

Retention and Disposal Authority Update November 2024 - Summary of changes

Number	Function - Activity - Name	Change summary
01.6.3	CAMPUS SUPPORT SERVICES - STUDENT & STAFF ASSOCIATIONS - staff social clubs and events	New class from PROS 24/03.
01.7.1	CAMPUS SUPPORT SERVICES - STUDY SUPPORT - Special	Addition to description to include additional text from PROS 16/07 5.5.1.
01.7.2	CAMPUS SUPPORT SERVICES - STUDY SUPPORT - Special needs support - targeted	Addition to description to include additional text from PROS 16/07 5.5.2.
04.4.8	EXTERNAL RELATIONS - MARKETING - Prospective student	Existing Public Record Office Victoria PROS 07/01 disposal class not previously included
04.4.9	EXTERNAL RELATIONS - MARKETING - Prospective student	Existing Public Record Office Victoria PROS 07/01 disposal class not previously included
06.2.6	FINANCIAL MANAGEMENT - AUDITING - Pecuniary interests	Deactivated, incorporated into 09.3.13 HUMAN RESOURCES - EMPLOYMENT CONDITIONS - Declaration of interest
07.7.1	GOVERNANCE & STRUCTURE - POLICY & PROCEDURES - University-wide policy	Addition to description to include the Monash Policy Framework and its Procedures and Schedules.
07.7.3	GOVERNANCE & STRUCTURE - POLICY & PROCEDURES - Procedures	Addition to description to use 07.7.1 for the Monash Policy Framework Procedures and Schedules.
08.1.1	Health Safety and Environment - Auditing - OH&S reviews	Deactivated, incorporated into 08.5.1 HEALTH, SAFETY & ENVIRONMENT - PLANNING & REPORTING - OH&S Plans.
08.1.2	Health Safety and Environment - Auditing - Routine inspections and assessments	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from 10 years to 7 years.
08.1.3	Health Safety and Environment - Auditing - Implementation of regulator recommendations	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
08.1.4	Health Safety and Environment - Auditing - Regulatory compliance	Deactivated, use 08.1.5 as that is regulatory compliance in PROS 24/03.
08.1.5	Health Safety and Environment - Auditing - OH&S regulatory compliance, licences and permits	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from 10 to 7 years.
08.1.6	Health Safety and Environment - Auditing - Non-compliance notices	Description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from 10 to 7 years.
08.1.7	Health, Safety and Environment - Auditing - Contact details for contact tracing	Description changes from PROS 24/03 and update to PROV source reference.
08.2.1	Health Safety and Environment - Awareness Programs - Employee support programs & services	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 5 to 7 years.

08.2.2	Health Safety and Environment - Awareness Programs - OH&S Representatives	Description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 2 to 7 years.
08.2.3	Health Safety and Environment - Awareness Programs - OH&S advice	Description changes from PROS 24/03 and update to PROV source reference.
08.2.4	Health Safety and Environment - Awareness Programs - Employee satisfaction	New class from PROS 24/03.
08.3.1	Health Safety and Environment - Environment Management - Monitoring of hazardous substances	Description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from 10 to 7 years.
08.3.3	Health Safety and Environment - Environment Management - Material safety data sheets (MSDS)	New class from PROS 24/03.
08.4.1	Health Safety and Environment - Incident Management - Incidents or accidents resulting in death or serious injury	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from permanent retention to 30 years.
08.4.2	Health Safety and Environment - Incident Management - Serious accidents and incidents	Deactivated, incorporated into 08.4.1. PROS 24/01 2.1.3 covers both death and serious injury.
08.4.3	Health Safety and Environment - Incident Management - Incidents - less serious	Description changes from PROS 24/03 and update to PROV source reference.
08.4.4	Health Safety and Environment - Incident Management - Compensation - death or serious injury	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from permanent retention to 30 years.
08.4.5	Health Safety and Environment - Incident Management - Compensation - unsuccessful claims	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
08.4.6	Health Safety and Environment - Incident Management - Compensation - injury to staff	Deactivated, incorporated into 08.4.4. PROS 24/01 2.1.4 covers compensation for injury to both staff and the public.
08.4.8	Health Safety and Environment - Incident Management - Appeals (decisions)	Description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from 10 to 7 years.
08.4.9	Health Safety and Environment - Incident Management - Inspections by external regulators	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from permanent retention to 30 years.
08.4.10	Health Safety and Environment - Incident Management - Summary records of first-aid for minor injuries	New class from PROS 24/03.

