of records	Status	Disposal action
601.2/A81	<p>ASSESSMENT <i>The activities associated with processing and forming judgements about the quality and extent of student learning.</i> <i>See Teaching and Learning - Curriculum Management for records associated with curriculum management and details of course content.</i></p>		
601.2/C245	<p>Academic record Official academic records of the grades achieved by a student in a course or program.</p>	Permanent	Retain permanently.
601.3/C88	<p>Assessment - completed Examination scripts and other forms of assessment completed by students. Records may include, but are not limited to the following assessment types:</p> <ul style="list-style-type: none"> • artwork • assignments • models • oral • performance • presentations • written. 	Temporary	Retain until the end of the appeal period or 3 months after last action, whichever is later.
601.3/C89	<p>Assessment instructions Master set of examination papers, assignment outlines or other assessment instructions.</p>	Temporary	Retain for 15 years after last action.
601.3/C90	<p>Examinations - attendance Records recording the attendance of students at examinations or other assessment activities.</p>	Temporary	Retain for 6 months after last action.

Reference	Description of records	Status	Disposal action
601.3/C91	<p>Examinations – administration</p> <p>Records relating to administrative arrangements for examinations and assessment including invigilation and supervision. Also includes records relating to special arrangements for individual students during examinations or assessment (e.g. to assist with a disability or language need), and/or special arrangements for distance education or remote sites.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • deferred examination • incident reports • receipt of master papers • special consideration • supervision/invigilation rosters • timetables. <p>See <u>Timetabling - administration</u> for records relating to timetables.</p>	Temporary	Retain for 1 year after last action.
601.3/C94	<p>Results - appeals</p> <p>Records relating to appeals about examination/assessment results or overall grade awarded.</p>	Temporary	Retain for 2 years after last action.
601.3/C120	<p>Results - changes</p> <p>Records relating to requests for review of grade/assessment results and subsequent outcome.</p>	Temporary	Retain for 2 years after last action.
601.3/C17	<p>Results - grading</p> <p>Records of the grade/mark of individual assessment items.</p>	Temporary	Retain for 2 years after last action.
601.3/C93	<p>Results - moderation</p> <p>Records relating to review, moderation and confirmation of results of a student cohort.</p>	Temporary	Retain for 2 years after last action.
601.3/C19	<p>Supervision - higher degree research and honours students</p> <p>Supervision of higher degree students (Masters and PhD) and honours students where assessment is predominantly by thesis, dissertation or other significant work. Includes change of supervisor.</p>	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.

Reference	Description of records	Status	Disposal action
601.3/C96	<p>Theses - assessment</p> <p>Records relating to assessment of theses or other significant work for higher degree (Masters and PhD) and honours students.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appointment of examiners • changes of thesis topic • examiners' reports • notification of intention to submit thesis for examination • notification of lodgement of thesis for examination • requests to change submission dates. 	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.3/C157	<p>Theses - Honours and undergraduate</p> <p>Undergraduate and honours theses submitted or completed by students for the purposes of assessment or evaluation. Includes postgraduate coursework theses (where student is not working towards a higher degree).</p>	Temporary	Retain for 5 years after date of submission.
601.3/C158	<p>Theses - Higher degree (awarded)</p> <p>Theses submitted by higher degree students where the student is awarded the higher degree.</p>	Temporary	Retain for 15 years after last action AND after reference ceases.
601.3/C159	<p>Theses - Higher degree (not awarded)</p> <p>Theses submitted by higher degree students where the student is not awarded the higher degree.</p>		Retain for 1 year after end of appeal period or last action.
601.2/A82	<p>AWARDS</p> <p><i>The activities associated with the granting of awards to staff in recognition of teaching excellence. Includes awards for university teaching given to individuals or to the institution, and internal and external awards.</i></p>		
601.3/C24	<p>Applications - consideration</p> <p>Records relating to the consideration of applications for potential nomination for an award.</p>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
601.3/C25	Applications - nominated after consideration, not successful Records relating to applications received which are nominated for an award and are not successful.	Temporary	Retain for 5 years after last action.
601.3/C22	Applications - nominated after consideration, successful Records relating to applications received which are nominated for an award and are successful.	Temporary	Retain for 50 years after last action.
601.3/C26	Applications - not nominated after consideration Records relating to applications received but not nominated for an award.	Temporary	Retain for 5 years after last action.
601.2/C263	Establishment Records relating to the development and establishment of excellence awards within the university.	Temporary	Retain for 5 years after award no longer offered.
601.3/C23	Register of award recipients Register of recipients of internal or external teaching awards.	Permanent	Retain permanently.
601.2/A83	CLINICS <i>Activities relating to the provision of a service to the community by the university's students in the course of their studies under the supervision of teaching staff and practising professionals. Includes veterinary, health, dental, allied health clinics. May also include clinics conducted in professional areas such as psychology, social work, human movement studies.</i> <i>See Support Services – Medical Services for records of health service clinics.</i> <i>See Research for research activities undertaken by clinics.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to annual reports on clinic activities and evaluation.</i>		
601.2/C269	Appointment register Appointment registers for university teaching clinics.	Temporary	Retain for 2 years after last action.
601.3/C124	Clinical care - notifiable diseases Records displaying evidence of clinical care to an individual patient/client with a notifiable disease as specified by the relevant health authorities.	Temporary	Retain for 85 years from patients date of birth; AND 10 years after last patient service provision or medicolegal action.

Reference	Description of records	Status	Disposal action
601.2/C265	<p>Clinical records - adults Records providing evidence of clinical care to an individual or group of adult patients.</p>	Temporary	Retain for 10 years after last patient service provision or medico-legal action.
601.2/C266	<p>Clinical records - animals Records displaying evidence of clinical care to an animal.</p>	Temporary	Retain for 3 years after last action.
601.2/C268	<p>Clinical records - deceased minors Records displaying evidence of clinical care to an individual patient who died prior to attaining adulthood.</p>	Temporary	Retain for 10 years from date of patient's death; AND 10 years after last medico- legal action.
601.2/C267	<p>Clinical records - minors Records displaying evidence of clinical care to an individual patient who is a minor.</p>	Temporary	Retain for 10 years from patient attaining 18 years of age; AND 10 years after last patient service provision or medico-legal action.
601.2/C270	<p>Schedule of fees</p>	Temporary	Retain for 5 years after superseded.
601.3/C144	<p>Surgical register - human Registers comprising details of patient's/client's operations performed at university health facilities such as date, serial number of operation, time, patient's name, sex, age and record number, diagnosis and operative procedure, name of surgeon, assistant surgeon and anaesthetists. Includes register books and data sets contained in electronic registers. Includes, but is not limited to podiatry, optometry, dentistry and oral health procedures.</p>	Temporary	Retain for 120 years after last action.
601.2/C272	<p>Surgical register - veterinary Surgical register - veterinary</p>	Temporary	Retain for 3 years after last entry in the register.

