

Number	Function & Activity	Title	Description	Disposal Action	PROV Reference
01.0.0	CAMPUS SUPPORT SERVICES				
01.1.1	ACCOMMODATION	Resident records	Records documenting the registration of residents in accommodation managed by the university. Includes registration of both ongoing and short-term residents, such as for conferences and residential camps.	Destroy 12 years after last action, provided person accommodated has reached 30 years of age	PROS 16/07 5.1.2
01.1.2	ACCOMMODATION	Applications for accommodation	Applications for accommodation managed by the university. Includes records of successful and unsuccessful applicants, including any checks required, and associated records such as waiting lists.	Destroy 1 year after date finalised	PROS 16/07 5.1.4
01.1.3	ACCOMMODATION	Operational records	Records documenting management of the daily operations of accommodation managed by the university, including the management of guests or visitors and the allocation of rooms facilities or services to individuals.	Destroy 2 years after action completed	PROS 16/07 5.1.3
01.1.4	ACCOMMODATION	Homestay agreements	Records documenting the establishment and maintenance of individual homestay agreements, when the university acts as the homestay agent.	Destroy 15 years after expiry or termination of agreement	PROS 16/07 5.1.1
01.2.1	CHILDCARE	Administration of centres	Records related to the ongoing management of family day care services by the university.	Destroy 7 years after conclusion of the activity	PROS 09/05 4.6.8
01.2.2	CHILDCARE	Summary placement records	Summary records of the placement of children in childcare and early education services within university facilities.	Destroy 25 years after initial placement of the child	PROS 09/05 4.6.1
01.2.3	CHILDCARE	Records of individual enrolments	Records of individual enrolment and development of children within childcare and early education services. Includes registration of child, reporting on child progress and attendance records.	Destroy 7 years after last attendance of child	PROS 09/05 4.6.2
01.3.1	COUNSELLING & HEALTH SERVICES	General advice	Records documenting the development and provision of general advice provided in a group or generic setting. Includes advice provided by student service centres.	Destroy after superseded	PROS 16/07 5.2.2

01.3.2	COUNSELLING & HEALTH SERVICES	Advice tailored to individuals	Records documenting the provision of tailored advice to individual students regarding both academic and non-academic options available. Includes services such as resume checking, specific course or career planning advice, student advocacy assistance, financial advice, student and staff mentoring programs, chaplaincy services and advocacy on behalf of individual students.	Destroy 5 years after action completed	PROS 16/07 5.2.1
01.3.3	COUNSELLING & HEALTH SERVICES	Health services client records	Records documenting treatment and care of patients attending university health services.	Destroy 12 years after date of last attendance, provided the patient has reached 30 years of age	PROS 11/06 2.3.3
01.3.4	COUNSELLING & HEALTH SERVICES	Intermediary services	Records documenting intermediary services provided by the university, where the university acts as a link between the student and external opportunities but has no further role. Includes employment databases, registers and job listings, and external housing opportunities.	Destroy after date superseded	PROS 16/07 5.2.3
01.4.1	FUNCTIONS & EVENTS	Orientation and transition activities	Records documenting transition and orientation activities and programs designed to provide new and existing students with the opportunity to become familiar with the institution, meet other students and prepare for study.	Destroy 2 years after action completed	PROS 16/07 5.3.1
01.4.2	FUNCTIONS & EVENTS	Orientation and transition activities - parental permissions	Parental permission records for attendees of orientation and transition activities where the participants are under 18	Destroy 7 years after participant reaches 18 years of age	PROS 16/07 5.3.2
01.4.3	FUNCTIONS & EVENTS	Programs and catalogues	Publications and publicity material related to campus functions and events, including exhibition catalogues, and performance programs	Permanent Archive after administrative use is concluded	PROS 07/01 2.14.1 & 15.2.1

01.5.1	SPORT & RECREATION	Facility membership	Records documenting sports and recreation facility membership registration and management. Includes pre-membership health checks, new member applications and membership renewals. Includes records documenting specific fitness/training programs developed for individual members of the facility.	Destroy 12 years after last action, provided person has reached 30 years of age	PROS 16/07 5.4.1
01.5.2	SPORT & RECREATION	Group activities and programs	Records documenting group activities and programs provided to users of sports and recreation facilities and the scheduling of events and classes at facilities. Includes development, administration, delivery and evaluation of programs, class timetables and bookings for use of the facility.	Destroy 2 years after action completed	PROS 16/07 5.4.2
01.5.3	SPORT & RECREATION	External competitions	Records documenting participation by the university in international, national and state-wide sporting and recreation events and competitions not organised by the university. Includes team registration, provision of gear and uniforms, any travel support or funding provided and competition results.	Destroy 7 years after action completed	PROS 16/07 5.4.3
01.6.1	STUDENT & STAFF ASSOCIATIONS	Formally constituted associations	Records documenting the registration and formal affiliation of clubs and societies with the University, when affiliated directly with the university. Includes summary of clubs and societies affiliated over time, and aims/objectives of the club or society. NOTE that while these records are not required as State Archives, they will be accepted into the University Archives collection.	Destroy 7 years after affiliation ceases	PROS 16/07 5.6.1
01.6.2	STUDENT & STAFF ASSOCIATIONS	Management of relationship with student and staff associations	Records documenting the management of the relationship between the university and student and staff associations, societies and clubs. Includes support to clubs and societies provided by the university.	Destroy 7 years after action completed	PROS 16/07 5.6.2
01.6.3	STUDENT & STAFF ASSOCIATIONS	Staff social clubs & events	Records documenting the facilitation of staff social clubs and events.	Destroy after action completed	PROS 24/03 4.2.4

01.7.1	STUDY SUPPORT	Special needs support - ad hoc	Records documenting the provision of ad hoc individual academic support to students. Includes checking of individual assignments and dissertations for language issues, and any editorial assistance provided.	Destroy 2 years following completion of service	PROS 16/07 5.5.1
01.7.2	STUDY SUPPORT	Special needs support - targeted	Targeted support to students with disabilities or conditions which may impact on their studies. Includes the establishment and monitoring of support mechanisms, registration & development of plans for students with specific needs, including disability support plans or similar, and notifications of any reasonable adjustments required.	Destroy 7 years after completion, withdrawal or abandonment by student	PROS 16/07 5.5.2
01.7.3	STUDY SUPPORT	Support plan implementation	Implementation of the disability support plan or similar, through the provision of reasonable adjustments made for students with disabilities or specific needs. Includes timetabling of resources, equipment and staff required to make these adjustments.	Destroy 2 years after action completed	PROS 16/07 5.5.3
01.7.4	STUDY SUPPORT	Financial support	Records documenting the provision of financial support from the university to successful applicants. Includes the provision of loans, fee waivers and other fee reduction methods, such as partial payments.	Destroy 7 years after delivery of financial support completed	PROS 16/07 5.5.4
01.7.5	STUDY SUPPORT	Unsuccessful applications for financial support	Unsuccessful applications for financial support. Includes supporting documentation and any applicant checks required.	Destroy 1 year after final decision	PROS 16/07 5.5.5
02.0.0	COLLECTIONS MANAGEMENT				

