

Retention and Disposal Authority Update December 2020 – Summary of changes

Class No.	Disposal Class	Changes
01.3.2	CAMPUS SUPPORT SERVICES - COUNSELLING & HEALTH SERVICES - Advice tailored to individuals	Addition to description to provide more clarity around the records covered in this disposal class.
07.1.1	GOVERNANCE - AUDITING - Audit reports	Addition to description to provide more clarity around the records covered in this disposal class.
07.1.2	GOVERNANCE - AUDITING - Audit planning	Addition to description to provide more clarity around the records covered in this disposal class.
08.1.7	HEALTH SAFETY & ENVIRONMENT - AUDITING - Contact details for contact tracing	New class from Public Record Office Victoria.
09.2.1	HUMAN RESOURCES - CONSULTANTS & CONTRACTORS - Management of consultants and contractors	Addition to description to provide more clarity around the records covered in this disposal class.
09.3.1	HUMAN RESOURCES - EMPLOYMENT CONDITIONS - Consolidated leave history	Made inactive and incorporated into 09.14.2 to reduce the number of disposal classes for staff records with the same retention period.
09.3.6	HUMAN RESOURCES - EMPLOYMENT CONDITIONS - Drug and alcohol testing	New class from Public Record Office Victoria.
09.12.1	HUMAN RESOURCES - REMUNERATION - Salaries	Addition to description to provide more clarity around the records covered in this disposal class.
09.12.3	HUMAN RESOURCES - REMUNERATION - Salaries processing	New class.
09.14.3	HUMAN RESOURCES - STAFF FILE - Consolidated employment history - staff for whom there is no summary record	Modified description to include senior staff.
09.14.4	HUMAN RESOURCES - STAFF FILE - Employment history - staff exposed to hazard	Addition to description to provide more clarity around the records covered in this disposal class.
12.1.5	RESEARCH - RESEARCH ADMINISTRATION - consent forms for research of regulatory or community significance	New class to ensure consent forms have an appropriate retention period.
12.1.6	RESEARCH - RESEARCH ADMINISTRATION - consent forms for research involving clinical trials and/or minors	New class to ensure consent forms have an appropriate retention period.

12.1.7	RESEARCH - RESEARCH ADMINISTRATION - consent forms for research not involving clinical trials or minors	New class to ensure consent forms have an appropriate retention period.
12.2.2	RESEARCH - RESEARCH DATA MANAGEMENT - Data related to research of regulatory or community significance	Changed projects to research in disposal class name.
12.4.1	RESEARCH SPECIMEN & ANIMAL MANAGEMENT - Anatomy and specimen management	Addition to description to provide more clarity around the records covered in this disposal class.
12.4.5	RESEARCH - RESEARCH SPECIMEN AND ANIMAL MANAGEMENT - Human cadaver management.	New class from Public Record Office Victoria.
13.1.1	STUDENT ADMINISTRATION - ADMISSIONS, ENROLMENTS & PROGRESSION - Progress review without penalty	ACADEMIC PROGRESS activity made inactive and incorporated into ADMISSIONS, ENROLMENTS & PROGRESSION. Disposal class moved under that activity, keeping the reference number.
13.1.2	STUDENT ADMINISTRATION - ADMISSIONS, ENROLMENTS & PROGRESSION - Progress review resulting in exclusion	ACADEMIC PROGRESS activity made inactive and incorporated into ADMISSIONS, ENROLMENTS & PROGRESSION. Disposal class moved under that activity, keeping the reference number.
13.2.1	STUDENT ADMINISTRATION - ADMISSIONS, ENROLMENTS & PROGRESSION - Unsuccessful applications and selection	Unsuccessful applications and selection records separated from successful applications as they have different retention periods.
13.2.2	STUDENT ADMINISTRATION - ADMISSIONS, ENROLMENTS & PROGRESSION - Applications, Enrolments, Credits and Exemptions	Student records with the same retention period have been consolidated into the one disposal class.
13.2.3	STUDENT ADMINISTRATION - ADMISSIONS, ENROLMENTS & PROGRESSION - Credits and exemptions	Made inactive and incorporated into 13.2.2 to consolidate student records with the same retention period into the one disposal class.
13.2.4	STUDENT ADMINISTRATION - ADMISSIONS, ENROLMENTS & PROGRESSION - Updating of personal details	Moved to new ADMISSIONS, ENROLMENTS & PROGRESSION activity.
13.2.5	STUDENT ADMINISTRATION - ADMISSIONS, ENROLMENTS & PROGRESSION - Health information	Moved to new ADMISSIONS, ENROLMENTS & PROGRESSION activity.

13.5.1	STUDENT ADMINISTRATION - GRIEVANCES, COMPLAINTS AND MISCONDUCT - Resulting in exclusion	Change to activity name to include complaints and misconduct.
13.5.2	STUDENT ADMINISTRATION - GRIEVANCES, COMPLAINTS AND MISCONDUCT - With penalty imposed	Change to activity name to include complaints and misconduct.
13.5.3	STUDENT ADMINISTRATION - GRIEVANCES, COMPLAINTS AND MISCONDUCT - Not proven	Change to activity name to include complaints and misconduct.
14.1.1	TEACHING - ASSESSMENT - Summary record of results	Modified description to ensure permanent retention of predecessor institution summary records of results.
14.1.2	TEACHING - ASSESSMENT - Summary record of results - AQF levels 1-4	Made inactive and incorporated into 14.1.1 to ensure permanent retention of predecessor institution summary records of results.
14.1.4	TEACHING - ASSESSMENT - Master copy of assessment material	Modified description to provide more clarity around the retention of master examination papers.
14.1.9	TEACHING - ASSESSMENT - Theses - Doctoral	Modified description to remove the reference to failed PhD theses.
14.2.3	TEACHING - COURSE DELIVERY - Off-Campus activities	Addition to description to provide more clarity around the records covered in this disposal class.
14.2.4	TEACHING - COURSE DELIVERY - Teaching Resources	Addition to description to provide more clarity around the records covered in this disposal class.
14.2.7	TEACHING - COURSE DELIVERY - Student placements	New class to ensure records are kept for the same amount of time as the student records to which they relate.
15.1.3	TECHNOLOGY & TELECOMMUNICATIONS - CONTROL - backup logs	New class from Public Record Office Victoria.