Reference	Description of records	Status	Disposal action
601.2/A85	<p>COMMERCIALISATION</p> <p><i>The activities associated with gaining economic benefit from a product derived from teaching. Excludes records concerning the establishment of university companies.</i></p> <p><i>See University Governance - University Owned Companies and Shares for records relating to the establishment of university companies.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to marketing and advertising involving research materials, and routine administrative and financial records.</i></p>		
601.3/C113	<p>Administration - product commercialised</p> <p>Records relating to administration of commercialisation activities where the product is successfully commercialised.</p> <p><i>See University Governance - Contractual arrangements for records relating to agreements.</i></p>	Temporary	Retain for 15 years after the end of the life of the commercial value of the product.
601.3/C138	<p>Administration - product not commercialised</p> <p>Records relating to administration of commercialisation activities where the product is not successfully commercialised.</p> <p><i>See University Governance - Contractual arrangements for records relating to agreements.</i></p>	Temporary	Retain for 12 years after last action.
601.2/C277	<p>Feasibility studies</p> <p>Records relating to planning and feasibility studies for the commercialisation of a product, and may include arrangements for commercial manufacture or design of the product.</p>	Temporary	Retain for 7 years after last action.
601.2/A86	<p>CONSULTANCY</p> <p><i>The activities associated with the provision of teaching services to external bodies by the university and its staff.</i></p> <p><i>See Research - Research Data for data and analysis produced from consultancy.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for routine administrative and financial records.</i></p>		
601.3/C102	<p>Administration and management</p> <p>Records relating to the administration and management of consultancies or proposed consultancies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • acceptance of consultancy • conditions and use and confidentiality provisions • costing models and information 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • final reports • interim evaluations or progress reports • monitoring • preliminary correspondence and negotiations • recommendations • technical reports or analysis • work plans and objectives. 		
601.2/A87	<p>CURRICULUM MANAGEMENT <i>The activities associated with development, approval and review of curriculum. Includes accreditation. See Teaching and Learning - Assessment for records relating to assessment and results for students.</i></p>		
601.3/C84	<p>Accreditation by professional bodies - application process Records relating to the application for accreditation of courses or programs by professional or registration bodies. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • accreditation requirements • application • supporting evidence of meeting. 	Temporary	Retain for 3 years after accreditation expires.
601.3/C83	<p>Accreditation by professional bodies - outcome Notification by accrediting body of outcome of application process.</p>	Temporary	Retain for 50 years after last action.
601.2/C281	<p>Curricula approval Records relating to the approval of curricula.</p>	Permanent	Retain permanently.
601.3/C20	<p>Curricula development and review - award courses/programs Records relating to the development and review of curricula for award courses/programs. Includes courses/programs that are developed but not approved.</p>	Temporary	Retain for 10 years after course/program is no longer offered.
601.3/C21	<p>Curricula development and review - non-award courses/programs Records relating to the development and review of curricula for non-award courses and programs.</p>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
	Includes bridging programs, English Language Intensive Courses for Overseas Students (ELICOS), foundation programs, tertiary preparation. Includes courses/programs that are developed but not approved.		
601.2/A88	<p>DELIVERY</p> <p>The activities supporting the delivery of course curriculum.</p>		
601.2/C285	<p>Course / subject details</p> <p>Course/subject outlines.</p>	Temporary	Retain for 10 years after course/program last offered.
601.2/C286	<p>Media recordings</p> <p>Audio/audio-visual recordings of lectures, tutorials, seminars, workshops, clinics, etc.</p>	Temporary	Retain for 6 months after last action.
601.3/C53	<p>Resources and materials</p> <p>Resources including arrangement of guest lecturers and materials used in course, subject or unit delivery.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • audio visual teaching aids • lecture notes • readings • self-assessment exercises • study guides. <p>See <i>Teaching and Learning – Assessment</i> for assignment outlines and examination papers.</p>	Temporary	Retain for 2 years after last action.
601.2/A89	<p>ETHICAL CLEARANCES</p> <p><i>The administrative processes associated with gaining ethical clearance in relation to specimens for teaching purposes.</i></p> <p>See <i>University Governance - Committees</i> for minutes and agendas of ethics committees.</p>		
601.2/C288	<p>Animals</p> <p>Records relating to ethical clearance for teaching activities involving animals.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application 	Temporary	Retain for 7 years after project concluded or abandoned.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • assessment • decision (approval, amendment or rejection) • supporting documentation. 		
601.2/C289	<p>Consent Records relating to the consent by human subjects for their involvement in teaching activities.</p>	Temporary	Retain for 15 years after project concluded or abandoned.
601.2/C290	<p>Genetically modified organisms Records relating to ethical clearance for activities involving genetically modified organisms not covered under <i>Humans - expedited process</i> or <i>Humans - full process</i>. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application • assessment • decision (approval, amendment or rejection) • supporting documentation. 	Temporary	Retain for 15 years after project concluded or abandoned.
601.2/C291	<p>High risk material Records relating to ethical clearance associated with high risk material. Includes teratogens and carcinogens, ionising radiation and dangerous drugs. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application • assessment • decision (approval, amendment or rejection) • supporting documentation. 	Temporary	Retain for 15 years after project concluded or abandoned.
601.2/C292	<p>Humans - expedited process Records relating to ethical clearance for teaching activities involving humans, where expedited processes for ethical clearance are used. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • annual reporting process 	Temporary	Retain for 10 years after project concluded or abandoned.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • application • assessment • decision (approval, amendment, rejection or conditional approval) • supporting documentation (including information sheet for participants). 		
601.2/C293	<p>Humans - full process</p> <p>Records relating to ethical clearance for teaching activities involving humans, where full ethical clearance processes are used.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • annual reporting process • application • assessment • decision (approval, amendment, rejection or conditional approval) • supporting documentation (including information sheet for participants). 	Temporary	Retain for 15 years after project concluded or abandoned.
601.2/C294	<p>Monitoring</p> <p>Records relating to the monitoring of ethical practices.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • annual review of activities • compliance reports to external bodies • internal reports to governing body • monitoring of individual projects through audits • summary reports. 	Temporary	Retain for 7 years after project concluded or abandoned.
601.2/A90	<p>EVALUATION</p> <p><i>Activities relating to the collection of information and assessment of teaching processes (e.g. Australian Graduate Survey, student surveys, evaluation of teaching, course experience questionnaire).</i></p>		
601.2/C295	<p>Administration</p> <p>Records relating to administrative activities associated with the collection of data for an evaluation of teaching.</p>	Temporary	Retain for 2 years after last action.

Reference	Description of records	Status	Disposal action
601.2/C296	<p>Data Analysis and survey data.</p>	Temporary	Retain for 5 years after last action.
601.3/C58	<p>Evaluation survey - master set Master set of evaluation survey templates.</p>	Temporary	Retain for 5 years after last action.
601.3/C107	<p>Reporting Reports on the outcome of evaluation activities.</p>	Temporary	Retain for 25 years after last action.
601.2/A91	<p>INTELLECTUAL PROPERTY <i>The activities involved in managing the university's intellectual property, both published and unpublished, and the use of intellectual property owned by another party. Includes:</i></p> <ul style="list-style-type: none"> • <i>intellectual property registered or not (e.g. patents, licences, copyright, trademarks, designs, trade secrets)</i> • <i>the management of knowledge, copyright, design, patents and trademarks, royalties and matters of confidentiality such as trade secrets.</i> <p><i>See Research - Commercialisation and Teaching and Learning – Commercialisation for records relating to the exploitation of intellectual property (e.g. make, use, hire, sell).</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to costs, reimbursements of costs, fees, payments, royalties, finances and other records relating to intellectual property.</i></p>		
601.2/C298	<p>Administration General administrative correspondence relating to intellectual property management. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • correspondence between officers internally or between solicitors/attorneys • searches • supporting information • unsuccessful applications for grant or registration of intellectual property. 	Temporary	Retain for 5 years after last action.
601.3/C140	<p>Arrangements for use Records relating to the arrangements for the use of intellectual property. Records may include but are not limited to:</p> <ul style="list-style-type: none"> • correspondence between licensors and licensees 	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> material or product transfer. <p>See <u>University Governance - Contractual arrangements</u> for records relating to agreements.</p>		
601.2/C300	<p>Infringements and disputes</p> <p>Records relating to infringements and disputes concerning intellectual property.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> agreement on nature or scope of dispute mediation notification of disputes outcome. 	Temporary	Retain for 10 years after last action.
601.3/A17	<p>LEARNING MATERIALS</p> <p><i>The activity of managing materials used in teaching activities which are subject to legislative and other regulatory controls. Includes chemicals, specimens, drugs, poisons, etc.</i></p> <p>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to:</p> <ul style="list-style-type: none"> accidents involving learning materials hazardous materials and waste litigation and other legal matters involving learning materials radioactive substances safety plans, policies or procedures. 		
601.2/C302	<p>Acquisition and disposal</p> <p>Records relating to the acquisition and disposal of chemicals, specimens, drugs and poisons, etc., used in teaching and learning activities and which are not controlled by specific regulations. Excludes human bodies and body parts.</p> <p>See <u>Research - Anatomy</u> for records relating to human bodies or body parts.</p>	Temporary	Retain for 5 years after last action.
601.2/C303	<p>Clinical and related waste</p> <p>Records relating to the management of clinical and hazardous waste in accordance with regulatory requirements set out under the <i>Environmental Protection (Waste Management) Regulation 2000</i>.</p>	Temporary	Retain for 5 years after the last action.

Reference	Description of records	Status	Disposal action
601.2/C304	<p>Controlled/restricted drugs - disposal</p> <p>Other records relating to the disposal of controlled or restricted drugs kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i>.</p>	Temporary	Retain for 2 years after date of disposal of drugs.
601.2/C305	<p>Controlled/restricted drugs - register</p> <p>Controlled and Restricted Drug Register kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i>.</p>	Temporary	Retain for 2 years after last entry in the Register.
601.2/C309	<p>Use of chemicals</p> <p>Records relating to the use of chemicals for agricultural and veterinary purposes and in accordance with the <i>Chemical Usage (Agricultural and Veterinary) Control Act 1988</i>.</p>	Temporary	Retain for 2 years after last action.
601.2/A93	<p>PRACTICUM</p> <p><i>The activities associated with managing student work placements whereby students practise activities learned in relation to a course or program of study. Includes clinical placements and experiential learning.</i></p> <p><i>See University Governance - Contractual arrangements for records relating to agreements with organisations for the placement of students.</i></p>		
601.2/C310	<p>Administration</p> <p>Records relating to administrative arrangements relating to placements.</p>	Temporary	Retain for 2 years after last action.
601.2/C312	<p>Participation</p> <p>Summary records providing proof of the number of hours completed and level of performance by students undertaking practicum (e.g. nursing and teaching).</p>	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.2/A94	<p>TEACHING PROJECTS</p> <p><i>Activities relating to the development of new teaching practices or products, modification or adaptation of existing practices or products for the purpose of improving student learning. Includes the development, submission and approval of projects; the management of the project and reporting on activities associated with progress and completion.</i></p> <p><i>See University Governance - Contractual arrangements for records relating to agreements.</i></p>		