08.4.11	Health Safety and Environment - Incident Management - Summary records of accidents & incidents	New class from PROS 24/03.
08.5.1	Health Safety and Environment - Planning and Reporting - Health, Safety & Wellbeing Programs	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 10 to 30 years.
08.5.2	Health Safety and Environment - Planning and Reporting - Monitoring & surveillance	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from 100 to 30 years.
08.5.3	Health Safety and Environment - Planning and Reporting - OH&S Risk management - no monitoring required	Deactivated, incorporated into 08.5.2. PROS 24/01 2.1.8 covers all risk management activities relating to health monitoring.
09.1.1	Human Resources - Auditing - Evaluation	Deactivated, incorporated into 09.13.7 HUMAN RESOURCES - Staff Development.
09.3.1	Human Resources - Staff File - Leave history records	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.3.2	Human Resources - Employment Conditions - Records supporting the taking of leave	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.3.3	Human Resources - Employment Conditions - Attendance records	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.3.4	Human Resources - Employment Conditions - Travel	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.3.5	Human Resources - Employment Conditions - Volunteers and students	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.3.6	Human Resources - Employment Conditions - Drug and alcohol testing	Update to PROV source reference.
09.3.7	Human Resources - Employment Conditions - Compliance with employment conditions	Schedule title change and update to PROV source reference.
09.3.8	Human Resources - Employment Conditions - Compliance verification	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.3.9	Human Resources - Employment Conditions - Volunteers and students performing hazardous duties	New class from PROS 24/03.
09.3.10	Human Resources - Employment Conditions - Flexible work & location changes	New class from PROS 24/03.

09.3.11	Human Resources - Employment Conditions - Authorised work permits	New class from PROS 24/03.
09.3.12	Human Resources - Employment Conditions - Contact details	New class from PROS 24/03.
09.3.13	Human Resources - Employment Conditions - Declaration of interest	New class from PROS 24/03.
09.3.14	Human Resources - Employment Conditions - Delegations and authorisations	New class from PROS 24/03.
09.3.15	Human Resources - Employment Conditions - Evidence of workplace certification	New class from PROS 24/03.
09.3.16	Human Resources - Employment Conditions - Exit interviews	New class from PROS 24/03.
09.4.1	Human Resources - Grievances - Summary of grievances	Class removed by Public Record Office Victoria.
09.4.2	Human Resources - Grievances - Not resulting in termination	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.4.3	Human Resources - Grievances - Resulting in termination	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Change to disposal trigger.
09.6.1	Human Resources - Industrial Relations - Approved workplace agreements	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.6.2	Human Resources - Industrial Relations - Unapproved or development of workplace agreements	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 5 to 10 years.
09.6.3	Human Resources - Industrial Relations - Bargaining not resulting in agreement	Deactivated, incorporated into 09.6.1 and 09.6.2 as PROS 24/03 split this class and merged it with the other two based on whether the University is either the primary negotiating employer or not.
09.6.4	Human Resources - Industrial Relations - Industrial action - unprotected	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.6.5	Human Resources - Industrial Relations - Industrial action - protected	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 5 to 10 years.
09.6.6	Human Resources - Industrial Relations - Disputes - during workplace agreement negotiations	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.6.7	Human Resources - Industrial Relations - Disputes - resolved within University	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 5 to 10 years.

09.6.8	Human Resources - Industrial Relations - Appeals to arbitration	Description changes from PROS 24/03 and update to PROV source reference.
09.6.9	Human Resources - Industrial Relations - Appeals - where Uni is not a major participant	Description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 2 to 10 years.
09.6.10	Human Resources - Industrial Relations - Advice - detailed	New class from PROS 24/03.
09.6.11	Human Resources - Industrial Relations - Advice - routine/general	New class from PROS 24/03.
09.6.12	Human Resources - Industrial Relations - Workplace agreements - where Uni is not primary negotiating employer	New class from PROS 24/03.
09.7.1	Human Resources - Injury Management - Rehabilitation - university liable	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.7.2	Human Resources - Injury Management - Rehabilitation - university not liable	New class from PROS 24/03.
09.8.1	Human Resources - Misconduct - Misconduct resulting in dismissal	Description changes from PROS 24/03 and update to PROV source reference.
09.8.2	Human Resources - Misconduct - Misconduct without dismissal	Description changes from PROS 24/03 and update to PROV source reference.
09.8.3	Human Resources - Misconduct - Misconduct unproven	Description changes from PROS 24/03 and update to PROV source reference.
09.9.1	Human Resources - Performance Management - Performance management schemes	Description changes from PROS 24/03 and update to PROV source reference.
09.9.2	Human Resources - Performance Management - Performance agreements	Description changes from PROS 24/03 and update to PROV source reference.
09.10.1	Human Resources - Position Classification - Position descriptions	Description changes from PROS 24/03 and update to PROV source reference.
09.10.2	Human Resources - Position Classification - Position descriptions - applications to vary or establish not proceeded with	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.10.3	Human Resources - Position Classification - Reviews of promotion decisions	Description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 2 to 7 years.

