

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References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.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

Queensland State Archives

Department of Science, Information Technology, Innovation and the Arts



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

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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	ACCESS <i>The activities associated with access to and use of the collection according to formulated policy.</i>		
601.2/C1	Access and use Records relating to access and use of collections. Records may include, but are not limited to: <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	ACQUISITION <i>The activities associated with the process of gaining ownership of collections.</i> <i>See University Governance - Contractual arrangements for records relating to agreements.</i>		
601.2/C2	Gifts and bequests Records relating to gifts and bequests which are part of collections, including the terms and conditions. <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>	Permanent	Retain permanently by the university.
601.2/C3	Purchasing Records relating to purchase, negotiations and arrangements.	Permanent	Retain permanently by the university.
601.2/A3	CATALOGUING <i>The activities associated with registering and describing objects within the collection.</i>		

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	EXHIBITIONS <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> <i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to exhibition brochures and publicity.</i>		
601.2/C9	Curating an exhibit Records relating to curating including invitations to exhibit, liaison with donors and/or lenders, and opening of displays.	Temporary	Retain for 5 years after last action.
601.2/A7	LOANS <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>		
601.3/C133	Loan arrangements Records relating to loan arrangements. <i>See <u>University Governance - Contractual arrangements</u> for records relating to loan arrangement agreements.</i>	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	Community programs Records relating to community programs. Records may include, but are not limited to: <ul style="list-style-type: none"> attendance records program curricula program marketing materials. 	Temporary	Retain for 1 year after last action.
601.3/A8	EXTERNAL AWARDS <i>The activities associated with awards offered by external entities.</i> See the General Retention and Disposal Schedule for Administrative Records for records relating to ceremonies to present an award.		
601.3/C54	Nominations Records associated with the nomination of the university, or entities within the university for awards offered by external entities. See the General Retention and Disposal Schedule for Administrative Records for records relating to the nomination of individuals for an award.	Temporary	Retain for 5 years after last action.
601.3/A11	FUNDRAISING <i>The activities associated with the management of fundraising.</i> See the General Retention and Disposal Schedule for Administrative Records for records relating to gifts and bequests.		
601.2/C14	Fundraising Records relating to fund raising campaigns.	Temporary	Retain for 5 years after campaign ends.
601.3/C66	Prospects Records associated with liaising with potential donors.	Temporary	Retain for 5 years after last action.
601.3/A21	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> See University Governance - Contractual arrangements for records relating to agreements or memoranda of understanding.		

Reference	Description of records	Status	Disposal action
601.3/C2	Administration Records associated with maintaining contact between the university and external bodies. Records may include, but are not limited to: <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	PUBLIC LECTURES <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>		
601.2/C20	Organisation Records relating to organising lectures. Includes annual program and invitations to speak.	Temporary	Retain for 2 years after last action.
601.3/C103	Transcripts Transcripts of public lectures.	Temporary	Retain for 2 years after last action.
601.3/A7	SPONSORSHIPS <i>The activities associated with sponsoring an event, program or organisation.</i> See the General Retention and Disposal Schedule for Administrative Records for records relating to university sponsorship of external awards, prizes and rewards.		
601.3/C49	Sponsorships - successful requests Records relating to the sponsorship of an external event, program or organisation. Records may include, but are not limited to: <ul style="list-style-type: none"> associated communications applications or requests conditions reports. See University Governance - Contractual arrangements for records relating to agreements.	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
601.3/C50	Sponsorships - unsuccessful requests Requests received for sponsorship of an external event, program or organisation which the university does not support.	Temporary	Retain for 1 year after last action.
601.3/A22	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>		
601.3/C6	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>	Temporary	Retain for 7 years after appointment ceases.
601.3/C85	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.	Temporary	Retain for 2 years after last action.
601.2/A14	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>		
601.2/C24	External visitors Records relating to the arrangements for visits by external visitors.	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	TRUST FUND MANAGEMENT <i>The activities associated with maintaining trust funds established by gift/bequest. Includes records documenting the establishment of trust funds by the university.</i>		
601.2/C355	Account management Records relating to the routine management of university Trust funds. Records may include, but are not limited to: <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	Establishment - other Trusts Records relating to Trust funds established or managed by the university which are not covered by reference number 601.2/C25. Records may include, but are not limited to: <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	AUTHORISATIONS <i>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.</i> <i>See Property Management - Authorisations - Food Premises for records relating to approvals relating to the construction of food premises.</i>		
601.2/C26	Food business operator Records relating to the licensing of the university to operate a food business under the <i>Food Act 2006</i> . Records may include, but are not limited to: <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	Liquor licence 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> . Records may include, but are not limited to: <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	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>		
601.2/C28	Incidents - adults Records of internal and external investigations into food related complaints involving adults. Records may include, but are not limited to: <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. <i>See University Governance - Risk Management - Claims - other claims settled without litigation for records relating to cases which result in claims for compensation.</i>	Temporary	Retain for 3 years after last action.
601.2/C29	Incidents - minors Records of internal and external investigations into food related complaints involving minors. Records may include, but are not limited to: <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. <i>See University Governance - Risk Management - Claims - other claims settled without litigation for records relating to cases which result in claims for compensation.</i>	Temporary	Retain for 6 years after minor attains the age of 18.
601.2/A18	MONITORING <i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i>		