Reference	Description of records	Status	Disposal action
601.3/C98	<p><i>Funding opportunities</i> Records relating to teaching product/practice development funding opportunities. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • identification and evaluation of opportunities for funding; • general correspondence to and received from external funding bodies • grants register (of teaching funding opportunities). 	Temporary	Retain for 3 years after last action.
601.3/C99	<p><i>Teaching projects - successful</i> Records relating to teaching project administration. Includes projects which are approved for funding but do not proceed. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • application forms or tenders • internal and external compliance reports • project funding proposals • protocols • referees • supporting information. 	Temporary	Retain for 7 years after last action.
601.3/C100	<p><i>Teaching projects - unsuccessful</i> Records relating to the formulation and or development of teaching projects where the application is unsuccessful. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agreement negotiations • correspondence • preliminary data • working papers. 	Temporary	Retain for 2 years after last action.
601.2/A95	<p>TEACHING STRATEGY DEVELOPMENT <i>The activities associated with defining strategic goals and objectives for teaching and formulation of plans to achieve this.</i></p>		

Reference	Description of records	Status	Disposal action
601.2/C317	<p>Approved teaching plans Approved operational teaching plan. Includes improvement programs and areas of teaching focus.</p>	Temporary	Retain for 5 years after plan superseded.
601.2/C318	<p>Development and evaluation - teaching plans Records relating to the development, formulation and evaluation of operational teaching plans.</p>	Temporary	Retain for 3 years after last action.
601.2/C319	<p>Development and evaluation - teaching strategies Records relating to the development, formulation and evaluation of teaching strategies. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • briefing papers • correspondence • discussion papers • proposal for plan. 	Temporary	Retain for 3 years after last action.
601.2/A96	<p>TIMETABLING <i>The activities associated with the organisation, control and scheduling of classes and examinations for students.</i></p>		
601.2/C321	<p>Administration Records relating to the booking of classes, exams and workshops for teaching purposes or other purposes.</p>	Temporary	Retain for 1 year after last action.

12. UNIVERSITY GOVERNANCE (601.2/F12)

The function of governing the university to ensure accountability within its statutory environment.

Reference	Description of records	Status	Disposal action
601.2/A97	<p>ANNUAL SUBMISSIONS</p> <p><i>The activity associated with the preparation of annual or regular submissions to Commonwealth Government associated with core and other business activities.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to annual reports to parliament.</i></p>		
601.2/C322	<p>Submission - Core business activities</p> <p>Annual submission to Commonwealth Government on core business activities, such as Institution Assessment Framework Information Collection (previously called Educational Profile) and Research Profile Reporting.</p> <p><i>See Research - Research funding for research publication output reports.</i></p>	Permanent	Retain permanently.
601.2/C323	<p>Submission - Other business activities</p> <p>Submissions to Commonwealth Government on other business activities, such as approval of programs/courses for student income support payments.</p> <p><i>See Research - Research funding for research publication collection records.</i></p>	Temporary	Retain for 10 years after submission.
601.2/A98	<p>COMMITTEES</p> <p><i>The activities associated with managing committees formed to progress or resolve issues. Includes the establishment, appointment of members, meetings and reporting of the committee.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for other records relating to the governing body and other university committees which are not considered significant.</i></p>		
601.2/C324	<p>Committee papers - working parties</p> <p>Minutes, agendas and submissions of ad hoc working parties.</p>	Temporary	Retain for 2 years after working party ceases to exist.
601.3/C155	<p>Committee records - significant committees</p> <p>Records relating to the activities of high-level committees or boards which progress or resolve issues and generally report to the governing board. Excludes records relating to the election of members.</p> <p>Committees may include, but are not limited to:</p> <ul style="list-style-type: none"> • academic/teaching committees 	Temporary	Retain for 25 years after committee ceases to exist.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • faculty boards • institution bioethics/ethics committees • management or governing committees of Cooperative Research Centres (CRCs) and Special Research Centres (SRCs). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agenda • constitution or terms of reference • master set of meeting papers • records relating to the appointment of members • signed minutes. <p><i>See University Governance - Elections for records relating to the election of members.</i></p>		
601.3/A18	<p>CONTRACTUAL ARRANGEMENTS</p> <p><i>Contracts, agreements, deeds and memoranda of understanding relating, but not limited to:</i></p> <ul style="list-style-type: none"> • <i>acquisition of items in a collection</i> • <i>arrangements for use of intellectual property</i> • <i>Commonwealth Government equity funding</i> • <i>consultancies</i> • <i>establishment of research centres or associated collaborative ventures</i> • <i>external sponsors of awards, prizes and medals</i> • <i>external sponsors of scholarships, sponsorships and bursaries</i> • <i>medical or other support services</i> • <i>practicum placements</i> • <i>product commercialisation including licence deeds, confidentiality deeds, sub-licences, assignments and deeds of indemnity</i> • <i>research or teaching & learning projects or associated funding</i> • <i>sponsorships</i> • <i>student recruitment by external agencies</i> • <i>student exchanges with other institutions (domestic or international).</i> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to contracting out.</i></p>		

Reference	Description of records	Status	Disposal action
601.3/C132	<p>Agreement/contract negotiations</p> <p>Records relating to the establishment, negotiation, drafting and review of agreements or memoranda of understanding leading to the development of the final signed agreement.</p>	Temporary	Retain for 7 years after last action.
601.3/C147	<p>Agreements/contracts - Authors, Agents, Distributors</p> <p>Agreements with authors, agents and distributors detailing terms and conditions of publication. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • agreements relating to copyright ownership • amendments • licence to publish • royalty payments. 	Permanent	Retain permanently by the university.
601.3/C3	<p>Agreements/contracts - Other</p> <p>Records relating to a legally binding agreement between parties involving the transfer of value (financial or some other type of benefit). Includes contracts affixed with the University seal. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • amendments to the terms of contract • final signed contract • reports made as part of the terms of the agreement. 	Temporary	Retain for 25 years after last action.
601.3/C4	<p>Memorandum of Understanding</p> <p>Records relating to the formalisation of a relationship with entities external to the university that is not legally binding on either party.</p>	Temporary	Retain for 10 years after last action.
601.2/A99	<p>CORPORATE IDENTITY</p> <p><i>The activity of identifying, designing and procuring symbols that promote the identity of the university. Includes the development and protection of the university name, coat of arms, crest, motto, logo or seal.</i></p>		
601.3/C57	<p>Development</p> <p>Records relating to development of corporate identity objects including their design and format (e.g. letter head, coat of arms, testamurs, graduation statements, academic transcript, common seal, logo, crest).</p>	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
601.2/C328	Misuse Records relating to falsification or misuse of corporate identity (e.g. fraudulent use of web content, falsified transcripts).	Temporary	Retain for 7 years after last action.
601.2/C329	Protection Records relating to the protection of the university's identity. Includes registration of seal, trademarks, applications and approval.	Permanent	Retain permanently.
601.3/C40	Register - business and domain names Register of business and domain names owned by the university. <i>See University Governance - University Owned Companies and Shares for the company register.</i>	Temporary	Retain entries for 12 years after the name is no longer owned.
601.3/C38	Registration - business names Records relating to the registration and ongoing management of business names. Records may include, but are not limited to: <ul style="list-style-type: none"> • application • change of details notifications • registration certificate. <i>See University Governance - University Owned Companies and Shares for records relating to establishment of companies and shareholder activities.</i>	Temporary	Retain for 7 years after cessation of ownership.
601.3/C39	Registration - domain names Records relating to the registration and ongoing management of domain names. Records may include, but are not limited to: <ul style="list-style-type: none"> • application • change of details notifications • registration advice. 	Temporary	Retain for 7 years after cessation of ownership.
601.2/C330	Seal usage Records listing instances where the university seal has been used.	Temporary	Retain for 7 years after last action.
601.2/C331	Use Records relating to the application and approval to use the university's identity objects (e.g. crest, motto or logo).	Temporary	Retain for 7 years after permission ceases.

Reference	Description of records	Status	Disposal action
601.2/A100	<p>ELECTIONS</p> <p><i>The activity of conducting ballots for the purpose of electing members of councils, the university senate and significant committees in accordance with the university Act.</i></p>		
601.2/C332	<p>Conduct</p> <p>Records relating to the conduct of elections. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • advertising • appointment of scrutineers • ballot papers • nominations • notices • results • tally sheets. 	Temporary	Retain for 1 year after declaration of election result.
601.2/C333	<p>Electoral rolls</p> <p>Records relating to the rolls of individuals eligible to vote.</p>	Temporary	Retain for 1 year after declaration of election result.
601.2/C334	<p>Results</p> <p>Election results.</p>	Temporary	Retain for 5 years after declaration of election result.
601.2/A101	<p>LICENSING AND ACCREDITATION</p> <p><i>The activity associated with the university seeking institutional accreditation as an educational provider with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).</i></p>		
601.2/C335	<p>Accreditation approvals</p> <p>Accreditation approvals and supporting documentation.</p>	Permanent	Retain permanently.
601.2/A102	<p>RISK MANAGEMENT</p> <p><i>The activities relating to managing risk and reducing the risk of loss in relation to university property, equipment and students.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for records relating to compensation and rehabilitation of university personnel and insurance of property and managing risk to visitors and members of the general public</i></p> <p><i>See Research - Research Risk Management for records relating to Research Risk Management.</i></p>		