02.1.1	AUDIENCE ENGAGEMENT	Significant audience engagement and access	Records of continuing value that document the design, development and implementation of major audience engagement programs and projects; films and other audio-visual resources to educate or engage the audience; consolidated reports or summary analysis of audience behaviour, motivation or satisfaction levels; joint ventures with international institutions relating to significant touring exhibitions; approved submissions for funding and management support for major projects to improve access to the collection; establishment and review of agreements with Indigenous peoples; summary loan management; master version of finding aids and other tools to support collection access.	Permanent Archive after administrative use is concluded	PROS 17/03 1.1
02.1.2	AUDIENCE ENGAGEMENT	Routine audience engagement and access	Records documenting the design and development of minor programs and projects; signed permissions from copyright or moral rights owners for reproduction and usage of collection materials; contracts and agreements for copyright and other licensing and use rights; guidelines and protocols for access, loans, and movement and tracking of loaned items; loans of items into and out of the university; approved access requests to copy or photograph collection items for print production; collaboration on projects that are not joint ventures.	Destroy 15 years after administrative use is concluded	PROS 17/03 1.2
02.1.3	AUDIENCE ENGAGEMENT	Facilitation of audience engagement and access	Records that document the facilitation of audience engagement and access programs. Includes: bookings and other arrangements for visits, events, tours etc.; registrations for school holiday and other special interest programs; arrangements and approvals for website updates and social media messages; customer participation/feedback forms; records of visitors and front of house services.	Destroy 7 years after action completed	PROS 17/03 1.3

02.2.1	COLLECTION DEVELOPMENT AND MANAGEMENT	Significant collection development and management	Records that document master control records for the collection; documentation establishing rights to management of items in the collection; histories of items in the collection; submissions for funding to acquire items; advice on contemporary, retrospective and Indigenous acquisitions issues; repatriation of items where the university was only the custodian; and major projects to improve the content and management of the collection.	Permanent Archive after administrative use is concluded	PROS 17/03 2.1
02.2.2	COLLECTION DEVELOPMENT AND MANAGEMENT	Routine collection development and management	Records documenting implementing preventative conservation strategies and techniques; remedial conservation treatment; stocktake of collection items; proposed acquisitions that do not proceed; submissions seeking support for collection development projects; documentation of the donation or bequest process; and handling protocols for items identified as containing or comprised of hazardous substances.	Destroy 15 years after administrative use is concluded	PROS 17/03 2.2
02.2.3	COLLECTION DEVELOPMENT AND MANAGEMENT	Collection monitoring and maintenance	Records of the day to day monitoring and management of collection items. Includes instructions for mounting/demounting specific items; environmental control readings and adjustments; calibration of collection equipment; arrangements for transportation; surveys of items to ascertain the need for maintenance.	Destroy 7 years after action completed	PROS 17/03 2.3
02.3.1	EXHIBITION MANAGEMENT	Significant records of exhibition management	Records of continuing value that document final versions relating to the design, development and layout of exhibitions in the galleries and exhibition spaces; development of exhibition concept briefs; final approved exhibition planning, development and installation; and final approved marketing strategy, including official promotional material and artwork designs.	Permanent Archive after administrative use is concluded	PROS 17/03 3.1

02.3.2	EXHIBITION MANAGEMENT	Operational exhibition management records	Records documenting preliminary versions relating to design, development and layout of exhibitions; negotiations and agreements to host travelling exhibitions developed by external institutions; working drawings and notes for construction of exhibitory frameworks and displays; development of educational content for tours, seminars etc.; planning, development, and management of mobile outreach programs.	Destroy 15 years after administrative use is concluded	PROS 17/03 3.2
03.0.0	COMMERCIAL OPERATIONS				
03.1.1	BUSINESS DEVELOPMENT	Business planning	High level activities relating to feasibility studies or consolidated plans towards the development of commercial enterprises. Includes records that define criteria and processes for commercialisation.	Permanent Archive after administrative use is concluded	PROS 16/07 7.1.1
03.1.2	BUSINESS DEVELOPMENT	Business planning not proceeded with	Identification and investigation of commercial opportunities where the commercial activity did not proceed.	Destroy 7 years after action completed	PROS 16/07 7.1.2
03.1.3	BUSINESS DEVELOPMENT	Facilitative records	Records facilitating the business development process. Includes facilitative records for both successful and unsuccessful commercial enterprises.	Destroy 2 years after reference use ceases	PROS 16/07 7.1.3
03.2.1	CONSULTANCY SERVICES	Consultancies - significant projects	Summary reports and outcomes from significant consultancies involving controversial or major projects undertaken for financial gain. Includes records of consultancies involving controversial or major projects, e.g. where the university assists government or industry with major infrastructure, new technology or products, or economic improvement.	Permanent Archive after administrative use is concluded	PROS 16/07 7.2.1
03.2.2	CONSULTANCY SERVICES	Consultancies - routine or minor projects	Delivery of routine or minor projects involving provision of professional advice or services for commercial gain.	Destroy 7 years after action completed	PROS 16/07 7.2.2

03.2.3	CONSULTANCY SERVICES	Facilitation of consultancy process	Facilitation of the consultancy process. Includes records of meeting arrangements, monitoring, working papers, analysis, surveys, market intelligence reports and background advice.	Destroy 2 years after action completed	PROS 16/07 7.2.3
03.3.1	ESTABLISHMENT	Establishment of companies and trusts	Establishment of companies, associations or trusts owned by the university or established in partnership with other organisations. Includes certificates of company registration, memoranda and articles of association and records regarding appointment of Directors. Includes records relating to the ongoing management and modification of trusts over time.	Permanent Archive after administrative use is concluded	PROS 16/07 7.3.1
03.3.2	ESTABLISHMENT	Planning for companies and trusts not proceeded with	Planning and development of companies, associations and trusts or partnerships that were abandoned or did not proceed.	Destroy 7 years after action completed	PROS 16/07 7.3.2
03.3.3	ESTABLISHMENT	Facilitative records	Facilitative and administrative working papers supporting the establishment and development of companies, associations, trusts and partnerships. Includes papers for successful and unsuccessful commercial ventures.	Destroy 2 years after action completed	PROS 16/07 7.3.3
04.0.0	EXTERNAL RELATIONS				
04.1.1	ALUMNI SERVICES	Alumni relations	Summary record of all registered alumni of the university. Includes the registration of individuals and alumni chapters or groups.	Destroy 7 years after reference use ceases	PROS 16/07 6.1.1
04.1.2	ALUMNI SERVICES	Maintenance of alumni records	Records documenting the maintenance of alumni registers and databases. Includes updating contact and other details, applications to join an alumni association, and any eligibility checks undertaken.	Destroy after reference use ceases	PROS 16/07 6.1.2
04.1.3	ALUMNI SERVICES	Alumni awards	Summary record of all awards issued to university alumni in recognition of excellence, service or contributions to the university of society at large.	Permanent Archive after administrative use is concluded	PROS 16/07 6.3.1