Reference	Description of records	Status	Disposal action
601.2/C30	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> .	Temporary	Retain for 1 year after last action.
601.2/C31	Freezer/refrigerator temperature logs Freezer/refrigerator temperature logs kept in accordance with the <i>Australian Food Safety Standard - 3.2.2 Food Safety Practices and General Requirements</i> .	Temporary	Retain for 1 year after last action.
601.2/A19	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>		
601.2/C32	Food safety program - development Records relating to the development of the Food Safety Program.	Temporary	Retain for 3 years after last action.
601.2/C33	Food safety program - final version Final version of Food Safety Program required under the <i>Food Act 2006</i> .	Temporary	Retain for 5 years after program superseded.
601.2/A20	PROVISION <i>The activity of providing food to clients.</i>		
601.2/C34	Food services Records relating to the provision of food services (e.g. menus).	Temporary	Retain until reference ceases.
601.2/C35	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>	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, visiting 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. Excludes teaching awards.	Temporary	Retain for 5 years after award no longer offered.

Reference	Description of records	Status	Disposal action
	See <i>Teaching and Learning - Awards – Establishment</i> for records relating to development and establishment of teaching awards.		
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>See the General Retention and Disposal Schedule for Administrative Records for records relating to the acquisition and disposal of administrative buildings and capital assets.</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"> • academic libraries • auditoria/theatres • business accommodation • computer laboratories • lecture theatres and tutorial rooms • media studios • museums and art galleries • practice teaching areas • scientific/research laboratories • sporting facilities • student accommodation • swimming pools. 		
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></p> <p>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</p> <p><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></p> <p>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></p> <p>Records relating to the naming of premises, buildings, grounds or other physical features.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records 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</p> <p><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></p> <p><i>Records include, but are not limited to consultants/engineers reports, contracts, inspection records, maintenance requests, specifications, and tenders.</i></p> <p><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	<i>Management and control</i> Records relating to the management and control of parking and traffic. Records may include, but are not limited to: <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	<i>Removal, detention and disposal of vehicles</i> Records relating to the removal, detention and disposal of illegally parked and abandoned vehicles. Records may include, but are not limited to: <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	AWARDS <i>The activity of establishing literary prizes and awards, receiving and considering nominations and presenting awards.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the marketing of prizes and awards.</i>		
601.2/C81	Award recipients Master list of prize or award recipients.	Permanent	Retain permanently by the university.
601.2/C82	Awards - Successful nominations Records relating to nominations received for literary awards sponsored by the university, that are successful. Records may include, but are not limited to:	Temporary	Retain for 2 years after last action.