09.11.1	Human Resources - Recruitment and Appointment - Recruitment	Description changes from PROS 24/03 and update to PROV source reference.
09.11.3	Human Resources - Recruitment and Appointment - Checks & verification	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 6 months to 2 years.
09.11.4	Human Resources - Recruitment and Appointment - Security passes	Description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from 7 years to 2 years.
09.11.5	Human Resources - Recruitment and Appointment - Recruitment - unsolicited applications	New class from PROS 24/03.
09.11.6	Human Resources - Recruitment and Appointment -	New class from PROS 24/03.
09.12.1	Human Resources - Remuneration - Salaries	Description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from 50 to 7 years.
09.12.2	Human Resources - Remuneration - Allowances	Description changes from PROS 24/03 and update to PROV source reference.
09.13.1	Human Resources - Staff Development - Training program development and delivery	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.13.2	Human Resources - Staff Development - Administration of training courses	Description changes from PROS 24/03 and update to PROV source reference. Retention period decreased from 2 years to destroy after action completed.
09.13.3	Human Resources - Staff Development - Development of individual staff development plans	Schedule title and description changes from PROS 24/03 and update to PROV source reference. Retention period increased from 5 to 7 years.
09.13.4	Human Resources - Staff Development - Counselling & referrals	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.13.6	Human Resources - Staff Development - Staff attendance at training courses	New class from PROS 16/02.
09.13.7	Human Resources - Staff Development - Evaluation of training courses	New class from PROS 16/02. Incorporates 09.1.1 (evaluation of programs and services supporting human resources function) and the retention period has been reduced from 5 years to destroy after action completed.
09.13.8	Human Resources - Staff Development - Establishment, review & evaluation of staff development programs	New class from PROS 24/03.
09.13.9	Human Resources - Staff Development - Corporate and business unit staff development plans	New class from PROS 24/03.
09.13.10	Human Resources - Staff Development - Staff attendance at external conferences	New class from PROS 24/03.

09.13.11	Human Resources - Staff Development - Publications from external conferences	New class from PROS 24/03.
09.13.12	Human Resources - Staff Development - staff reward and recognition programs	New class from PROS 24/03.
09.13.13	Human Resources - Staff Development - Available training courses	New class from PROS 24/03.
09.13.14	Human Resources - Staff Development - Employee support services	New class from PROS 24/03.
09.14.1	Human Resources - Staff File - Summary employment details	Description changes from PROS 24/03 and update to PROV source reference.
09.14.2	Human Resources - Staff File - Consolidated employment history	Description changes from PROS 24/03 and update to PROV source reference. Retention period changed from 50 years after date of separation to 100 years after date of birth.
09.14.3	Human Resources - Staff File - Consolidated employment history - staff for whom there is no summary record	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.14.4	Human Resources - Staff File - Employment history - staff exposed to hazard	Deactivated, no specific disposal class for this in PROS 24/03. Use either 09.14.2 (PROS 24/03 1.2) or 09.3.9 (PROS 24/03 5.1). For health monitoring for employees exposed to hazardous substances - use 08.5.2 (24/03 2.1.8).
09.14.5	Human Resources - Staff File - Records not part of consolidated employment history	Deactivated, no specific disposal class for this in PROS 24/03, as more record types being individually identified as not being on the consolidated file. PROV mapping directs to PROS 24/03 1.4. Use 09.3.2, 09.3.3, 09.3.6, 09.3.7, 09.3.10, 09.3.11, 09.3.12, 09.3.13, 09.3.14, 09.3.15, 09.4.2, 09.8.2, 09.9.1, 09.9.2, 09.10.1, 09.10.3, 09.12.1 or 09.12.2.
09.14.6	Human Resources - Staff File - Expunging of personal information from consolidated employment record	Schedule title and description changes from PROS 24/03 and update to PROV source reference.
09.14.7	Human Resources - Staff File - Consolidated employment history - high volume short-term temporary casuals	New class from PROS 24/03.
12.1.3	RESEARCH - RESEARCH ADMINISTRATION - Record of supervisors	Update to correct reference for honorariums.

12.1.6	RESEARCH - RESEARCH ADMINISTRATION - Consent forms for research involving clinical trials and/or minors	Addition to description to include consent by human subjects for their involvement in teaching activities.
12.2.6	RESEARCH - RESEARCH DATA MANAGEMENT - Data from student projects	New class from Management of Data and Information in Research - A guide supporting the Australian Code for the Responsible Conduct of Research - 2.3 (2019)