04.2.1	EXTERNAL FUNDING & GIFTS	Significant bequests and donations	Records documenting the receipt and management of items, artefacts or real property that have a value that impacts on the university or the broader community. Includes approaches for donations or bequests and acknowledgments. For financial records use: FINANCIAL MANAGEMENT - EXTERNAL FUNDING & GIFTS	Permanent Archive after administrative use is concluded	PROS 07/01 2.6.1
04.2.2	EXTERNAL FUNDING & GIFTS	Routine bequests and donations	Records documenting the receipt, management and disposal of donations of money, items, artefacts or objects which do not have value that impacts on the whole university or the broader community. Includes approaches for donations and acknowledgments.	Destroy 7 years after action completed	PROS 07/01 2.6.2
04.2.3	EXTERNAL FUNDING & GIFTS	Refusal of donations	Records documenting the refusal of donations. Includes the return of items not accepted by the university.	Destroy 7 years after action completed	PROS 07/01 2.6.3
04.2.4	EXTERNAL FUNDING & GIFTS	Donations by the University	Records documenting donations of money, items and services by the university to public organisations and groups, including charities.	Destroy 7 years after donation was made	PROS 07/01 2.6.4
04.3.1	FUNCTIONS & EVENTS	Conferences convened by Monash	Master copies of transcripts and speeches, proceedings and reports presented at conferences convened by the university.	Permanent Archive after administrative use is concluded	PROS 07/01 2.4.1
04.3.2	FUNCTIONS & EVENTS	Conferences convened by others	Papers presented by university staff to conferences convened by other organisations and which address the university's policy, strategic direction or new services, products or partnerships.	Permanent Archive after administrative use is concluded	PROS 07/01 2.4.4
04.3.3	FUNCTIONS & EVENTS	Administrative arrangements	Records relating to the administrative arrangements for events including invitations, acceptances, guest lists, catering, venue.	Destroy 2 years after date closed	PROS 07/01 2.2.1
04.3.4	FUNCTIONS & EVENTS	Liquor licensing	Records documenting applications for, and management of, licenses issued under the Liquor Control Reform Act 1998. Includes registers of purchases and sales of alcohol.	Destroy 5 years after date inactive	Liquor Control Reform Act 1998 s.179

04.4.1	MARKETING	Minor marketing campaigns	Records documenting the planning and final products of minor marketing campaigns relating to university activities. Includes records covering arrangements for advertising campaigns, public launches and promotional images.	Destroy 7 years after action completed	PROS 07/01 2.14.2
04.4.2	MARKETING	Major marketing campaigns	Records documenting the planning and final products of major marketing campaigns relating to university activities. Includes activities such as rebranding after mergers or restructuring or major awareness campaigns.	Permanent Archive after administrative use is concluded	PROS 07/01 2.14.1
04.4.3	MARKETING	Enquiries and complaints - general	Records documenting the receipt and response to individual enquiries and complaints which require routine responses. Includes the management of specific customer services provided to the public, e.g. managing an enquiry desk.	Destroy 2 years after administrative use is concluded	PROS 07/01 2.3.4 & 2.5.1
04.4.4	MARKETING	Complaints - Individual	Records documenting the receipt and response to individual complaints which require routine responses on university actions, policy or procedures.	Destroy 2 years after administrative use is concluded	PROS 07/01 2.3.4
04.4.5	MARKETING	Complaints requiring detailed response	Records documenting the receipt and response to individual complaints which require a detailed response on university actions, policy or procedures.	Destroy 5 years after administrative use is concluded	PROS 07/01 2.3.3
04.4.6	MARKETING	Photographs and images	Master set of commissioned photographs and moving images of university activities and locations.	Permanent Archive after administrative use is concluded	PROS 07/01 15.1.1
04.4.7	MARKETING	Media releases	Master set of university media releases	Permanent Archive after administrative use is concluded	PROS 07/01 2.15.1
04.4.8	MARKETING	Prospective student information	Information collected by the University in relation to contact or dealings with prospects or leads for marketing purposes e.g. name, address, date and time of visit, contact or call.	Destroy 12 months after date of last contact with prospect/lead for marketing purposes	PROS 07/01 2.14.3 PROS 15/07 1.3.4
04.4.9	MARKETING	Prospective student information - opt out	Details of prospects or leads who have indicated they do not wish to be contacted further for marketing purposes.	Destroy after request has been actioned	PROS 07/01 2.14.3 PROS 15/07 1.3.5

04.5.1	PRESENTATIONS	Presentations - significant events	Final versions of addresses made at major public occasions which are a significant event for the university. May include addresses on policy, strategic direction or new services, products or partnerships. Includes addresses that were never presented.	Permanent Archive after administrative use is concluded	PROS 07/01 2.1.1
04.5.2	PRESENTATIONS	Presentations - routine	Final versions of addresses delivered or intended to be delivered on the routine promotion of the university's services or products.	Destroy 2 years after last action	PROS 07/01 2.1.2
04.5.3	PRESENTATIONS	Expert commentary	Records related to subject matter experts at the university providing unpaid expert commentary to a specific group or the public at large (e.g. the media). Includes expert-matching registers to assist external parties in finding the correct expert to contact.	Destroy 2 years after reference use ceases	PROS 16/07 6.2.1
04.6.1	RECOGNITION	Honours and awards	Summary of all honorary degrees issued and individuals inducted into Halls of Fame, Walls of Fame, honour rolls or similar. Includes recipient, award given and citation or reason for the degree awarded or inclusion in the Hall of Fame. Includes specific Halls of Fame such as a Sports Hall of Fame.	Permanent Archive after administrative use is concluded	PROS 16/07 6.3.1
04.6.2	RECOGNITION	Nomination process	Records documenting the nomination and deliberation process to determine recipients of all forms of recognition, which are not done through a university committee or board. Includes calls for nominations and deliberations to determine the recipient.	Destroy 2 years after final decision	PROS 16/07 6.3.2
05.0.0	FACILITIES & INFRASTRUCTURE				
05.1.1	CONSTRUCTION & REFURBISHMENT	Construction and renovation - University properties	Records documenting construction and renovation activities carried out on university owned properties. Includes 'as built' construction plans.	Permanent Archive after administrative use is concluded	PROS 07/01 14.4.1
05.1.2	CONSTRUCTION & REFURBISHMENT	Construction and renovation - non-	Records documenting construction and renovation activities carried out on non-university owned properties. Includes 'as built' construction plans.	Destroy 15 years after property is no longer occupied	PROS 07/01 14.4.2