Reference	Description of records	Status	Disposal action
601.2/C336	Claims - fidelity guarantee and fraud Records relating to claims of fidelity guarantee and coverage for fraud.	Temporary	Retain for 7 years after last action.
601.2/C337	Claims - negligence and public liability claims settled without litigation (adults) Allegations and claims of professional negligence and public liability compensation which have not been finalised by litigation - claims related to adults. <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to claims settled through litigation</i>	Temporary	Retain for 7 years after claim settled.
601.2/C338	Claims - negligence and public liability claims settled without litigation (minors) Allegations and claims of professional negligence and public liability compensation which have not been finalised by litigation - claims related to minors. <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to claims settled through litigation.</i>	Temporary	Retain for 30 years after claim settled.
601.2/C339	Claims - notification of injury claims (adults) Records of notifications of accidents or injury to students, visitors or the general public - claims related to adults. <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to claims settled through litigation.</i>	Temporary	Retain for 10 years after last action.
601.2/C340	Claims - notification of injury claims (minors) Records of notifications of accidents or injury to students, visitors or the general public - claims related to minors.	Temporary	Retain for 30 years after last action.
601.2/C341	Claims - other claims settled without litigation Allegations and claims such as damage to or caused by vehicles and property which have been finalised without litigation.	Temporary	Retain for 7 years after claim settled.
601.2/A103	RULES AND STATUTES <i>The activities associated with the writing and approval of rules and statutes developed in accordance with a university's Act.</i>		
601.2/C345	Development Records relating to making and amending of rules and statutes. Records may include, but are not limited to: <ul style="list-style-type: none"> correspondence which authorises further stages of development 	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> developmental drafts formal consultation submissions. 		
601.2/C344	<p>Rules and statutes Approved rules and statutes.</p>	Permanent	Retain permanently.
601.2/C346	<p>Supporting documentation Working papers and research material used in the preparation of drafts.</p>	Temporary	Retain for 6 months after last action.
601.3/A4	<p>UNIVERSITY OWNED COMPANIES AND SHARES <i>The activities associated with the university's partial or full ownership of companies and shares. Records of the company are not owned by the university. See the General Retention and Disposal Schedule for Administrative Records for control records (registers of company record locations).</i></p>		
601.3/C35	<p>Establishment - do not proceed Records relating to the establishment of university companies which do not proceed.</p>	Temporary	Retain for 5 years after last action.
601.3/C36	<p>Establishment - proceeds Records relating to the establishment of companies by the university. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> articles of agreement notifications to State Government administering department. <p>See University Governance - Committees for annual reports to Council or Senate.</p>	Temporary	Retain for 15 years after interest in company disposed of, or company wound up.
601.3/C37	<p>Membership Records relating to the involvement of university representatives on company boards or governing bodies where the university is a shareholder. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> nominations resignations. 	Temporary	Retain for 15 years after the university has ceased to be a shareholder.
601.3/C41	<p>Register - companies and shares Register of university owned companies and shares.</p>	Permanent	Retain permanently by the university.

Reference	Description of records	Status	Disposal action
601.3/C34	<p data-bbox="293 240 584 272"><i>Shareholder activity</i></p> <p data-bbox="293 284 1155 316">Records relating to the purchase and disposal of company shares.</p> <p data-bbox="293 327 860 359">Records may include, but are not limited to:</p> <ul data-bbox="293 370 517 443" style="list-style-type: none"><li data-bbox="293 370 517 402">• due diligence<li data-bbox="293 413 517 443">• investigation.	Temporary	Retain for 15 years from date of disposal of shares or last action, whichever is later.

Index

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
A			
Academic Calendar			See <i>Semester Timings (Academic Year)</i>
Academic Dress	QDAN601	601.2/C163	
Academic Misconduct			See <i>Misconduct – Student (Academic)</i>
Academic Record	QDAN601	601.2/C245	
Academic Promotion			See <i>Employee Service Histo</i>
Academic Progress	QDAN601	601.2/C158	
Academic Year			See <i>Semester Timings (Academic Year)</i>
Access and Use (Collections)	QDAN601	601.2/C1	
Accidents			See also <i>Incidents</i>
People	GRDS	14.1	Pg 87
Vehicles	GRDS	5.1.1	Pg 45
Accommodation Services (Student)	QDAN601	601.2/A70	
Accountable Forms	GRDS	4.1.3	Pg 20
Account Reconciliation			See <i>Banking Activities</i>
Accounting	GRDS	4.1	Pg 18
Accreditation			
Biotechnology Research	QDAN601	601.2/C97	
Course/Program	QDAN601	601.3/C84	
Medical Services	QDAN601	601.2/C231	
Institutional	QDAN601	601.2/A101	
Research Facilities (Animal)	QDAN601	601.2/C96	
Acquisition			
Anatomy			See <i>Acquisition - Specimens</i>
Animals	QDAN601	601.2/C92	
Buildings, Structures & Land (University specific)	QDAN601	601.2/A28	
Buildings, Structures & Land (Administrative)	GRDS	10.1	Pg 68
Capital Assets	GRDS	10.1	Pg 68
Drugs and Poisons	QDAN601	601.2/C129	
Collections	QDAN601	601.3/A20	
Equipment	GRDS	3.1	Pg 15
Information & Communications Technology	GRDS	13.1	Pg 84
Learning Materials	QDAN601	601.2/C302	
Radioactive Substances	GRDS	10.7.10	Pg 71
Research Materials	QDAN601	601.3/A15	
Specimens	QDAN601	601.2/C91 601.2/C129	
Stores	GRDS	301.1	Pg 15
Vehicles	GRDS	5.2	Pg 45

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Administrative Access (RTI)	GRDS	8.1.8	Pg 59
Admission	QDAN601	601.2/A57	
Advertising			See <i>Marketing</i>
Advice			
General Administrative	GRDS	6.1	Pg 47
Government	GRDS	9.1	Pg 66
Legal	GRDS	9.1	Pg 66
Advisory Boards			See <i>Committees</i>
Agendas			See <i>Committees</i>
Agreements			
All Other Agreements	QDAN601	601.3/C3	
Awards (Industrial/Workplace Agreements)	GRDS	7.6	Pg 56
Contracting-out	GRDS	4.11	Pg 30
Enterprise Bargaining			See <i>Workplace Agreements and Awards</i>
Memoranda of Understanding	QDAN601	601.3/C4	
Negotiations	QDAN601	601.3/C132	
Privatisation and Corporatisation	GRDS	12.6.1	Pg 78
Publishing (Authors, Agents & Distributors)	QDAN601	601.3/C147	
Return To Work	GRDS	14.8.1	Pg 93
Allowances (Vehicle)	GRDS	5.3	Pg 45
Alumni and Convocation	QDAN601	601.2/A8	
Anatomy	QDAN601	601.2/A42	
Animal Management, Maintenance and Care	QDAN601	601.2/A43	
Annual Reports	GRDS	11.4.3	Pg 74
Annual Submissions (Commonwealth Government)	QDAN601	601.2/A97	
Appeals			
Industrial Relations	GRDS	7.1	Pg 53
Misconduct (Staff)	GRDS	15.8	Pg 104
Recruitment and Selection	GRDS	15.11.1	Pg 108
Animal Management	QDAN601	601.2/C95	
Assessment Results	QDAN601	601.3/C94	
Application Development (Technology & Telecommunicatins)	GRDS	13.2	Pg 84
Appointment			See also <i>Recruitment - Staff</i>
Adjunct	QDAN601	601.3/C145	
Conjoint	QDAN601	601.3/C145	
Honorary	QDAN601	601.2/C38	
Occupational Trainees	QDAN601	601.3/C145	
Postdoctoral Fellows	QDAN601	601.3/C145	
Student Recruitment Agents	QDAN601	601.3/C6	
Visiting Scholars	QDAN601	601.3/C145	

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Appointment Registers			
Careers Counselling	QDAN601	601.2/C206	
Counselling	QDAN601	601.3/C118	
Health Services	QDAN601	601.3/C119	
Teaching Clinics	QDAN601	601.2/C269	
Apprenticeships and Traineeships	GRDS	15.4.3	Pg 100
Audit			
Financial Management	GRDS	4.6.1	Pg 26
Quality	GRDS	12.1.1	Pg 76
Authorisations (Food Services)	QDAN601	601.2/A16	
Asbestos			<i>See Hazardous substances and dangerous goods</i>
Asbestos (Work Health and Safety)	GRDS	14.4.3	Pg 90
Assessment	QDAN601	601.2/A81	
Asset Register	GRDS	4.5.2	<i>Pg 25</i>
Associated Entities			<i>See University Owned Companies and Shares</i>
Assignments			<i>See Assessment</i>
Awards			
External	QDAN601	601.3/A8	
Community	GRDS	1.1.1	Pg 6
Industrial			<i>See Workplace Agreements and Awards</i>
Publishing/Literary	QDAN601	601.2/A38	
Staff Recognition (Conferral)	GRDS	15.10.3	Pg 107
Staff Recognition (Establishment)	QDAN601	601.2/A22	
Student	QDAN601	601.3/A12	
Teaching	QDAN601	601.2/A82	
Workplace Agreements	GRDS	7.6	Pg 56
B			
Bank Accounts Register	GRDS	4.1.7	Pg 21
Banking Activities	GRDS	4.1.6	Pg 21
Bank Statements			<i>See Banking Activities</i>
Bequests			<i>See Gifts and Bequests</i>
Biosafety Certification			<i>See Certification - Biosafety</i>
Biosafety Licensing			<i>See Licencing - Biosafety</i>
Biotechnology Compliance			<i>See Compliance - Biotechnology</i>
Blue Cards			
Staff			<i>See Security Clearance</i>
Student			<i>See Suitability Cards</i>
Board Meetings			<i>See Committees</i>
Bookings (Vehicle)	GRDS	5.4.1	Pg 46
Bridging Courses			<i>See Non-Award Courses or Programs</i>
Brochures, Flyers and Posters	GRDS	1.8.2	Pg 9