Reference	Description of records	Status	Disposal action
	<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 • certificate of agreement 	Permanent	Retain permanently by the university.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> consent forms objections revocation of authorisation supporting information (e.g. death certificate). 		
601.2/A43	<p>ANIMAL MANAGEMENT</p> <p><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></p> <p>See Research - Research Project Management for records relating to individual research projects.</p> <p>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</p> <p>Records relating to the acquisition, management, maintenance and care of animals.</p> <p>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</p> <p>Records relating to complaints concerning animal management.</p> <p>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.
601.2/C94	<p>Licences and permits</p> <p>Records relating to licences or permits for supply, collection, import, export, release, or killing of</p>	Temporary	Retain for 7 years after licence or permit

Reference	Description of records	Status	Disposal action
	animals. Records may include, but are not limited to: <ul style="list-style-type: none"> • applications • licences • supporting information. 		lapses.
601.2/C95	Monitoring Records relating to the monitoring of animal management. Records may include, but are not limited to: <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	Registration and accreditation Records relating to registration as a scientific user and accreditation of animal research facilities. Records may include, but are not limited to: <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	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> See University Governance - Committees for records of institution bioethics committees. See Research - Research Project Management for records relating to individual research projects.		

Reference	Description of records	Status	Disposal action
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 • variations, suspensions or cancellations. 	Temporary	Retain for 7 years after certification lapses.

Reference	Description of records	Status	Disposal action
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>See University Governance - University Owned Companies and Shares for records relating to the establishment of university companies.</p> <p>See the General Retention and Disposal Schedule for Administrative Records for records relating to marketing and advertising and routine administrative and financial records.</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>See University Governance - Contractual arrangements for records relating to agreements.</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>See University Governance - Contractual arrangements for records relating to agreements.</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	CONSULTANCY <i>The activities associated with the provision of professional and testing services to external bodies, by the university or its staff.</i> <i>See Research - Research Data for records relating to data and analysis produced from consultancy.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for routine administrative and financial records.</i>		
601.3/C101	Administration and management Records relating to the establishment and administration of consultancies or proposed consultancies. Records may include, but are not limited to: <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. <i>See University Governance - Contractual arrangements for records relating to agreements.</i>	Temporary	Retain for 7 years after last action.
601.2/A48	ETHICAL CLEARANCES <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> <i>See University Governance – Committees for minutes and agendas of ethics committees.</i> <i>See Research - Research Project Management for records associated with research projects.</i>		
601.2/C110	Animals Records relating to ethical clearance for individual projects with research involving animals. Records may include, but are not limited to: <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 <i>Humans - expedited process</i> or <i>Humans - full process</i>.</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>Humans - full process</p> <p>Records relating to ethical clearance for individual projects with research 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 • 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>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/A49	<p>INTELLECTUAL PROPERTY</p> <p><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></p> <p><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>Administration</p> <p>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</p> <p>Records relating to the arrangements for the use of intellectual property.</p> <p>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 <i>University Governance - Contractual arrangements</i> for records relating to agreements.</p>	Temporary	Retain for 7 years after last action.
601.2/C119	<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"> 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</p> <p>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).</p> <p>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</p> <p><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</p> <p>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	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.	Temporary	Retain for 5 years after last action.
601.3/C149	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.	Temporary	Retain for 7 years after expiry of patent.
601.2/C123	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: <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	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>		
601.3/C154	Publications - Master set Master set of research publications of the University.	Permanent	Retain permanently.
601.2/C128	Publications and research output Records relating to details of academic staff publications or research output for preparation of applications for research funding.	Temporary	Retain for 13 years after year of data collection.