		University properties			
05.1.3	CONSTRUCTION & REFURBISHMENT	Construction and renovation - not proceeded with	Records documenting construction and renovation activities for properties that are not proceeded with	Destroy 7 years after decision to suspend construction or renovation activities	PROS 07/01 14.4.3
05.1.4	CONSTRUCTION & REFURBISHMENT	Unsuccessful tenders	Inactive. Use 05.2.5 FACILITIES & INFRASTRUCTURE - EQUIPMENT & SUPPLIES - Tenders		
05.1.5	CONSTRUCTION & REFURBISHMENT	Fit-outs	Records documenting fit-outs of properties which do not affect the overall structure of the property. Includes painting, floor coverings, furnishings, wall partitions and equipment.	Destroy 15 years after fit-out is completed	PROS 07/01 14.6.1
05.1.6	CONSTRUCTION & REFURBISHMENT	Fit-outs where asbestos was present	Records documenting fit-outs of properties where asbestos was present.	Destroy 100 years after property is disposed of	PROS 07/01 14.6.2
05.2.1	EQUIPMENT & SUPPLIES	Acquisition and disposal	Records documenting the acquisition and disposal of moveable assets, goods or services where there is no tender or contracting process. Includes initial research such as price comparison as well as formal requests for quotations, receipt of quotes, orders, handover reports, and correspondence relating to the acquisition.	Destroy 7 years after action completed.	PROS 25/06 2.1.14 & 3.2.12
05.2.2	EQUIPMENT & SUPPLIES	Storage, location management and stocktaking	Records documenting storage of non-hazardous moveable assets including location and stock control/stocktaking. Records documenting allocation of moveable assets to individuals or organisational units. Includes requests for issue of moveable assets.	Destroy 7 years after action completed.	PROS 25/06 3.2.2 & 3.2.3
05.2.3	EQUIPMENT & SUPPLIES	Hazardous equipment and stores	Records documenting the storage of hazardous equipment and stores within the university. Includes records documenting location management and stock control and identifying substance properties and details of their condition.	Destroy 10 years after action completed	PROS 07/01 4.8.2

05.2.4	EQUIPMENT & SUPPLIES	Engagement of suppliers	Inactive. Use 09.2.1 HUMAN RESOURCES - CONSULTANTS & CONTRACTORS - Engagement of consultants, suppliers, contractors and honorary & adjunct appointments		
05.2.5	EQUIPMENT & SUPPLIES	Tenders	Records documenting the development and issue of tender documentation. Includes statement of requirements, request for proposals, requests for expressions of interest, request for tender (RFT), draft contracts, specifications and quotations. Also includes records documenting the development of the evaluation and selection criteria for the tender. Records documenting evaluation of tenders and quotes received against selection criteria. Includes evaluation reports, complexity assessments, recommendations, final reports, and public notices. Records documenting post-offer negotiations and due diligence checks. Includes successful tender submissions. Records of unsuccessful tenders or a tender process where there is no suitable bidder or the tender process has been discontinued. Includes submissions and notifications of outcomes.	Destroy 7 years after action completed.	PROS 25/06 2.1.6, 2.1.7, 2.1.8 & 2.1.19
05.2.6	EQUIPMENT & SUPPLIES	Routine enquiries	Routine enquiries and arrangements for the advertising of tenders.	Destroy after action completed.	PROS 25/06 2.2
05.2.7	EQUIPMENT & SUPPLIES	Delivery of equipment & stores, furniture & furnishings	Arrangements for the delivery of moveable assets to the University.	Destroy 7 years after action completed.	PROS 25/06 3.2.4
05.2.8	EQUIPMENT & SUPPLIES	Maintenance of equipment & stores, furniture & furnishings	Records documenting the maintenance and modification of moveable assets.	Destroy 7 years after action completed.	PROS 25/06 3.2.9

05.2.9	EQUIPMENT & SUPPLIES	Instructions for using equipment and stores	Instructions for the use of moveable assets. Includes equipment manuals and operating instructions.	Destroy 7 years after action completed.	PROS 25/06 3.2.11
05.3.1	FLEET MANAGEMENT	Acquisition and disposal of vehicles	Records relating to the acquisition of vehicles (through purchase or lease), the delivery and/or collection of vehicles, and the disposal of vehicles via sale, transfer, auction etc. Includes records relating to the ongoing leasing or hiring of vehicles, including reports received from leasing companies. Also includes short term rental.	Destroy 7 years after action completed.	PROS 25/06 2.1.14, 3.2.4, 3.2.12 & 3.2.14
05.3.2	FLEET MANAGEMENT	Vehicle usage and maintenance	Records related to the management of all university vehicles (owned or leased). Includes records documenting administration, maintenance, repair and modification of vehicles, such as: registration of vehicles; maintenance and servicing of vehicles; arrangement for using vehicles (e.g. booking schedules, travel itineraries; tolls and use of tollways; requests and approvals authorising the use of vehicles; running sheets/trip logs.	Destroy 7 years after action completed.	PROS 25/06 3.2.15-19 & 3.2.23
05.3.3	FLEET MANAGEMENT	Accidents and infringements	Records relating to accidents and breaches of the university's rules and/or operator or vehicle infringement notices (e.g. traffic infringements) relating to vehicles owned or used by the university. Includes copies of infringement notices, correspondence with relevant authorities, and supporting documentation. Excludes cases that proceed to litigation or where legal support is required, use LEGAL SERVICES.	Destroy 7 years after action completed.	PROS 25/06 3.2.20 & 3.2.21
05.4.1	PROPERTY MANAGEMENT	Acquisition and disposal of property	Records relating to the acquisition and disposal of university property, includes legal documents relating to purchase/sale; board of survey; licenses and rental revision; tender documents; conditions of contracts; certificates of approval.	Permanent Archive after administrative use is concluded	PROS 07/01 14.2.1 & 14.5.1

05.4.2	PROPERTY MANAGEMENT	Lease management	Records documenting leasing by the university of property belonging to others, or leasing-out of premises belonging to the university. Includes space and accommodation assessments, negotiations, signed leases.	Destroy 7 years after lease expires or is terminated	PROS 07/01 14.9.1 & 14.10.1
05.4.3	PROPERTY MANAGEMENT	Maintenance	Records documenting routine upkeep, repair and maintenance activities, e.g. cleaning, painting, grounds maintenance and electrical maintenance.	Destroy 2 years after action completed	PROS 07/01 14.11.1
05.4.4	PROPERTY MANAGEMENT	Structural maintenance	Records documenting structural maintenance of property or equipment intended for exclusive or extensive use by the public.	Destroy 7 years after action completed	PROS 07/01 14.11.9
05.4.5	PROPERTY MANAGEMENT	Maintenance of cooling towers	Records documenting the maintenance, repair and testing of cooling tower systems. Includes operating and maintenance manuals, test results and service log sheets for cooling towers.	Destroy 7 years after action completed	PROS 07/01 14.11.2
05.4.6	PROPERTY MANAGEMENT	Disaster repairs	Records documenting major repairs made to properties after a disaster, e. g. fire, floods etc.	Destroy after property is disposed of	PROS 07/01 14.11.3
05.4.7	PROPERTY MANAGEMENT	Contaminated land	Records documenting the identification and restoration of contaminated land.	Permanent Archive after administrative use is concluded	PROS 07/01 14.11.4
05.4.8	PROPERTY MANAGEMENT	Removal of hazardous waste from fabric of building	Records documenting the removal and disposal of hazardous materials (including asbestos) from the fabric of a building.	Destroy 100 years after removal of hazardous material	PROS 07/01 14.11.5
05.4.9	PROPERTY MANAGEMENT	Removal of hazardous waste	Records documenting removal, storage and disposal of hazardous materials that are NOT from the fabric of the building, e.g. chemicals or pesticides.	Destroy 30 years after removal of hazardous waste	PROS 07/01 14.11.6
05.4.10	PROPERTY MANAGEMENT	Removal of non-hazardous waste	Records documenting the removal of non-toxic waste.	Destroy 2 years after action completed	PROS 07/01 14.11.8
05.4.11	PROPERTY MANAGEMENT	Pest control	Records related to pest and infestation control	Destroy 7 years after action completed	PROS 07/01 14.13.1