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Budgeting	GRDS	4.8	Pg 28
Building Alterations	GRDS	10.7.7	Pg 71
Bursaries	QDAN601	601.3/A13	
Business Continuity Planning			See <i>Disaster Recovery</i>
Business Name	QDAN601	601.3/C38	
C			
Cab Charge Vouchers			See <i>Accountable Forms</i>
Cadavers			See <i>Anatomy</i>
Calendars and Handbooks			See <i>Program/Course Catalogue</i>
Careers Fairs			See <i>Student Recruitment</i>
Careers and Employment	QDAN601	601.2/A71	
Cashbooks			See <i>Accounting</i>
Casual Staff Files			See <i>Employee Service History</i>
Cataloguing (Collections)	QDAN601	601.2/A3	
CEED Agreements			See <i>Agreements</i>
Centres (Research)			See <i>Joint Ventures</i>
Ceremonies	GRDS	1.2	Pg 6 See also <i>Conferral Proceedings</i>
Certification			
Biosafety			See <i>Certification - Biotechnology</i>
Biotechnology	QDAN601	601.2/C101	
Radioactive Substances	GRDS	10.7.10	Pg 71
Cheque Records			See <i>Banking Activities</i>
Chapters			See <i>Alumni and Convocation</i>
Chart of Accounts	GRDS	4.1.8	Pg 21
Child Care Services	QDAN601	601.2/A72	
Claims			
Allowances and Overtime	GRDS	15.9.3	Pg 106
Industrial Relations	GRDS	3.3.5	37
Litigation			See <i>Litigation</i>
Pay and Working Conditions	GRDS	7.2.1	Pg 54
Workers Compensation	GRDS	2.1	Pg 11
Classification (Job)			See <i>Evaluation – Position/role</i>
Cleaning			See <i>Maintenance</i>
Client Records			
Counselling	QDAN601	601.3/C151	
Medical Services	QDAN601	601.3/A6	
Clinics (Teaching)	QDAN601	601.2/A83	
Coat of Arms			See <i>Corporate Identity</i>
Code of Conduct	GRDS	12.3.1 12.3.2	Pg 77

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Collaborative Research Centres (CRC)			See <i>Joint Ventures</i>
Collaborative Ventures			See <i>Joint Ventures</i>
COLLECTIONS MANAGEMENT	QDAN601	601.2/F1	
Commercialisation			
Agency	GRDS	12.9.5	Pg 80
Research	QDAN601	601.2/A46	
Teaching	QDAN601	601.2/A85	
Commissions of Inquiry or Review			See <i>Inquiries</i>
Committees			
Administrative Arrangements	GRDS	12.2.5	Pg 77
Appointment of Members	GRDS	12.2.6	Pg 77
Advisory Boards	GRDS	12.2.8	Pg 77
External	GRDS	12.2.3 12.2.4	Pg 77
Governing Boards/University Council	GRDS	12.2.1	Pg 76
Health and Safety	GRDS	14.3	Pg 88
Significant Committees	QDAN601	601.3/C155	
Working Papers	GRDS	12.2.7	Pg 77
Working Parties	QDAN601	601.2/C324	
Other University Committees	GRDS	12.2.2	Pg 76
Community Programs	QDAN601	601.2/A9	
Community Relations	GRDS	1	Pg 6
Companies			See <i>University Owned Companies and Shares</i>
Compensation			See <i>Claims</i>
Complaints			
Animal Care	QDAN601	601.2/C93	
General			See <i>Public Reaction</i>
Compliance			
Biotechnology	QDAN601	601.2/A44	
Freedom of Information			See <i>Right to Information</i>
Records Management			See <i>Records Management</i>
Research Ethics	QDAN601	601.2/C116	
Work Health and Safety	GRDS	14.4	Pg 89
Conferences	GRDS	1.3	Pg 6
Conferral Proceedings	QDAN601	601.3/C13	
Confidentiality Agreements			See <i>Agreements - All Other Agreements</i>
Conflict of Interest (Staff)			See <i>Employee Service History</i>
Consent			
Anatomy (Use of)	QDAN601	601.2/C91	
Ethical Clearances	QDAN601	601.2/C111	
Health and Wellbeing	GRDS	14.5.1	Pg 91

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Teaching Activities	QDAN601	601.2/C289	
Immunisation	QDAN601	601.3/C46	
Conservation			
Collections	QDAN601	601.2/C4	
Buildings and Property	GRDS	10.2	Pg 69
Records	GRDS	8.2	Pg 59
Sites	GRDS	8.2	Pg 59
Contracting Out	GRDS	4.11	Pg 30
Contracts			See <i>Agreements</i>
Controlled Entities			See <i>University Owned Companies and Shares</i>
Construction (Buildings and Structures)			See <i>Design and Construction (Buildings and Structures)</i>
Consultancy			
External Contractor			See <i>Contracting Out</i>
Research	QDAN601	601.2/A47	
Teaching	QDAN601	601.2/A86	
Convocation			See <i>Alumni and Convocation</i>
Copyright			See <i>Intellectual Property</i>
Corporate Identity	QDAN601	601.2/A99	
Catalogues			
Library	GRDS	8.3.1	Pg 60
Program/Course Catalogue	QDAN601	601.3/C146	
Counselling			
Careers Advice	QDAN601	601.3/C153	
Staff	QDAN601	601.2/A73	
Staff	GRDS	15.2	Pg 97
Student	QDAN601	601.2/A73	
Course Accreditation			See <i>Accreditation – Course/Program</i>
Course Approval Process			See <i>Curriculum Management</i>
Course Catalogue	QDAN601	601.3/C146	
Course Experience Questionnaire			See <i>Evaluation – Teaching and Learning</i>
Course Materials			See <i>Delivery (of course curricula)</i>
Course Outlines			See <i>Delivery (of course curricula)</i>
Credit Articulation	QDAN601	601.3/C114	
Credit Precedents			See <i>Credit Articulation</i>
Crest			See <i>Corporate Identity</i>
Criminal History Checks (Employee)	GRDS	15.5.1	Pg 101
Curating an Exhibit			See <i>Exhibitions – Collections Management</i>
Curriculum Management	QDAN601	601.2/A87	
D			
Deferred Examinations			See <i>Examinations - administration</i>

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Delegations			
Financial	GRDS	4.7.1	Pg 27
Other	GRDS	15.1	Pg 96
Delivery (of course curricula)	QDAN601	601.2/A88	
Deposit and Withdrawal Slips			<i>See Banking Activities</i>
Depreciation			<i>See Asset Register</i>
Design and Construction (Buildings and Structures)			
General Administration Buildings	GRDS	10.3	Pg 69
University-Specific Buildings	QDAN601	601.2/A30	
Diaries			
Appointment Registers			<i>See Appointment Registers</i>
Work Diaries			<i>See Work Diaries</i>
Disaster Management			<i>See Disaster Recovery</i>
Disaster Recovery	GRDS	12.4	Pg 78
Discretionary Funds (Student)	QDAN601	601.2/A75	
Discipline			<i>See Misconduct</i>
Discrimination			
Staff	GRDS	15.3.1	Pg 98
Students	QDAN601	601.3/C15	
Discovery Orders	GRDS	8.6.2	<i>Pg 62</i>
Displays			<i>See Exhibitions</i>
Disposal			
Asbestos & Radioactive Materials	GRDS	14.4.3	Pg 89
Buildings, Structures and Land (Administrative)	GRDS	10.4	Pg 70
Buildings, Structures and Land (University-specific)	QDAN601	601.2/A28	
Drugs and Poisons	QDAN601	601.2/C129 601.2/C302	
Collections	QDAN601	601.2/A5	
Equipment	GRDS	3.3	Pg 16
Hazardous Waste	GRDS	10.7.10	Pg 71
Learning Materials	QDAN601	601.2/C302	
Poisons			<i>See Drugs and Poisons</i>
Records	GRDS	8.4	Pg 61
Research Materials	QDAN601	601.3/A15	
Stores	GRDS	3.3	Pg 16
Technology and Telecommunications	GRDS	13.4.1	Pg 85
Vehicles	GRDS	5.5	Pg 46
Disputes (Industrial Relations)	GRDS	7.3	Pg 54
Doctor of the University			<i>See Honorary Degrees</i>
Domain Name	QDAN601	601.3/C39	
Donations			