Reference	Description of records	Status	Disposal action
601.2/C127	<i>Submissions to the Commonwealth department responsible for higher education</i> Final institution submission to the Commonwealth department responsible for higher education.	Permanent	Retain permanently by the university.
601.3/A15	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 <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to:</i> <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	<i>Acquisition and disposal</i> 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 <u>Research - Anatomy – Specimens</u> for records relating to the disposal of human bodies or body parts.</i>	Temporary	Retain for 5 years after last action.
601.2/C130	<i>Clinical and related waste</i> 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.	Temporary	Retain for 5 years after last action.
601.2/C131	<i>Controlled/restricted drugs - disposal</i> 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 <u>Research - Research Materials - Acquisition and Disposal</u> for disposal of drugs not controlled by specific legislation.</i>	Temporary	Retain for 2 years after date of disposal of drugs.
601.2/C132	<i>Controlled/restricted drugs - register</i> Controlled and Restricted Drug Register kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i> .	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 Research - Intellectual Property – Registration of patents and other intellectual property for patent applications.</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 <u>University Governance - Contractual arrangements</u> 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 <u>University Governance - Committees</u> for committee records.</p> <p>See the <u>General Retention and Disposal Schedule for Administrative Records</u> 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	ADMISSION <i>The process associated with the admission of applicants into courses or programs.</i> <i>See <i>Student Administration - Student Intake Load</i> for records relating to student intake load.</i>		
601.3/C8	Admission - successful 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.	Temporary	Retain for 2 years after last action.
601.2/C151	Admission - unsuccessful Records relating to unsuccessful applications for admission. Includes rejected offers.	Temporary	Retain for 6 months after applicant notified of outcome and conclusion of any appeals process.
601.2/C152	QTAC - eligibility for admission Requests from and advice to QTAC confirming eligibility of individual students for admission to the university.	Temporary	Retain for 6 months after last action.
601.2/C153	QTAC - offers Records relating to number of offers of places in programs/courses based on QTAC data.	Temporary	Retain for 3 years after census date.
601.2/C154	QTAC - selection methodology Selection methodology provided to QTAC for admissions purposes.	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 University Governance - Contractual arrangements 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</p> <p>Other records relating to the enrolment of students into courses or programs of study, not covered under Enrolment - administrative verification.</p> <p>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</p> <p>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).</p> <p>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</p> <p>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</p> <p><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</p> <p>Records relating to academic dress protocol.</p>	Permanent	Retain permanently.
601.3/C12	<p>Administration</p> <p>Records associated with communicating graduation information to students.</p> <p>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</p> <p>Records relating to the proceedings of conferral of certificates at a ceremony.</p> <p>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</p> <p>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</p> <p>Records relating to the nomination and recommendation for the award of an honorary degree.</p> <p>See <i>Student Administration - Graduation - Conferral proceedings</i> for records relating to conferral of award.</p>	Permanent	Retain permanently.
601.2/C167	<p>Honorary degrees - refused or deferred</p> <p>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</p> <p>Records relating to requests for replacement degree certificate or graduation statement.</p> <p>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</p> <p>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.</i> <i>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
	See the General Retention and Disposal Schedule for Administrative Records for records for other legal records.		
601.3/A23	PROGRAM AND COURSE GUIDES <i>The activity of developing guides to programs and courses offered by the university.</i> <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> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to the drafting and release of publications.</i>		
601.3/C146	Program/course catalogue Master version of the program/course catalogue or listing that describe the programs/courses and their requirements. Records may include, but are not limited to: <ul style="list-style-type: none"> handbooks of programs/courses. 	Permanent	Retain permanently.
601.3/A13	SCHOLARSHIPS, SPONSORSHIPS AND BURSARIES <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>		
601.3/C69	Administration - Scholarships, sponsorships and bursaries 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.	Temporary	Retain for 7 years after last action.
601.3/C70	Applications - Unsuccessful Unsuccessful applications submitted by students for scholarships, sponsorships or bursaries.	Temporary	Retain until end of appeal period.
601.3/C81	Ceremonies Administrative arrangements for presentation ceremonies for scholarships, sponsorships and bursaries.	Temporary	Retain for 6 months after last action.
601.3/C71	Determination Records relating to the process of determining recipients of scholarships, sponsorships or bursaries.	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	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>		
601.3/C14	Applications to attend another institution - successful Successful applications for a student to enrol at another institution under an exchange program.	Temporary	Retain for 2 years after end of period of enrolment.
601.2/C189	Applications to attend another institution - unsuccessful Unsuccessful applications for a student to enrol at another institution under an exchange program.	Temporary	Retain for 6 months from last action.
601.2/C190	Applications to attend own institution - successful Successful applications for enrolment under an exchange program for students from another institution.	Temporary	Retain for 1 year after end of period of enrolment.
601.2/C191	Applications to attend own institution - unsuccessful Unsuccessful applications for enrolment under an exchange program for students from another institution.	Temporary	Retain for 6 months after last action.
601.2/A67	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>		
601.2/C193	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: <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	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.	Temporary	Retain for 70 years from date of enrolment.
601.2/C195	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.	Temporary	Retain for 3 months after last action.
601.2/C356	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.	Temporary	Retain for 7 years after program completion or if program abandoned, for 7 years after last enrolment.
601.2/C196	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.	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.2/C197	Schedule of fees Schedules of fees set.	Temporary	Retain for 10 years from year to which schedule relates.
601.2/A68	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>		
601.2/C198	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:	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 <u>Teaching and Learning - Assessment - Academic Record</u> 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 <u>General Retention and Disposal Schedule for Administrative Records</u> 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	ACCOMMODATION SERVICES <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> <i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> for records relating to advertising accommodation (privately controlled) for students.</i>		
601.2/C200	Applications - successful Records relating to students in accommodation. Records may include, but are not limited to: <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	Applications - unsuccessful Records relating to unsuccessful applications for student accommodation.	Temporary	Retain for 6 months after semester commenced.
601.3/C152	Conduct Residential codes of conduct for students.	Temporary	Retain for 5 years after last action.
601.2/C203	Fees and charges Schedule of fees.	Temporary	Retain for 5 years after superseded.
601.2/A71	CAREERS AND EMPLOYMENT <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>		