05.5.1	SECURITY	Security administration	Records documenting property guarding, surveillance and patrol operations. Includes records of electronic security systems, security reports and rosters. Securing and protecting moveable assets including details of lock combinations and/or keys for moveable assets such as safes and filing cabinets. Includes key registers.	Destroy 7 years after action completed	PROS 07/01 14.15.1 & PROS 25/06 3.2.13
05.5.2	SECURITY	Security images	Surveillance camera footage of university properties.	Destroy after administrative use is concluded	PROS 07/01 14.15.2
05.5.3	SECURITY	Damage and illegal entry	Records of accidents and damage occurring to property, including incidents of illegal entry which may result in damage and/or theft. Also includes investigations into theft or intentional damage of moveable assets and referral of an alleged incident to law enforcement authorities.	Destroy 7 years after action completed	PROS 07/01 14.1.1 & 14.1.2 & PROS 25/06 3.2.13
05.6.1	SPACE ALLOCATION	Moving	Records relating to the moving of business activities from one property to another. Includes inventories, costings and removalist records.	Destroy 7 years after action completed	PROS 07/01 14.12.1
06.0.0	FINANCIAL MANAGEMENT				
06.1.1	ACCOUNTING	Accounting records	Principal accounting records and associated supporting records related to managing the university's revenue and expenditure. Includes sales and purchase invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes, petty cash records, cash books, statements of expenditure, travel diaries, credit notices, journals, ledgers and other records of prime entry.	Destroy 7 years after action completed.	PROS 25/06 1.2.5
06.1.2	ACCOUNTING	Bank accounts records	Records documenting the establishment and closure of university bank accounts.	Destroy 7 years after action completed.	PROS 25/06 1.2.11

06.1.3	ACCOUNTING	Banking activities records	Records documenting the management of banking activities. Includes deposit records, bank statements, bank reconciliation statements, investment and dividend statements, and records documenting use of credit cards.	Destroy 7 years after action completed.	PROS 25/06 1.2.12
06.1.4	ACCOUNTING	Asset register	Records documenting the assets and/or accountable items in the possession of the University including the summary record listing the University's assets such as an asset register. (Note: With paper-based registers, destroy 30 years after last item entered has been disposed of. With digital registers, destroy 30 years after last update or amendment to an entry, or after data has become obsolete.)	Destroy 30 years after disposal of asset.	PROS 25/06 3.1
06.1.5	ACCOUNTING	Asset management	Records documenting asset valuation and asset management processes, including requests for inclusion on the asset register as well as records associated with preparing lists of items and assets in the possession of the University.	Destroy 7 years after action completed.	PROS 25/06 3.2.1
06.1.6	ACCOUNTING	Records containing cardholder data	Records containing cardholder data captured as part of an electronic financial transaction including information printed, processed, transmitted or stored in any form on a payment card.	Destroy 3 months after last business, legal and/or regulatory action.	PROS 25/06 1.3
06.1.7	ACCOUNTING	Records containing cardholder authentication data	Records containing sensitive cardholder authentication data captured as part of an electronic financial transaction.	Destroy after action completed.	PROS 25/06 1.4
06.1.8	ACCOUNTING	Debt recovery	Records documenting the management of debt recovery.	Destroy 7 years after action completed.	PROS 25/06 1.2.19
06.1.9	ACCOUNTING	Incidental benefits	Records documenting the management of incidental benefits received by University personnel, e.g. frequent flyer points. Includes gifts, benefits and hospitality registers and records documenting receipt or offers of gifts.	Destroy 7 years after action completed.	PROS 25/06 1.2.25

06.1.10	ACCOUNTING	Chart of accounts	Records documenting the university's chart of accounts.	Destroy 7 years after action completed.	PROS 25/06 1.2.5
06.2.1	AUDITING	Auditing	Planning and conduct of internal and external audits of the University's accounts or financial management records, systems and processes. Includes external audits undertaken by the Victorian Auditor-General's Office or a private accountancy firm. Includes records of audit planning or liaison with auditing body, the University version of final audit reports and plans for remedial action.	Destroy 7 years after action completed.	PROS 25/06 1.2.14
06.2.2	AUDITING	Routine audit reports	Inactive. Use 06.2.1 FINANCIAL MANAGEMENT - AUDITING - Auditing		
06.2.3	AUDITING	Audit working papers	Inactive. Use 06.2.1 FINANCIAL MANAGEMENT - AUDITING - Auditing		
06.2.4	AUDITING	Mismanagement and corruption	Records documenting instances of financial mismanagement or corruption. Includes actual, attempted or suspected theft, fraud, misappropriation or negligence. Include reports of investigations and records documenting liaison with external authorities.	Destroy 15 years after action completed.	PROS 25/06 1.1
06.2.5	AUDITING	Fraud - minor instances	Inactive. Use 06.2.4 FINANCIAL MANAGEMENT - AUDITING - Mismanagement and corruption		
06.3.1	AUTHORISATION	Approval process	Delegations of power to university staff to authorise financial activities and transactions (e.g. delegation to approve expenditure or appointment of an officer to countersign cheques).	Destroy 7 years after action completed.	PROS 25/06 1.2.22
06.4.1	BUDGETING	Budget estimates	Budget estimates for whole of the University. Includes estimates produced for internal use by the University, ad hoc funding submissions (i.e. funding requests that fall outside core budget) and background materials used for the production of the budget estimates.	Destroy 7 years after action completed.	PROS 25/06 1.2.8

06.4.2	BUDGETING	Departmental budget estimates	Inactive. Use 06.4.1 FINANCIAL MANAGEMENT - BUDGETING - Budget estimates		
06.5.1	EXTERNAL FUNDING & GIFTS	Grants, donations, fundraising & sponsorship	Records documenting income received through grants, donations, fundraising and sponsorship and expenditure on grants, donations, fundraising and sponsorship.	Destroy 7 years after action completed.	PROS 25/06 1.2.17 & 1.2.18
06.5.2	EXTERNAL FUNDING & GIFTS	Fundraising records	Inactive. Use 06.5.1 FINANCIAL MANAGEMENT - EXTERNAL FUNDING & GIFTS - Grants, donations, fundraising & sponsorship		
06.5.3	EXTERNAL FUNDING & GIFTS	Loan management	Records relating to loans and lines of credit entered into by the university. Includes agreements, terms and conditions, interest rates and repayments	Destroy 7 years after action completed.	PROS 25/06 1.2.13
06.5.4	EXTERNAL FUNDING & GIFTS	Grant allocation procedures	Records documenting grant allocation procedures. Including selection criteria.	Destroy 7 years after action completed.	PROS 25/06 5.1.1
06.5.5	EXTERNAL FUNDING & GIFTS	Unsuccessful grant applications	Records of unsuccessful applications for grants received by the university and unsuccessful applications made by the university for grants.	Destroy 2 years after action completed.	PROS 25/06 5.2.1 & 5.2.3
06.5.6	EXTERNAL FUNDING & GIFTS	Identifying grant funding opportunities	Records documenting funding opportunities investigated by the university.	Destroy 2 years after action completed.	PROS 25/06 5.2.3
06.6.1	FINANCIAL REPORTING	Annual financial statements	Records documenting the preparation and review of annual financial statements and summaries Includes annual statements of assets and liabilities, balance sheets, profit and loss statements, operating statements of financial position and cash flow statements. Includes final approved statements, working papers and calculations. For annual financial statements incorporated into the annual report as per the Financial Management Act 1994 use 07.6.3 GOVERNANCE & STRUCTURE - PLANNING & REPORTING - Annual Reports.	Destroy 7 years after action completed.	PROS 25/06 1.2.3

