

### Purpose

This records management guide provides advice to personnel in Student Services on the recommended minimum retention periods and the preferred location for stored records.

### Destruction of records

For advice on the destruction of records and the activities to be undertaken before disposing of records, please refer to <https://intranet.secure.griffith.edu.au/records-management/destruction-of-records>.

### Ephemeral Documents

Ephemeral documents are those documents with short term temporary informational value. They do not need to be incorporated into any recordkeeping system, and their destruction does not need to be recorded. Details of records deemed to be ephemeral is available in Section 6 of the General Retention & Disposal Schedule for Administrative Records V2.1

(Refer <http://www.archives.qld.gov.au/downloads/GeneralDisposalSchedule.pdf>)

### Advice

Please contact:

Corporate Information Officer

Corporate Archives & Records Management Services

<https://intranet.secure.griffith.edu.au/records-management>

### Information Source

Published retention schedules based on the University Sector Retention and Disposal Schedule: QDAN 601v2 and General Retention & Disposal Schedule for Administrative Records V2.1 (see <https://intranet.secure.griffith.edu.au/records-management/destruction-of-records>)

In all instances, the retention requirements published at the above URL supersede advice published in this or any other document.

### Version Control

Date	Action
26/10/2009	Document created and published

## CAREERS & EMPLOYMENT

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601.2/A71	<p><b>CAREERS AND EMPLOYMENT</b></p> <p><i>The activities associated with providing information and assistance to students relating to student and graduate employment, career management and job search, and providing advice to the university on these matters.</i></p>		
601.2/C204	<p><b>Administration</b></p> <p>Records relating to the collection and dissemination of careers information. Includes interaction with providers and employers, employment opportunities, seminars and mentoring.</p> <p>Retain records in Student Services Any agreements should be sent to CARMS</p>	Temporary	Retain for 6 months after last action.
601.2/C205	<p><b>Counselling services</b></p> <p>Client records – careers counselling.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 2 years after last contact.
601.2/C206	<p><b>Diaries</b></p> <p>Appointment registers.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 2 years after last action.

## CHAPLAINCY

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601.2/A80	<p><b>RELIGIOUS SUPPORT</b>  <i>The activities associated with providing pastoral care and religious support to students and staff of the university.</i></p> <p><i>For records relating to associated committees, refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records</i></p>		
601.2/C243	<p><b>Appointment</b>            Records relating to appointment of individuals to provide religious support, when the individual is not a staff member.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 2 years after cessation of appointment.
601.2/C244	<p><b>Program delivery</b>            Records relating to services and programs for religious support.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 6 months after last action.

## COUNSELLING

601.2/A73	<p><b>COUNSELLING</b>  <i>The activities associated with providing personal, academic and general counselling services, and associated programs, to students and staff.</i></p> <p><i>For careers counselling client records see 'Careers and Employment - Counselling services'.</i></p>		
601.2/C219	<p><b>Appointment Registers</b>            Appointment registers for student counselling services.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 2 years after last action.
601.2/C220	<p><b>Client Files</b>            Personal, academic and general counselling patient files. Excludes careers counselling.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 7 years after appointment or access on behalf of the client AND until the client is 25 years of age.
601.2/C349	<p><b>Administration</b>            Records relating to the provision of counselling programs or activities.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 2 years after last action.

## HEALTH

601.2/A76	<p><b>HEALTH SERVICES</b></p> <p><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></p> <p><i>For teaching clinics see 'Teaching and Learning - Clinics'.</i></p>		
601.2/C231	<p><b>Accreditation and licensing</b></p> <p>Records relating to the accreditation of the medical practice. Includes licences and permits.</p> <p>Send records to CARMS</p>	Temporary	Retain for 5 years after licence or permit lapses.
601.2/C232	<p><b>Agreements</b></p> <p>Agreements with service providers. Includes agreements between the university and service providers specifying ownership of client files.</p> <p>Send records to CARMS</p>	Temporary	Retain for 7 years after expiry or cancellation of agreement.
601.2/C233	<p><b>Appointment registers</b></p> <p>Appointment registers for student health services.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 2 years after last action.