Reference	Description of records	Status	Disposal action
601.2/C204	Administration Records relating to the collection and dissemination of careers information. Records may include, but are not limited to: <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	Careers advice Records relating to advice provided to students about career management and opportunities.	Temporary	Retain for 2 years after last action.
601.2/C206	Diaries Appointment registers.	Temporary	Retain for 2 years after last action.
601.3/C51	Industry experience Records relating to the facilitation of paid or unpaid industry experience, work experience or internship for individual students. See <i>Teaching and Learning – Practicum</i> for records relating to work placements required for a course or program or study.	Temporary	Retain for 2 years after last action.
601.2/A72	CHILD CARE SERVICES <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> See the <i>General Retention and Disposal Schedule for Administrative Records</i> for records relating to child care insurance claims and compensation.		
601.2/C207	Absences and attendance Records relating to excursions, fire drills and attendance, including approved absences.	Temporary	Retain for 3 years after last action.
601.2/C208	Administration Child care routine administrative actions, including catering.	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	COUNSELLING <i>The activities associated with providing personal, academic and general counselling services, and associated programs, to students and staff.</i> <i>See Careers and Employment - Counselling services for careers counselling client records.</i>		
601.2/C349	Administration Records relating to the provision of counselling programs or activities.	Temporary	Retain for 2 years after last action.
601.3/C118	Appointment registers Appointment registers for counselling services.	Temporary	Retain for 2 years after last action.
601.3/C151	Client files Personal, academic and general counselling client files. Excludes careers counselling. <i>See Support Services - Careers and Employment for records relating to Careers Counselling.</i>	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	EQUITY AND DIVERSITY <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>		
601.3/C48	Confirmation of aboriginality Records relating to the confirmation of aboriginality.	Temporary	Retain until details are captured in an appropriate system.