06.6.2	FINANCIAL REPORTING	Interim financial statements	Interim financial statements including balance sheets and operating statements. Includes mid-year and quarterly financial reporting statements.	Destroy 7 years after action completed.	PROS 25/06 1.2.4
06.6.3	FINANCIAL REPORTING	Working papers	Inactive. Use 06.6.1 FINANCIAL MANAGEMENT - FINANCIAL REPORTING - Annual financial statements or 06.6.2 FINANCIAL MANAGEMENT - FINANCIAL REPORTING - Interim financial statements		
06.7.1	INSURANCE	Insurance policies	Records of insurance policies including property, travel, accident, professional indemnity, public liability, non-hazardous moveable assets and vehicles. Includes annual renewals of insurance policies.	Destroy 7 years after policy has expired	PROS 07/01 14.8.1 & PROS 25/06 3.2.7
06.7.2	INSURANCE	Insurance claims	Records documenting insurance claims related to property, travel, accident, professional indemnity, public liability, non-hazardous moveable assets and vehicles. For files related to management of individual Workcover cases, see 09.7.1 HUMAN RESOURCES - INJURY MANAGEMENT - Rehabilitation.	Destroy 7 years after action completed	PROS 07/01 14.8.1 & PROS 25/06 3.2.8
06.8.1	TAXATION	Taxation records	Records documenting all taxation matters of the university, including administration of GST, organisational income taxation and payment of payroll taxes.	Destroy 7 years after action completed.	PROS 25/06 1.2.10
06.8.2	TAXATION	Student Tax File Numbers TFN	Tax file numbers collected from students	Destroy after ATO notified of a student's final debt	Commonwealth Department of Education Tax File Number Requirements 34.11
07.0.0	GOVERNANCE & STRUCTURE				

07.1.1	AUDITING	Audit reports	Final reports of audit or other compliance monitoring of university activities. Includes both internal and external audits. Does not include financial audits.	Destroy 7 years after action completed	PROS 16/07 4.1.1
07.1.2	AUDITING	Audit planning	Records documenting the planning and conduct of audits or other compliance monitoring into university activities. Does not include financial audits.	Destroy 2 years after action completed	PROS 16/07 4.1.2
07.1.3	AUDITING	Benchmarking	Records documenting the evaluation of the university by measuring processes, programs and services against like institutions or professional or industry standards.	Destroy 7 years after action completed	PROS 16/07 4.2.1
07.1.4	AUDITING	Risk management	Records documenting risk management including each stage of the process, risk assessments, treatment schedules and action plans.	Destroy 7 years after administrative use is concluded	PROS 07/01 18.5.1
07.2.1	COMMITTEES & BOARDS	Internal committees - governance & strategic	Records relating to internal committees established as a requirement of (or under) legislation or to determine policy and for planning purposes. Includes Council and subcommittees and meetings of senior management within the university. Also includes records documenting the appointment and resignation of committee members.	Permanent Archive after administrative use is concluded	PROS 07/01 1.7.1, 1.2.1
07.2.2	COMMITTEES & BOARDS	Internal committees - operational	Records of committees established for operational purposes that do not determine policy direction or strategic planning of the university. For disposal of records of committees established to consider ethics issues use 12.1.4 RESEARCH ADMINISTRATION - Ethics approvals. For disposal of boards of examiners papers, use 14.1.6 TEACHING - ASSESSMENT - Moderation of assessment tasks.	Destroy after administrative use is concluded	PROS 07/01 1.6.1

07.2.3	COMMITTEES & BOARDS	Facilitation of meetings	Records of a general administrative nature relating to the management of boards and committees, including the preparation and circulation of minutes to members, use of premises where the meetings take place and travel arrangements for members to attend meetings. Includes attendance arrangements, facility arrangements, and expressions of thanks. For financial records relating to the facilitation of meetings, use 06.1.1 FINANCIAL MANAGEMENT - Accounting.	Destroy after administrative use is concluded	PROS 07/01 1.5.1
07.2.4	COMMITTEES & BOARDS	External committees - convened by the university	Records relating to external or inter-university committees which have been convened by the university, or where the University provides the Secretariat (such as wholly owned subsidiaries). Includes the appointment of members and meeting papers.	Permanent Archive after administrative use is concluded	PROS 07/01 1.3.1
07.2.5	COMMITTEES & BOARDS	External committees - not convened by the university	Records related to external committees or inter-university committees which have not been convened by Monash, or where Monash does not provide the Secretariat.	Destroy 2 years after administrative use is concluded	PROS 07/01 1.4.1
07.3.1	ESTABLISHMENT	Establishment and restructuring	Records detailing significant reviews and restructures of functional sections of the university. Includes records documenting the establishment and development of a new university structure.	Permanent Archive after administrative use is concluded	PROS 07/01 18.4.1
07.3.2	ESTABLISHMENT	Minor restructuring	Records detailing only minor reviews and restructures affecting only particular sections of the university and having little effect on the overall functioning of the university.	Destroy 10 years after administrative use is concluded	PROS 07/01 18.4.2
07.3.3	ESTABLISHMENT	Administrative arrangements	Records documenting the administrative arrangements that result from university restructures. Includes transfer of equipment, corporate files etc.	Destroy 7 years after administrative use is concluded	PROS 07/01 18.4.3

07.4.1	INQUIRIES (FORMAL)	Inquiries related to university functions	Records documenting the university's contribution and involvement in inquiries directly related to university functions. Includes university statements and submissions, responses to final reports, and transcripts of evidence given by university officers.	Permanent Archive after administrative use is concluded	PROS 07/01 7.5.1
07.4.2	INQUIRIES (FORMAL)	Implementation of inquiry recommendations	Records documenting the implementation by the university of recommendations that were made as part of an inquiry.	Permanent Archive after administrative use is concluded	PROS 07/01 7.5.3
07.4.3	INQUIRIES (FORMAL)	Inquiries - general	Records documenting inquiries with no direct relation to the university's core functions and where the university made a minor contribution.	Destroy 5 years after final report of inquiry is released	PROS 07/01 7.5.4
07.4.4	INQUIRIES (FORMAL)	Investigations under the Whistleblowers Protection Act	Records related to investigations into disclosures made under the Whistleblowers Protection Act 2001.	Permanent Archive after administrative use is concluded	PROS 07/01 10.6.1
07.5.1	LICENCING	Licencing	Registration of compliance with licensing and other bodies to enable the university to manage and hold specific facilities, services and materials. Includes records of initial licensing, permits or registration as well as renewal or re-registration. Includes licences and permits relating to university compliance with regulations surrounding research activities including laboratories and animal housing, collections, the provision of alcohol, beauty services, food services and other institutional services designed to support teaching and learning activities. Does not include building permits obtained during construction or renovation of property - for which use 05.1.1 FACILITIES & INFRASTRUCTURE - CONSTRUCTION & REFURBISHMENT.	Destroy 7 years after expiry or termination of license	PROS 16/07 4.3.1
07.6.1	PLANNING & REPORTING	Consolidated reporting	Consolidated reports on functional activities which are not reproduced elsewhere.	Permanent Archive after administrative use is concluded	PROS 07/01 16.3.1