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Anatomy			See <i>Donations - Specimens</i>
Gifts and Bequests			See <i>Gifts and Bequests</i>
Library or Manuscript Materials	GRDS	8.5	Pg 62
Specimens	QDAN601	601.2/C91	
Other	GRDS	1.4	Pg 7
Drugs and Poisons			
Acquisition			See <i>Acquisition – Drugs and Poisons</i>
Disposal			See <i>Disposal – Drugs and Poisons</i>
Register	QDAN601	601.2/C132	
E			
EEO			See <i>Workforce planning</i>
Elections (Committee)	QDAN601	601.2/A100	
ELICOS			See <i>Non-Award Courses or Programs</i>
Employment Conditions – Pecuniary Interests			See <i>Employee Service History</i>
Employment Conditions – Transfer / Relocation	GRDS	15.4.5	Pg 100
Employment Schemes	GRDS	15.11.3	Pg 109
Employee Service History	GRDS	15.4.2	<i>Pg 99</i>
Energy Management	GRDS	10.7.12	Pg 72
English Language Intensive Courses for Overseas Students			See <i>Non-Award Courses or Programs</i>
Enquiries	GRDS	1.5	Pg 8
Enrolment	QDAN601	601.2/A59	
Enterprise Bargaining			See <i>Workplace Agreements and Awards</i>
Environmental Impact Statements	GRDS	10.2.1	Pg 69
Environmentally Relevant Activities	QDAN601	601.2/A29	
Environmental Monitoring and Control (Collections)	QDAN601	601.2/C5	
Equal Employment Opportunities			See <i>Workforce planning</i>
Equipment and Stores	GRDS	3	Pg 15
Equity and Diversity	QDAN601	601.2/A74	
ERA			See <i>Environmentally Relevant Activities</i>
Ethical Clearances			
Research	QDAN601	601.2/A48	
Teaching	QDAN601	601.2/A89	
Evaluation			
Assets	GRDS	4.5.2	Pg 25
Employee Performance	GRDS	15.10.2	Pg 107
Position/role (Employee)	GRDS	15.6.1	Pg 103
Programs	GRDS	12.5	Pg 78
Teaching and Learning	QDAN601	601.2/A90	
Technology and Telecommunicatins Systems	GRDS	13.3	Pg 84
Tenders	GRDS	4.27.1 4.27.2	Pg 43

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Events			See <i>Ceremonies</i>
Examination - arrangements	QDAN601	601.3/C91	
Examination Papers			See <i>Assessment</i>
Examination Supervision			See <i>Examination - arrangements</i>
Exchanges			
Staff	QDAN601	601.2/A26	
Student	QDAN601	601.2/A66	
Exclusion			See <i>Academic Progress</i>
Exhibitions			
Collections Management	QDAN601	601.2/A6	
Other	GRDS	1.6	Pg 8
EXTERNAL RELATIONS	QDAN601	601.2/F2	
F			
Feasibility Studies			See <i>Commercialisation</i>
Fees			
Student			See <i>Student Fees and Charges</i>
Student Accommodation	QDAN601	601.2/C203	
Traffic and Parking			See <i>Fines, Penalties and Fees</i>
Fellowships (Research)	QDAN601	601.3/A10	
Financial Assistance	QDAN601	601.2/A75	
FINANCIAL MANAGEMENT	QDAN601 GRDS	601.2/F3 4	Pg 18
Financial Statements	GRDS	4.15	Pg 34
Fines, Penalties and Fees			
Infringements	GRDS	5.6.1	Pg 46
Traffic and Parking (University)	QDAN601	601.2/A35	
Fleet Management	GRDS	5	Pg 45
FOI			See <i>Right to Information</i>
Food Business Operator			See <i>Licensing – Food Business Operator</i>
Food Premises Registration			See <i>Registration – Food Premises</i>
Food Safety Programs			See <i>Health and Safety – Food Safety Programs</i>
FOOD SERVICES	QDAN601	601.2/F4	
Food Supplies	QDAN601	601.2/C35	
Food Temperature Logs			See <i>Temperature Logs</i>
Freedom of Information			See <i>Right to Information</i>
Fringe Benefits Tax (FBT)			See <i>Taxation - University</i>
Freezer/Refrigerator Temperature Logs			See <i>Temperature Logs</i>
Fund Raising	QDAN601	601.3/A11	
G			
General Ledgers			See <i>Accounting</i>
Gifts and Bequests			

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Collections	QDAN601	601.2/C2	
Library or Manuscript Materials	GRDS	8.5	Pg 62
Trust Funds	QDAN601	601.2/A15	
Other	GRDS	1.4	Pg 7
Goods & Services Tax (GST)			See <i>Taxation - University</i>
Graduate Destination Survey			See <i>Evaluation – Teaching and Learning</i>
Graduation	QDAN601	601.2/A60	
Graduation Ceremonies			See <i>Conferral Proceedings</i>
Graduation Programs			See <i>Conferral Proceedings</i>
Graduation Statement			
Design			See <i>Corporate Identity</i>
Replacement	QDAN601	601.3/C56	
Grants			
Equity and Access	QDAN601	601.3/C137	
Research	QDAN601	601.2/C139	
Teaching	QDAN601	601.3/C98	
Other	GRDS	4.17	Pg 36
Grievances			
Child Care	QDAN601	601.2/C210	
Harassment – Other (Students)			See <i>Misconduct – Student (Non-Academic)</i>
Harassment – Sexual (Students)	QDAN601	601.3/C15	
Public and Clients			See <i>Public Reaction</i>
Employee	GRDS	15.3.1	Pg 98
Student	QDAN601	601.3/C87	
H			
Handbooks			See <i>Program/Course Catalogue</i>
Harassment			See <i>Grievances</i>
Hazardous substances and dangerous goods	GRDS	14.4.3	Pg 89
Health & Wellbeing Programs	GRDS	14.5.1	Pg 91
Health and Safety			See <i>Work Health and Safety</i>
HECS			See <i>Student Fees and Charges</i>
HERDC Reporting			See <i>Research Funding</i>
Honorary Degrees			
Accepted	QDAN601	601.2/C166	
Refused	QDAN601	601.2/C166	
Honouring and Naming	QDAN601	601.2/A31	
HUMAN RESOURCE MANAGEMENT	QDAN601	601.2/F5	
I			
Identity Cards			
Student	QDAN601	601.2/C186	
Staff	GRDS	10.9.2	

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Incidents			See also <i>Accidents</i>
Biosafety	QDAN601	601.2/C98	
Food (Contamination or Poisoning)	QDAN601	601.2/A17	
Security			See <i>Security</i>
Vehicles			See <i>Accidents – Vehicles</i>
Industrial Relations	GRDS	7	Pg 53
Industry Experience	QDAN601	601.3/C51	
Information Management	GRDS	8	Pg 58
Information Requests			
Legal			See <i>Litigation</i>
Other			See <i>Enquiries</i>
Information Technology			See <i>Technology and Telecommunications</i>
Infringements (traffic)			See <i>Fines, Penalties and Fees</i>
Internet access, breaches, usage			See <i>Technology and Telecommunications - Operations</i>
Inquiries	GRDS	6.3	Pg 47
Inspections			
Anatomy Facilities	QDAN601	601.2/C90	
Building Maintenance (Administrative)	QDAN601	601.2/A32	
Biosafety	QDAN601	601.2/C99	
Food Business	QDAN	601.2/C26	
Records	GRDS	8.6.1	Pg 62
Work Health and Safety	GRDS	14.6	Pg 91
Installation (Technology and Telecommunications)	GRDS	13.4	Pg 85
Insurance	GRDS	2.2	Pg 14
Intellectual Property			
Copyright	GRDS	8.7	Pg 62
Published and Unpublished Works	QDAN601	601.2/A39	
Research	QDAN601	601.2/A49	
Teaching and Learning	QDAN601	601.2/A91	
Intervention			See <i>Academic Progress</i>
Inventory			
Assets	GRDS	4.18	Pg 37
Equipment	GRDS	3.5	Pg 16
Legal Documents	GRDS	8.8.1	Pg 63
Publications	GRDS	11.2.1	Pg 74
Investigations			
Corruption	GRDS	4.12	Pg 32
Health and Safety	GRDS	14.6	Pg 91
Misconduct	GRDS	15.8	Pg 104
Invigilation			See <i>Assessment</i>

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Invitation (Recruitment)			See <i>Appointment</i>
Invitations			
Associations/Clubs	GRDS	1.7.2	Pg 8
Celebrations	GRDS	1.1.2	Pg 6
Ceremonies	GRDS	1.2.2	Pg 6
Exhibitions	GRDS QDAN601	1.6.3 601.2/A6	Pg 8
Public Lectures			See <i>Public Lectures</i>
IT			See <i>Technology and Telecommunications</i>
J			
Job Evaluation			See <i>Evaluation – Position/role</i>
Joint Ventures	GRDS	6.4	Pg 49
Judicial Review	GRDS	6.3.5	Pg 49
L			
Laboratory Manuals			See <i>Manuals</i>
Learning Materials	QDAN601	601.2/C302	
Learning Skills	QDAN601	601.2/A77	
Leasing	GRDS	10.5	Pg 70
Leasing Out	GRDS	3.6	Pg 16
Leave			
Leave of Absence (Students)	QDAN601	601.3/C60	
Study or Professional Development (Staff)	GRDS	15.7.3	Pg 104
Other	GRDS	15.7	Pg 103
Lecture Notes			See <i>Delivery</i>
Legal Services	GRDS	9	Pg 66
Legislation	GRDS	6.5	Pg 49
Library Materials			See <i>Catalogue - Library</i>
Licencing			
Animal Care	QDAN601	601.2/C94	
Biotechnology	QDAN601	601.2/C102	
Child Care	QDAN601	601.2/C216	
CRICOS	QDAN601	601.2/A101	
Food Business Operator	QDAN601	601.2/C26	
Institution Accreditation			See <i>Accreditation - Institutional</i>
Liquor	QDAN601	601.2/C27	
Publishing	QDAN601	601.3/C147	
Litigation	GRDS	9.2	Pg 66
Load Management			See <i>Student Intake Load</i>
Loans			
Financial	GRDS	4.16.3	Pg 35
Collection	QDAN601	601.2/A7	