601.2/C234	<p><b>Clinical care – notifiable diseases</b></p> <p>Records displaying evidence of clinical care to an individual patient/client with the following notifiable diseases:</p> <ul style="list-style-type: none"> <li>- Hepatitis B;</li> <li>- Hepatitis C;</li> <li>- HIV;</li> <li>- Leprosy;</li> <li>- Q Fever;</li> <li>- Severe Acute Respiratory Syndrome (SARS);</li> <li>- Syphilis; and</li> <li>- Tuberculosis</li> </ul> <p>Retain in Student Services</p>	Temporary	Retain for 85 years from patient's date of birth; AND 10 years after last patient service provision or medico-legal action.
601.2/C235	<p><b>Clinical records – adults</b></p> <p>Records providing evidence of clinical care to an individual or group of adult patients.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 10 years after last patient service provision or medico-legal action.
601.2/C236	<p><b>Clinical records – deceased minors</b></p> <p>Records displaying evidence of clinical care to an individual patient who died prior to attaining adulthood.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 10 years from date of patient's death; AND 10 years after last medico-legal action.
601.2/C237	<p><b>Clinical records - minors</b></p> <p>Records displaying evidence of clinical care to an individual patient who is a minor.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 10 years from patient attaining 18 years of age; AND 10 years after last patient service provision or medico-legal action.

601.2/C238	<p><b>Controlled/restricted drugs - disposal</b></p> <p>Records relating to the disposal of controlled or restricted drugs kept in accordance with the Health (Drugs and Poisons) Regulation 1996.</p> <p>For disposal of drugs not controlled by specific legislation see 'Research - Research Materials - Acquisition and Disposal'.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 2 years after date of disposal of drugs.
601.2/C239	<p><b>Controlled/restricted drugs - register</b></p> <p>Controlled and Restricted Drug Register kept in accordance with the Health (Drugs and Poisons) Regulation 1996.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 2 years after last entry in the Register.

## STUDENT EQUITY

601.2/A74	<p><b>EQUITY AND DIVERSITY</b></p> <p><i>The activities associated with ensuring that students regardless of attributes such gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief have the access to opportunities and conditions and to the courses or programs of the university and can expect to study in an environment that is free of discrimination or harassment. The activities associated with the acknowledgement of difference in background, religion and culture.</i></p> <p><i>For records relating to equal employment opportunities, discrimination or harassment, refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
601.2/C221	<p><b>Equipment</b></p> <p>Records relating to the provision of equipment and media to students.</p> <p>For records relating to special arrangements for assessment and examinations see 'Teaching and Learning - Assessment - Special Arrangements'.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 5 years after last action.
601.2/C222	<p><b>Funding applications – successful</b></p> <p>Records relating to successful applications, agreements and contracts for Commonwealth Government equity and access grants and funding.</p> <p>Send records to CARMS</p>	Temporary	Retain for 7 years after funding ceases.
601.2/C223	<p><b>Funding applications – unsuccessful</b></p> <p>Records relating to unsuccessful applications for Commonwealth Government equity and access grants and funding.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 1 year after notification of outcome.
601.2/C224	<p><b>Program delivery</b></p> <p>Records relating to programs devised to facilitate equity and diversity.</p> <p>Send records to CARMS</p>	Temporary	Retain for 5 years after program ceases to be offered.



## WELFARE & STUDENT LIAISON

601.2/A75	<p><b>FINANCIAL ASSISTANCE</b>  <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></p> <p><i>For records relating to accounting, refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
601.2/C228	<p><b>Student loans - administration</b>            Records relating to the establishment and administration of student loans scheme. Includes, rules and regulations.</p> <p><i>Rules &amp; regulation information is generally embodied in Policy and is therefore captured in the Policy Library as a permanent record of the University.</i></p> <p><i>Any other administrative records to be retained in Student Services.</i></p>	Temporary	Retain 5 years after scheme becomes obsolete.
601.2/C229	<p><b>Student loans – successful applications</b>            Successful applications for student loans, including supporting documentation, assessment, approvals, repayments and requests for extensions.</p> <p><i>Managed by FBS</i></p>	Temporary	Retain for 5 years after discharge of the loan.
601.2/C230	<p><b>Student loans – unsuccessful applications</b>            Unsuccessful applications for student loans and supporting documentation.</p> <p><i>Managed by FBS</i></p>	Temporary	Retain for 1 year after last action and expiration of appeal period.