07.6.2	PLANNING & REPORTING	Functional reporting	Reports on functional activities which are reproduced elsewhere, e.g. in the annual report.	Destroy 7 years after action completed	PROS 07/01 16.3.2
07.6.3	PLANNING & REPORTING	Annual reports	Annual reports of the university	Permanent Archive after administrative use is concluded	PROS 07/01 16.2.1
07.6.4	PLANNING & REPORTING	Administrative reporting	Reports produced about the day to day internal administrative functions of the university.	Destroy 5 years after administrative use is concluded	PROS 07/01 16.1.1

07.6.5	PLANNING & REPORTING	Reporting and investigations - child sexual abuse incidents and allegations	Records documenting the reporting and investigation of child sexual abuse incidents, allegations and disclosures, including those not proven and those referred to external law enforcement agencies. Includes records of activities undertaken to provide support and redress. Records of investigation include: · records of the initiating allegation, complaint or disclosure including incident reports · records of investigations carried out including cases referred to external law enforcement agencies · evidence collected and collated including records and transcripts of interviews, witness statements, notes of meetings or discussions · any physical exhibits collected such as photographs and audio visual records. Records of actions taken to address child sexual abuse that has occurred or is alleged to have occurred include: · records relating to any disciplinary action taken · records of any appeals or reviews of organisational decisions · records of cases referred to external law enforcement including legal proceedings or cases heard by other bodies, tribunals or courts and any decisions made. Also includes correspondence and liaison with other government agencies relating to child sexual abuse that has occurred or is alleged to have occurred. Records of activities undertaken to provide support and redress include:	Destroy 99 years after action completed	PROS 19/08 1.2
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			· records of mediation · records of services provided including counselling or other medical care · records of claims and any resulting compensation.		
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07.7.1	POLICY & PROCEDURES	University-wide policy	Records documenting a policy, including its formulation, or functional activities, strategic planning and management matters affecting the whole university or that prescribes the way it should operate. Includes policies relating to human resources, finance etc. Also includes Monash Policy Framework Policies, Procedures and Schedules.	Permanent Archive after administrative use is concluded	PROS 07/01 13.1.1 & 13.1.2
07.7.2	POLICY & PROCEDURES	Minor administrative policies	Records related to the formulation of policies that refer to administrative functions of minor significance. For Monash Policy Framework Procedures and Schedules use 07.7.1 GOVERNANCE & STRUCTURE - POLICY & PROCEDURES - University-wide policy.	Destroy after superseded	PROS 07/01 13.1.3
07.7.3	POLICY & PROCEDURES	Procedures	Records of university procedures including manuals, handbooks, directives etc.	Destroy 7 years after superseded	PROS 07/01 13.3.1
07.7.4	POLICY & PROCEDURES	Development of procedures	Records documenting the development of university procedures.	Destroy 2 years after superseded	PROS 07/01 13.3.2
07.7.5	POLICY & PROCEDURES	Policy, strategy & procedure - child sexual abuse incidents and allegations	Records of the development and establishment of organisational requirements, policy, process and guidance to; · identify and prevent abuse, codify and regulate the response to abuse incidents and allegations · codify and regulate the response to abuse incidents and allegations · conduct inquiries, investigations and redress schemes · manage the outcomes of investigations, including redress schemes. Includes final versions, major drafts, supporting research and results of stakeholder consultation. Records of major internal reviews of the process of	Permanent Archive after administrative use is concluded	PROS 19/08 1.1

			responding to child sexual abuse incidents and allegations; including final reports, findings and recommendations.		
07.7.6	POLICY & PROCEDURES	Financial management procedure manuals etc.	Master set of University manuals, handbooks, directives etc. detailing procedures supporting the financial management function. Includes records of their development, scope and responsibilities for their implementation	Destroy 7 years after action completed.	PROS 25/06 1.2.1
07.8.1	REGISTRATION	Registration - final submissions	Final submissions to an Education Authority/Regulator to either become or continue to be a Registered Education Provider/RTO. Includes the records of approval/certification by the Authority (e.g. CRICOS, TESQA, ASQA and VRQA) and records documenting any terms or conditions imposed by the regulator.	Destroy 30 years after action completed	PROS 16/07 4.4.1
07.8.2	REGISTRATION	Registration - submission development	Records created during the development of a submission by the university to either become or continue to be an Education Provider/RTO. Includes but not limited to CRICOS, TESQA, ASQA and VRQA.	Destroy 15 years after action completed	PROS 16/07 4.4.2
08.0.0	HEALTH SAFETY & ENVIRONMENT				

08.1.2	AUDITING	Routine inspections & assessments	Records documenting routine inspections and assessments to monitor safety within the workplace. Includes drills and scenario testing.	Destroy 7 years after action completed	PROS 24/03 2.2.9
08.1.3	AUDITING	Implementation of regulator recommendations	Records documenting implementation of measures to address recommendations made by regulators.	Destroy 7 years after action completed	PROS 24/03 2.2.13
08.1.5	AUDITING	OH&S regulatory compliance, licences and permits	Records documenting regulatory compliance, including health and safety licence and permit applications and renewals.	Destroy 7 years after action completed	PROS 24/03 2.2.10
08.1.6	AUDITING	Non-compliance notices	Records documenting non-compliance notices received.	Destroy 7 years after action completed	PROS 24/03 2.2.14
08.1.7	AUDITING	Contact details for contact tracing	Records documenting attendees at a premises to enable contact tracing if required for public health reasons. Includes a register of all persons (including staff) attending a University premises, their contact information and the date and time they visited the premises. Also includes records of staff attestations, which attest staff are fit and healthy to work prior to commencing a shift or day's work such as indications they are free from symptoms. Attestations may be presented in verbal or written form, and can include results from testing.	Destroy 28 days after date registered	PROS 24/03 2.3
08.2.1	AWARENESS PROGRAMS	Employee support programs & services	Records documenting employee support programs and services which aim to promote the health and wellbeing of staff. e.g. massage programs, yoga or pilates classes, vouchers or reimbursement for staff attending classes or programs external to the University. Records documenting the promotion of safe work practices.	Destroy 7 years after action completed	PROS 24/03 2.2.17, 2.2.12