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Equipment (Internal)	GRDS	3.3.2	Pg 16
Equipment (Loan)	GRDS	3.6.1	Pg 16
Student			See <i>Financial Assistance</i>
Logo			See <i>Corporate Identity</i>
M			
Mail Processing	GRDS	8.3.3	Pg 60
Maintenance			
Buildings, Structures and Land	QDAN601	601.2/A32	
Buildings, Structures and Land	GRDS	10.7	Pg 71
Cleaning	GRDS	10.7.2	Pg 71
Collections	QDAN601	601.2/C6	
Equipment	GRDS	3.7.1	Pg 17
Grounds	GRDS	10.7.8	Pg 71
Technology and Telecommunications	GRDS	13.5	Pg 85
Utilities	GRDS	10.7.8	Pg 71
Vehicles	GRDS	5.7	Pg 46
Manuals			
Corporate Style Guides	GRDS	11.1.1	Pg 74
User	GRDS	16.1.12	Pg 114
Equipment	GRDS	3.1.3	Pg 15
Financial Management			See <i>Procedures (Financial Management)</i>
Laboratory	QDAN601	601.2/C138	
Quality	GRDS	12.11.4	Pg 81
Technology and Telecommunications (Operation)	GRDS	13.6.1	Pg 85
Manuscripts	QDAN601	601.2/A40	
Maps, Charts and Plans	GRDS	10.1.4	Pg 69
Marketing	GRDS	1.8	Pg 9
Medals	QDAN601	601.3/A12	
Media Releases	GRDS	1.9.1	Pg 9
Medical Services	QDAN601	601.3/A6	
Membership			
Alumni and Convocation			See <i>Alumni and Convocation</i>
Sporting Clubs or Social Associations	GRDS	1.7.1	Pg 8
Professional Associations	GRDS	1.7.1	Pg 8
Companies/Boards	QDAN601	601.3/C37	
Superannuation Fund	GRDS	4.26.7	Pg 43
Committees	GRDS	12.2.6	
Memoranda of Understanding			See <i>Agreements - Memoranda of Understanding</i>
Menus	QDAN601	601.2/C34	
Misconduct			
Staff	GRDS	3.4.12	40

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Student (Academic)	QDAN601	601.2/A61	
Student (Non-Academic)	QDAN601	601.2/A62	
Monitoring (Animal Care)			See <i>Animal Management, Maintenance and Care</i>
Motto			See <i>Corporate Identity</i>
MOU			See <i>Agreements</i>
N			
Naming			See <i>Honouring and Naming</i>
Non-Award Courses or Programs	QDAN601	601.3/C59	
O			
Occupational Health and Safety			See <i>Work Health and Safety</i>
O Week			See <i>Orientation</i>
Open Day	QDAN601	601.3/C85	
Orientation	QDAN601	601.2/A78	
P			
Parking			See <i>Traffic and Parking</i>
Parking Infringements			See <i>Fines, Penalties and Fees</i>
Pastoral care			See <i>Religious Support</i>
Patents			See <i>Intellectual Property - Research</i>
Patient Records			See <i>Client Records</i>
Payroll	GRDS	15.9	
Payroll Tax			See <i>Taxation - University</i>
PELS			See <i>Student Fees and Charges</i>
Performance Management (Employee)	GRDS	15.10	Pg 107
Personal Promotions			See <i>Employee Service History</i>
Personnel			See <i>Human Resource Management</i>
Personnel Files			See <i>Employee Service History</i>
Placements			See <i>Practicum</i>
Plagiarism	QDAN601		See <i>Misconduct – Student (Academic)</i>
Planning			
Food Safety	QDAN601	601.2/A19	
Equal Employment Opportunity	GRDS	15.17.1	Pg 112
Property Management	GRDS	10.8	Pg 72
Strategic	GRDS	12.9	Pg 79
Technology & Telecommunications	GRDS	13.7	Pg 85
Workforce	GRDS	15.17	Pg 112
Policy			
Financial	GRDS	4.20	Pg 38
Public Records	GRDS	8.9	Pg 63
Work Health and Safety	GRDS	14.7	Pg 92
Other	GRDS	12.10	Pg 80
Pollution	GRDS	10.7.11	Pg 72

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Position Description	GRDS	15.6.1	Pg 103
Posters			See <i>Brochures, Flyers and Posters</i>
Practicum	QDAN601	601.2/A93	
Primary Evidence Records (Financial Management)			See <i>Accountable Forms</i>
Privacy			
Other	GRDS	8.10	Pg 63
Technology and Telecommunications	GRDS	13.8	Pg 86
Prizes			See <i>Awards</i>
Probation			See <i>Academic Progress</i>
Procedures			
Disaster Recovery	GRDS	14.4.2	Pg 78
Financial	GRDS	4.21	Pg 39
Other	GRDS	12.6	Pg 78
Quality	GRDS	12.44	Pg 81
Research	QDAN601	601.2/A53	
Right to Information	GRDS	8.1.1	Pg 58
Security	GRDS	10.9.3	Pg 73
Professional Indemnity Insurance			See <i>Insurance</i>
Professional Development Leave			See <i>Leave</i>
Professional Experience			See <i>Practicum</i>
Programs, Graduation			See <i>Conferral Proceedings</i>
Program Catalogue	QDAN601	601.3/C146	
Promotions			See <i>Employee Service Histo</i>
PROPERTY MANAGEMENT	QDAN601	601.2/F6	
Property Management	GRDS	10	Pg 68
Publication	GRDS	11	Pg 74
Publications (Research) and Research Output			See <i>Research Funding</i>
Public Interest Disclosures	GRDS	6.3.3 6.3.4	Pg 49
Public Lectures	QDAN601	601.3/C103	
Public Liability			See <i>Insurance</i>
Public Reaction	GRDS	1.10	Pg 10
PUBLISHING	QDAN601	601.2/F7	
Purchasing			See <i>Acquisition</i>
Q			
Queensland Tertiary Admissions Centre (QTAC)			See <i>Admission</i>
R			
Radioactive substances	GRDS	10.7.10	Pg 71
Receipts			See <i>Accountable Forms</i>
Reclassification (Job)			See <i>Evaluation – Position/role</i>
Records			

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Compliance	GRDS	8.1	Pg 58
Conservation	GRDS	8.2	Pg 59
Control	GRDS	8.3	Pg 59
Destruction			<i>See Records - Disposal</i>
Disposal	GRDS	8.4	Pg 61
Inspections	GRDS	8.6.1	Pg 62
Inventory	GRDS	8.8	Pg 63
Policy	GRDS	8.9	Pg 63
Records Management	GRDS	8	Pg 58
Recreational Services	QDAN601	601.3/A16	
Recruitment			<i>See also Appointment</i>
Staff	GRDS	15.11	Pg 108
Student	QDAN601	601.3/A22	
Recruitment/Employment Schemes	GRDS	15.11.3	Pg 109
Redundancy			<i>See Separation</i>
Registration			
Animal Research Facility	QDAN601	601.2/C96	
Australian Business Number (ABN)			<i>See Registration - Compliance</i>
Australian Company Number (ACN)			<i>See Registration - Compliance</i>
Collections			<i>See Cataloguing</i>
Data Universal Numbering System Number (DUNS)			<i>See Registration - Compliance</i>
Food Premises	QDAN601	601.2/C63	
Compliance	GRDS	4.10	Pg 29
Intellectual Property (Research)			<i>See Intellectual Property - Research</i>
Patents			<i>See Intellectual Property - Research</i>
Property			<i>See Environmentally Relevant Activities</i>
Tax File Number (TFN)			<i>See Registration - Compliance</i>
Rehabilitation	GRDS	14.8.1	Pg 93
Religious Support	QDAN601	601.2/A80	
Repairs			<i>See Maintenance</i>
RESEARCH	QDAN601	601.2/F8	
Research Data	QDAN601	601.2/A50	
Research Funding	QDAN601	601.2/A51	
Research Materials	QDAN601	601.3/A15	
Research Procedures	QDAN601	601.2/A53	
Research Project Management	QDAN601	601.3/A10	
Research Risk Management			<i>See Risk Management</i>
Restoration and Conservation (Collections)			<i>See Conservation - Collections</i>
Restructuring	GRDS	12.8	Pg 79
Results			<i>See Assessment</i>
Reviewing	GRDS	4.23	Pg 41