Reference	Description of records	Status	Disposal action
601.3/C47	<p>Disability service plans</p> <p>Records relating to the development of disability service plans for individuals.</p> <p>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</p> <p>Records relating to incidences of discrimination, bullying or sexual harassment.</p> <p>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</p> <p>Records relating to the provision of equipment and media to students.</p> <p>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</p> <p>Records relating to successful applications for Commonwealth Government equity and access grants and funding.</p> <p>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</p> <p>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</p> <p>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	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>		
601.2/C225	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.	Temporary	Retain for 5 years after last action.
601.2/C226	Discretionary funds - successful applications Successful applications for discretionary funds and supporting documentation. Records may include, but are not limited to: <ul style="list-style-type: none"> • approvals • assessment. 	Temporary	Retain for 5 years after last action.
601.2/C227	Discretionary funds - unsuccessful applications Unsuccessful applications for discretionary funds and supporting documentation.	Temporary	Retain for 1 year after last action.
601.2/C228	Student loans - administration Records relating to the establishment and administration of student loans scheme. Records may include, but are not limited to: <ul style="list-style-type: none"> • rules and regulations. 	Temporary	Retain for 5 years after scheme becomes obsolete.
601.2/C229	Student loans - successful applications Successful applications for student loans. Records may include, but are not limited to: <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 Teaching and Learning - Curriculum Management - Development - non-award course/programs 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 University Governance - Contractual arrangements 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	Clinical records - deceased minors Records displaying evidence of clinical care to an individual patient who died prior to attaining adulthood.	Temporary	Retain for 10 years from date of patient's death; AND 10 years after last medico-legal action.
601.2/C237	Clinical records - minors Records displaying evidence of clinical care to an individual patient who is a minor.	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	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>	Temporary	Retain for 2 years after date of disposal of drugs.
601.2/C239	Controlled/restricted drugs - register Controlled and Restricted Drug Register kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i> .	Temporary	Retain for 2 years after last entry in the Register.
601.3/C45	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> .	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	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>		
601.2/C245	Academic record Official academic records of the grades achieved by a student in a course or program.	Permanent	Retain permanently.
601.3/C88	Assessment - completed Examination scripts and other forms of assessment completed by students. Records may include, but are not limited to the following assessment types: <ul style="list-style-type: none"> • artwork • assignments • models • oral • performance • presentations • written. 	Temporary	Retain for 6 months after release of results.
601.3/C89	Assessment instructions Master set of examination papers, assignment outlines or other assessment instructions.	Temporary	Retain for 15 years after last action.
601.3/C90	Examinations - attendance Records recording the attendance of students at examinations or other assessment activities.	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 <i>Timetabling - administration</i> 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	<i>Clinical records - adults</i> 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.
601.2/C266	<i>Clinical records - animals</i> Records displaying evidence of clinical care to an animal.	Temporary	Retain for 3 years after last action.
601.2/C268	<i>Clinical records - deceased minors</i> Records displaying evidence of clinical care to an individual patient who died prior to attaining adulthood.	Temporary	Retain for 10 years from date of patient's death; AND 10 years after last medico- legal action.
601.2/C267	<i>Clinical records - minors</i> Records displaying evidence of clinical care to an individual patient who is a minor.	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	<i>Schedule of fees</i>	Temporary	Retain for 5 years after superseded.
601.3/C144	<i>Surgical register - human</i> 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.	Temporary	Retain for 120 years after last action.
601.2/C272	<i>Surgical register - veterinary</i> Surgical register - veterinary	Temporary	Retain for 3 years after last entry in the register.

Reference	Description of records	Status	Disposal action
601.2/A85	COMMERCIALISATION <i>The activities associated with gaining economic benefit from a product derived from teaching. Excludes records concerning the establishment of university companies.</i> <i>See University Governance - University Owned Companies and Shares for records relating to the establishment of university companies.</i> <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>		
601.3/C113	Administration - product commercialised Records relating to administration of commercialisation activities where the product is successfully commercialised. <i>See University Governance - Contractual arrangements for records relating to agreements.</i>	Temporary	Retain for 15 years after the end of the life of the commercial value of the product.
601.3/C138	Administration - product not commercialised Records relating to administration of commercialisation activities where the product is not successfully commercialised. <i>See University Governance - Contractual arrangements for records relating to agreements.</i>	Temporary	Retain for 12 years after last action.
601.2/C277	Feasibility studies 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.	Temporary	Retain for 7 years after last action.
601.2/A86	CONSULTANCY <i>The activities associated with the provision of teaching services to external bodies by the university and its staff.</i> <i>See Research - Research Data for data and analysis produced from consultancy.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for routine administrative and financial records.</i>		
601.3/C102	Administration and management Records relating to the administration and management of consultancies or proposed consultancies. Records may include, but are not limited to: <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	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>		
601.3/C84	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: <ul style="list-style-type: none"> • accreditation requirements • application • supporting evidence of meeting. 	Temporary	Retain for 3 years after accreditation expires.
601.3/C83	Accreditation by professional bodies - outcome Notification by accrediting body of outcome of application process.	Temporary	Retain for 50 years after last action.
601.2/C281	Curricula approval Records relating to the approval of curricula.	Permanent	Retain permanently.
601.3/C20	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.	Temporary	Retain for 10 years after course/program is no longer offered.
601.3/C21	Curricula development and review - non-award courses/programs Records relating to the development and review of curricula for non-award courses and programs.	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	DELIVERY The activities supporting the delivery of course curriculum.		
601.2/C285	Course / subject details Course/subject outlines.	Temporary	Retain digital versions in course outline system permanently. Otherwise, retain for 10 years after course/program last offered.
601.2/C286	Media recordings Audio/audio-visual recordings of lectures, tutorials, seminars, workshops, clinics, etc.	Temporary	Retain for 6 months after last action.
601.3/C53	Resources and materials Resources including arrangement of guest lecturers and materials used in course, subject or unit delivery. Records may include, but are not limited to: <ul style="list-style-type: none"> • audio visual teaching aids • lecture notes • readings • self-assessment exercises • study guides. See <i>Teaching and Learning – Assessment</i> for assignment outlines and examination papers.	Temporary	Retain for 2 years after last action.
601.2/A89	ETHICAL CLEARANCES <i>The administrative processes associated with gaining ethical clearance in relation to specimens for teaching purposes.</i> See <i>University Governance - Committees</i> for minutes and agendas of ethics committees.		