## EVENT MANAGEMENT ACTIVITIES

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Retain all records in Student Services

5.1.28	<b>Marketing – Advertising</b>		
5.1.29	Information/ marketing plans and strategies developed to promote the agency's image or activities.	Temporary	Retain for 5 years after last action.
5.1.30	Arrangements for the design, production, storage and distribution of promotional material, including brochures, flyers and posters.	Temporary	Retain for 2 years after last action.
5.1.31	Records relating to the publicising of certain events or services organised by the agency.	Temporary	Retain for 2 years after last action.
5.1.32	Records of advertisements not forming part of other classes of records (eg., copies of advertisements not on a relevant recruitment, tender and contract or program promotion file).	Temporary	Retain for 2 years after last action.
5.1.33	Promotional films or videos of the agency. <b>See also 4.2 Publication.</b>	Temporary	Retain for 5 years after last action.
5.1.35	Media releases.	Permanent/ Temporary	Sentence record series containing media releases according to the appropriate disposal class in this Schedule or QDAN601.
5.1.36	Duplicate and reference copies of media releases.	Temporary	Retain until administrative use ceases
5.1.41	<b>Reporting – Surveys</b>		
5.1.42	Surveys conducted by the agency of client satisfaction and needs, including arrangements for the collection, collation and distribution of relevant information.	Temporary	Retain for 5 years after last action.
5.1.43	Records relating to the provision of information in surveys conducted by other organisations.	Temporary	Retain for 2 years

## COMMITTEE RECORDS

See <https://intranet.secure.griffith.edu.au/records-management/team-resources/record-naming-conventions/recordingnamingconventions/committee-records> for information on what should be sent to CARMS and the associated format. CARMS will then manage the appropriate retention of the committee records in their care.

5.4.4	<b>Internal committees</b>		
5.4.5	Records relating to agency committees/ management groups formed to determine and manage strategic and core functional policy, implement major agency programs. Include agendas, minutes and related papers, excluding working papers. \	Permanent	Retain permanently.
	<b>Send records to CARMS</b>		
5.4.6	Records of minor agency committees formed for operational purposes.	Temporary	Retain for 5 years after committee has ceased.
	<b>Receive advice from CARMS as to where these records should be stored.</b>		
5.4.7	<b>External committees</b>		
5.4.8	Master set of records of major external or inter-agency committees/ management groups for which the agency provides Secretariat support and to which the agency has significant input. Include agendas, minutes and related papers, excluding working papers.	Permanent	Retain permanently.
	<b>Send records to CARMS</b>		
5.4.9	Records relating to the agency's involvement in external committees where the agency does not provide significant input. Include agendas, minutes and related papers, records of establishment, etc.	Temporary	Retain for 2 years after last action.
	<b>Retain records in Student Services</b>		
5.4.10	<b>Administrative arrangements</b>		
5.4.11	Records of administrative arrangements for external and internal committee meetings.	Temporary	Retain for 2 years after last action.
	<b>Retain records in Student Services</b>		

601.2/A98	<p><b>COMMITTEES</b>  <i>The activities associated with managing committees formed to progress or resolve issues. Includes the establishment, appointment of members, meetings and reporting of the committee.</i></p> <p><i>For other records relating to committees, refer to the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.</i></p>		
601.2/C324	<p><b>Committee papers – working parties</b>  Minutes, agendas and submissions of ad hoc working parties.</p> <p>Retain records in Student Services</p>	Temporary	Retain for 2 years after working party ceases to exist.