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Retention			<i>See Disposal</i>
Right to Information	GRDS	8.1	<i>Pg 58</i>
Risk Management			
Biosafety	QDAN601	601.2/C100	
Research	QDAN601	601.2/A55	
University	QDAN601	601.2/A102	
Other	GRDS	4.24	<i>Pg 41</i>
Rules and Statutes	QDAN601	601.2/A103	
Royal Commissions and Committees of Inquiry			<i>See Inquiries</i>
Royalties (Published Works)	QDAN601	601.2/C86	
S			
Sabbatical			<i>See Leave</i>
Salaries			<i>See Payroll</i>
Scholarships	QDAN601	601.3/A13	
Seal			<i>See Corporate Identity</i>
Security			
Surveillance	GRDS	10.9.5 10.9.6	<i>Pg 73</i> <i>Pg 73</i>
Property Management	GRDS	10.9	<i>Pg 72</i>
Records	GRDS	8.12	<i>Pg 64</i>
Technology and Telecommunications	GRDS	13.9	<i>Pg 86</i>
Security Clearance	GRDS	15.5	<i>Pg 101</i>
Selection and Recruitment			<i>See Recruitment</i>
Semester Timings (Academic Year)	QDAN601	601.2/A64	
Separations	GRDS	15.13	<i>Pg 109</i>
Sexual Harrassment			<i>See Discrimination</i>
Special Consideration			<i>See Examination - arrangements</i>
Sponsorships	QDAN601	601.3/A7	
Staff Development			<i>See Workforce Management</i>
Staff Exchanges			<i>See Exchanges - Staff</i>
Staff Files			<i>See Employee Service History</i>
Standards	GRDS	12.14	<i>Pg 82</i>
Stocktake	GRDS	4.25	<i>Pg 42</i>
Storage			
Animal Management	QDAN601	601.2/C92	
Client Payment Details	GRDS	4.1.12 4.1.13	<i>Pg 22</i>
Equipment and Stores	GRDS	3.7.2	
Storage Areas			<i>See Storage – Equipment and Stores</i>
Collections	QDAN601	601.2/C6	
Hazardous Chemicals	GRDS	14.4.4	<i>Pg 90</i>

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Hazardous Substances	GRDS	10.7.9	Pg 71
Hazardous Waste	GRDS	10.7.10	Pg 71
Records (Onsite)			See <i>Storage – Equipment and Stores</i>
Records (Offsite)	GRDS	8.12.3	
Promotional Materials	GRDS	1.8.2	Pg 9
Radioactive Materials	GRDS	14.4.3	Pg 89
Specimens	QDAN601	601.2/C91	
Strategic Planning			
Physical Asset	GRDS	10.8.2	Pg 72
Other	GRDS	12.9	Pg 80
Information and Communication Systems	GRDS	13.7.1	Pg 86
Statistics	GRDS	8.11.1	Pg 64
Strategic Management	GRDS	12	Pg 76
Student Accommodation			See <i>Accommodation Services (Student)</i>
STUDENT ADMINISTRATION	QDAN601	601.2/F9	
Student Details	QDAN601	601.2/A65	
Student Discipline			See <i>Misconduct – Student (Non-academic)</i>
Student Discretionary Funds			See <i>Discretionary Funds (Student)</i>
Student Exchanges			See <i>Exchanges - Student</i>
Student Fees and Charges	QDAN601	601.2/A67	
Student Files	QDAN601	601.2/A68	
Student Intake Load	QDAN601	601.2/A69	
Student Load			See <i>Student Intake Load</i>
Student Loans			See <i>Financial Assistance</i>
Student Placement			See <i>Practicum</i>
Student Recruitment	QDAN601	601.3/A22	
STUDENT SERVICES			See <i>Support Services</i>
Study or Professional Development Leave			See <i>Leave</i>
Subject Outlines			See <i>Delivery (of course curricula)</i>
Subpoenas	GRDS	8.6.2	Pg 62
Subsidiary Ledgers	GRDS	4.1.2	Pg 19
Suggestions			
Public	GRDS	1.10	Pg 10
Staff	GRDS	15.14.1	Pg 110
Student	GRDS	1.10	Pg 10
Suitability Cards			
Staff			See <i>Criminal History Checks (Employee)</i>
Student	QDAN601	601.3/C117	
Superannuation Fund Management	GRDS	4.26	Pg 42
Supervision (Higher Degree Students)			See <i>Assessment</i>
Supplies (Food)			See <i>Food Supplies</i>

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
SUPPORT SERVICES	QDAN601	601.3/F2	
Surveillance Tapes			See <i>Security – Surveillance</i>
Surveys			
Employee satisfaction	GRDS	15.14.1	Pg 110
Graduate Destination Survey			See <i>Evaluation – Teaching and Learning</i>
Client satisfaction	GRDS	1.11.1	Pg 10
Completed for other government entities	GRDS	6.6.5	Pg 50
Completed for external organisations	GRDS	1.11.2	Pg 10
T			
Taxation			
University	GRDS	4.1.17	Pg 24
Employee	GRDS	15.9.4	Pg 106
TEACHING AND LEARNING	QDAN601	601.2/F11	
Teaching Awards			See <i>Awards - Teaching</i>
Teaching Clinics			See <i>Clinics (Teaching)</i>
Teaching Grants			See <i>Grants - Teaching</i>
Teaching Materials			See <i>Learning Materials</i>
Teaching Projects	QDAN601	601.2/A94	
Teaching Strategy Development	QDAN601	601.2/A95	
Technology and Telecommunications	GRDS	13	Pg 84
Operations	GRDS	13.6	Pg 85
Temperature Logs			
Food	QDAN601	601.2/C30	
Freezer/Refrigerator	QDAN601	601.2/C31	
Tendering	GRDS	4.27	Pg 43
Testamurs			
Design			See <i>Corporate Identity</i>
Replacement	QDAN601	601.3/C56	
Theses			See <i>Assessment</i>
Timesheets (Staff)	GRDS	15.7.1	Pg 103
Timetabling	QDAN601	601.2/A96	
Title Deeds			See <i>Acquisition – Buildings, Property and Land</i>
Traffic and Parking	QDAN601	601.2/A35	
Traineeships			See <i>Apprenticeships and Traineeships</i>
Training (Staff)	GRDS	3.5.6	52
Administration	GRDS	15.15.1	110
Brochures	GRDS	16.1.13	Pg 114
Delivery			See <i>Training (Staff) - Provision</i>
Hazardous substances	GRDS	15.4.2	Pg 99
Materials			See <i>Training (Staff) - Provision</i>
Opportunities	GRDS	15.4.6	Pg 100

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Provision	GRDS	15.15.2	110
Transcripts			
Academic			See <i>Academic Record</i>
Academic (Requests for)	QDAN601	601.3/C62	
Corporate Identity (Template for)	QDAN601	601.2/A99	
Employee Complaints	GRDS	15.3.1	Pg 98
Guest Speeches (Conferral Proceedings)	QDAN601	601.3/C13	
Conference Proceedings			See <i>Conferences</i>
Public Lectures	QDAN601	601.3/C103	
Travel (Staff)	GRDS	15.16	Pg 111
Trust Fund Management	QDAN601	601.2/A15	
Tuition Fees			See <i>Student Fees and Charges</i>
U			
Union Meetings	GRDS	7.5	Pg 55
Unit Outlines			See <i>Delivery (of course curricula)</i>
University Owned Companies and Shares	QDAN601	601.3/A4	
UNIVERSITY GOVERNANCE	QDAN601	601.2/F12	
University Medal	QDAN601	601.2/A63	
Use of			
Collections			See <i>Access and Use</i>
Corporate Credit Card	GRDS	4.1.11	Pg 21
Buildings, Property and Land	GRDS	10.8	Pg 72
V			
Valuation			
Art	GRDS	4.5.2	Pg 25
Assets	GRDS	4.5.2	Pg 25
Visits			
Government Representatives	GRDS	6.8	Pg 52
Other	QDAN601	601.2/A14	
Voluntary Employment			See <i>Work Experience</i>
W			
Waste			
Hazardous			See <i>Hazardous substances and dangerous goods</i>
Whistleblowers			See <i>Public Interest Disclosures</i>
Work Experience (Unpaid employment)	GRDS	15.11.3	Pg 109
Work Experience (Students)			See <i>Industry Experience</i>
Workforce Management	GRDS	15	Pg 96
Workers Compensation Claims			See <i>Claims</i>
Workers Compensation Insurance			See <i>Insurance</i>
Work Diaries (Staff other than Vice Chancellor)	GRDS	15.4.9	Pg 101
Work Diaries (Vice Chancellor - routine)	GRDS	15.4.8	Pg 101

Index			
<i>Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records (GRDS).</i>			
Term	Disposal Schedule	Reference Number	Reference
Work Diaries (Vice Chancellor - significant)	GRDS	15.4.7	Pg 101
Work Health and Safety			
Audits	GRDS	14.2.1	Pg 88
Committees	GRDS	14.3.1	Pg 89
Food Safety Program	QDAN601	601.2/A19	
Inspections	GRDS	14.6	Pg 91
Policy	GRDS	14.7.2	Pg 92
Promotion	GRDS	14.5	Pg 91
Workforce planning	GRDS	15.17	Pg 112
Working Parties			See <i>Committees</i>
Workplace Agreements and Awards	GRDS	7.6	Pg 56
Work Health and Safety	GRDS	14	Pg 87