Reference	Description of records	Status	Disposal action
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 • assessment • decision (approval, amendment or rejection) • supporting documentation. 	Temporary	Retain for 7 years after project concluded or abandoned.
601.2/C289	<p>Consent</p> <p>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</p> <p>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>.</p> <p>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</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"> • application • assessment • decision (approval, amendment or rejection) • supporting documentation. 	Temporary	Retain for 15 years after project concluded or abandoned.
601.2/C292	Humans - expedited process	Temporary	Retain for 10 years

Reference	Description of records	Status	Disposal action
	<p>Records relating to ethical clearance for teaching activities 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 • application • assessment • decision (approval, amendment, rejection or conditional approval) • supporting documentation (including information sheet for participants). 		after project concluded or abandoned.
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,</i></p>		

Reference	Description of records	Status	Disposal action
	<i>evaluation of teaching, course experience questionnaire).</i>		
601.2/C295	Administration Records relating to administrative activities associated with the collection of data for an evaluation of teaching.	Temporary	Retain for 2 years after last action.
601.2/C296	Data Analysis and survey data.	Temporary	Retain for 5 years after last action.
601.3/C58	Evaluation survey - master set Master set of evaluation survey templates.	Temporary	Retain for 5 years after last action.
601.3/C107	Reporting Reports on the outcome of evaluation activities.	Temporary	Retain for 25 years after last action.
601.2/A91	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> <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> <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> <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>		
601.2/C298	Administration General administrative correspondence relating to intellectual property management. Records may include, but are not limited to: <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.

Reference	Description of records	Status	Disposal action
601.3/C140	<p>Arrangements for use</p> <p>Records relating to the arrangements for the use of intellectual property.</p> <p>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 University Governance - Contractual arrangements for records relating to agreements.</p>	Temporary	Retain for 7 years after last action.
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 General Retention and Disposal Schedule for Administrative Records 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 Research - Anatomy for records relating to human bodies or body parts.</p>	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
601.2/C303	<i>Clinical and related waste</i> 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> .	Temporary	Retain for 5 years after the last action.
601.2/C304	<i>Controlled/restricted drugs - disposal</i> Other records relating to the disposal of controlled or restricted drugs kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i> .	Temporary	Retain for 2 years after date of disposal of drugs.
601.2/C305	<i>Controlled/restricted drugs - register</i> Controlled and Restricted Drug Register kept in accordance with the <i>Health (Drugs and Poisons) Regulation 1996</i> .	Temporary	Retain for 2 years after last entry in the Register.
601.2/C309	<i>Use of chemicals</i> 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/A93	PRACTICUM <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> <i>See University Governance - Contractual arrangements for records relating to agreements with organisations for the placement of students.</i>		
601.2/C310	<i>Administration</i> Records relating to administrative arrangements relating to placements.	Temporary	Retain for 2 years after last action.
601.2/C312	<i>Participation</i> Summary records providing proof of the number of hours completed and level of performance by students undertaking practicum (e.g. nursing and teaching).	Temporary	Retain until program completion, or if program abandoned, until maximum period for program completion has elapsed.
601.2/A94	TEACHING PROJECTS <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</i>		

Reference	Description of records	Status	Disposal action
	<p><i>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>		
601.3/C98	<p>Funding opportunities</p> <p>Records relating to teaching product/practice development funding opportunities.</p> <p>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>Teaching projects - successful</p> <p>Records relating to teaching project administration. Includes projects which are approved for funding but do not proceed.</p> <p>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>Teaching projects - unsuccessful</p> <p>Records relating to the formulation and or development of teaching 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/A95	TEACHING STRATEGY DEVELOPMENT		

Reference	Description of records	Status	Disposal action
	<i>The activities associated with defining strategic goals and objectives for teaching and formulation of plans to achieve this.</i>		
601.2/C317	Approved teaching plans Approved operational teaching plan. Includes improvement programs and areas of teaching focus.	Temporary	Retain for 5 years after plan superseded.
601.2/C318	Development and evaluation - teaching plans Records relating to the development, formulation and evaluation of operational teaching plans.	Temporary	Retain for 3 years after last action.
601.2/C319	Development and evaluation - teaching strategies Records relating to the development, formulation and evaluation of teaching strategies. Records may include, but are not limited to: <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	TIMETABLING <i>The activities associated with the organisation, control and scheduling of classes and examinations for students.</i>		
601.2/C321	Administration Records relating to the booking of classes, exams and workshops for teaching purposes or other purposes.	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	ANNUAL SUBMISSIONS <i>The activity associated with the preparation of annual or regular submissions to Commonwealth Government associated with core and other business activities.</i> <i>See the General Retention and Disposal Schedule for Administrative Records for records relating to annual reports to parliament.</i>		
601.2/C322	Submission - Core business activities Annual submission to Commonwealth Government on core business activities, such as Institution Assessment Framework Information Collection (previously called Educational Profile) and Research Profile Reporting. <i>See Research - Research funding for research publication output reports.</i>	Permanent	Retain permanently.
601.2/C323	Submission - Other business activities Submissions to Commonwealth Government on other business activities, such as approval of programs/courses for student income support payments. <i>See Research - Research funding for research publication collection records.</i>	Temporary	Retain for 10 years after submission.
601.2/A98	COMMITTEES <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> <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>		
601.2/C324	Committee papers - working parties Minutes, agendas and submissions of ad hoc working parties.	Temporary	Retain for 2 years after working party ceases to exist.
601.3/C155	Committee records - significant committees 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. Committees may include, but are not limited to: <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	Agreement/contract negotiations Records relating to the establishment, negotiation, drafting and review of agreements or memoranda of understanding leading to the development of the final signed agreement.	Temporary	Retain for 7 years after last action.
601.3/C147	Agreements/contracts - Authors, Agents, Distributors Agreements with authors, agents and distributors detailing terms and conditions of publication. Records may include, but are not limited to: <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	Agreements/contracts - Other 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: <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	Memorandum of Understanding Records relating to the formalisation of a relationship with entities external to the university that is not legally binding on either party.	Temporary	Retain for 10 years after last action.
601.2/A99	CORPORATE IDENTITY <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>		
601.3/C57	Development 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).	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	ELECTIONS <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>		
601.2/C332	Conduct Records relating to the conduct of elections. Records may include, but are not limited to: <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	Electoral rolls Records relating to the rolls of individuals eligible to vote.	Temporary	Retain for 1 year after declaration of election result.
601.2/C334	Results Election results.	Temporary	Retain for 5 years after declaration of election result.
601.2/A101	LICENSING AND ACCREDITATION <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>		
601.2/C335	Accreditation approvals Accreditation approvals and supporting documentation.	Permanent	Retain permanently.
601.2/A102	RISK MANAGEMENT <i>The activities relating to managing risk and reducing the risk of loss in relation to university property, equipment and students.</i> <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> <i>See Research - Research Risk Management for records relating to Research Risk Management.</i>		

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

Reference	Description of records	Status	Disposal action
601.3/C34	<i>Shareholder activity</i> Records relating to the purchase and disposal of company shares. Records may include, but are not limited to: <ul style="list-style-type: none">• due diligence• investigation.	Temporary	Retain for 15 years from date of disposal of shares or last action, whichever is later.

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