08.2.2	AWARENESS PROGRAMS	OH&S representatives	Records documenting the appointing of all health and safety representatives, including first aid officers (including mental health), fire wardens, safety officers, etc.	Destroy 7 years after action completed	PROS 24/03 2.2.8
08.2.3	AWARENESS PROGRAMS	OH&S advice	Records documenting advice provided or received relating to health, wellbeing and/or safety queries or issues within the workplace.	Destroy 7 years after action completed	PROS 24/03 2.2.7
08.2.4	AWARENESS PROGRAMS	Employee satisfaction	Records documenting employee satisfaction surveys, including consolidated findings and reports. Records documenting change management activities to support staff wellbeing and satisfaction.	Destroy 7 years after action completed	PROS 24/03 2.2.16 & 2.2.18
08.3.1	ENVIRONMENT MANAGEMENT	Monitoring of hazardous substances	Records documenting environmental monitoring of hazardous substances stored or present.	Destroy 7 years after action completed	PROS 24/03 2.2.11
08.3.2	ENVIRONMENT MANAGEMENT	Hazardous substance register	Hazardous substance register (including asbestos register) identifying substance properties and details of their condition.	Destroy 100 years after last entry	PROS 07/01 14.11.7
08.3.3	ENVIRONMENT MANAGEMENT	Material safety data sheets (MSDS)	Material safety data sheets (MSDS) or equivalent prepared by the manufacturers of a hazardous substance which describe the properties and use of the substance.	Destroy 30 years after action completed	PROS 24/03 2.1.7
08.4.1	INCIDENT MANAGEMENT	Incidents or accidents resulting in death or serious injury	Records documenting the investigation of accidents or incidents resulting in death or serious injury. Includes records of investigations carried out by the university, and copies of records received from external regulators and from the Coroner.	Destroy 30 years after action completed	PROS 24/03 2.1.3
08.4.3	INCIDENT MANAGEMENT	Incidents - less serious	Detailed accident or incident reports where a fatality or serious injury did not occur.	Destroy 7 years after action completed	PROS 24/03 2.2.1

08.4.4	INCIDENT MANAGEMENT	Compensation - death or serious injury	Records documenting successful claims for compensation submitted when an employee visitor, contractor or member of the public dies or is seriously injured, and liability is with the university. For records of employee rehabilitation cases where liability rests with the university use 09.7.1 HUMAN RESOURCES - INJURY MANAGEMENT - Rehabilitation.	Destroy 30 years after action completed	PROS 24/03 2.1.4
08.4.5	INCIDENT MANAGEMENT	Compensation - unsuccessful claims	Records documenting unsuccessful claims for compensation.	Destroy 7 years after action completed	PROS 24/03 2.2.6
08.4.7	INCIDENT MANAGEMENT	Damages claims	Records of claims for damage to property made by university employees or members of the public.	Destroy 7 years after claim is finalised	PROS 07/01 10.2.1
08.4.8	INCIDENT MANAGEMENT	Appeals (decisions)	Records documenting appeals against decisions by a regulator (e.g. WorkSafe Victoria) and their resolution.	Destroy 7 years after action completed	PROS 24/03 2.2.15
08.4.9	INCIDENT MANAGEMENT	Inspections by external regulators	Final reports of all workplace inspections by external regulators. Includes those following an accident or incident, routine regulatory audit programs, and those focused on management of hazardous substances, high risk elements of workplace safety, and/or which arise in connection with a safety dispute.	Destroy 30 years after action completed	PROS 24/03 2.1.6
08.4.10	INCIDENT MANAGEMENT	Summary records of first-aid for minor injuries	Summary records of first-aid treatment in the workplace of minor injuries etc.	Destroy 7 years after action completed	PROS 24/03 2.2.5
08.4.11	INCIDENT MANAGEMENT	Summary records of accidents & incidents	Summary records, including registers, of accidents and incidents.	Destroy 30 years after action completed	PROS 24/03 2.1.2

08.5.1	PLANNING & REPORTING	Health, Safety & Wellbeing Programs	Records documenting the establishment, evaluation, and review of health, wellbeing and safety plans and programs implemented to comply with legislative and regulatory compliance. Programs may deliver support services to employees, volunteers and/or contractors. Includes the purpose and scope of the plan/program, legislative requirements, intended audience, and eligibility.	Destroy 30 years after action completed	PROS 24/03 2.1.1
08.5.2	PLANNING & REPORTING	Monitoring & surveillance	Records documenting regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. Records documenting the monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing.	Destroy 30 years after action completed	PROS 24/03 2.1.8 & 2.1.9
09.0.0	HUMAN RESOURCES				
09.2.1	CONSULTANTS & CONTRACTORS	Engagement of consultants, suppliers, contractors and honorary & adjunct appointments	Records documenting the engagement and use of contractors, consultants, suppliers and service providers. Includes registers of contractors and suppliers. Also includes specifications, quotations, contracts and summaries of consultant evaluations. Also includes honorary and adjunct appointments.	Destroy 7 years after action completed.	PROS25/06 2.1.11 & 2.1.13
09.3.1	EMPLOYMENT CONDITIONS	Leave history records	Leave history records, including long service leave, parental leave, and all other categories of leave used to calculate employee entitlements for superannuation or long service leave.	Destroy 15 years after date of separation	PROS 24/03 1.3.2

09.3.2	EMPLOYMENT CONDITIONS	Records supporting the taking of leave	Evidence supplied in support of leave applications. For example, medical certificates, statutory declarations.	Destroy 7 years after action completed	PROS 24/03 1.4.5
09.3.3	EMPLOYMENT CONDITIONS	Attendance records	Attendance records of all employees, including hours worked, flexi time sheets, staff rosters, and the management of duty allocations.	Destroy 7 years after action completed	PROS 24/03 1.4.2
09.3.4	EMPLOYMENT CONDITIONS	Travel	Records documenting arrangements for work related travel, such as arrangements for obtaining passports & visas, and also including trip reports and other visit verification submitted upon return.	Destroy 2 years after action completed	PROS 24/03 1.5.7
09.3.5	EMPLOYMENT CONDITIONS	Volunteers and students	Individual records of volunteers not performing hazardous duties. Records may include engagement of volunteers, personal details and agreed undertakings relating to conditions of engagement and details of work performed. Individual records of work experience student placements not performing hazardous duties, including personal details and agreed undertakings relating to conditions of engagement, and details of work performed. Also includes the development of volunteer and work experience placement programs that do not involve hazardous duties. For disposal of records of volunteers or students performing hazardous duties use 09.3.9 HUMAN RESOURCES - EMPLOYMENT CONDITIONS - Volunteers & students performing hazardous duties.	Destroy 10 years after action completed.	PROS 24/03 5.2
09.3.6	EMPLOYMENT CONDITIONS	Drug and alcohol testing	Records documenting drug and alcohol testing of university employees. This includes records of consent by an employee to undertake drug and/or alcohol testing on-the-job, and the results stemming from testing of employees.	Destroy 7 years after action completed	PROS 24/03 1.4.16

09.3.7	EMPLOYMENT CONDITIONS	Compliance with employment conditions	Evidence of compliance with employment conditions mandated by the university or relevant legislation, such as public health orders. Includes records documenting the sighting of evidence of vaccination status.	Destroy 7 years after action completed	PROS 24/03 1.4.15
09.3.8	EMPLOYMENT CONDITIONS	Compliance verification	Records collected relating to conditions of employment that are mandated by an employer or mandated by relevant legislation (excluding security vetting or police checks), for example, public health orders. Includes copies of records pertaining to staff vaccine certification, medical exemptions, and any other records which are provided by an employee to an employer to demonstrate compliance with public health orders For disposal of police or other security checks that do not have a sentencing requirement under a check service provider agreement use 09.11.3 HUMAN RESOURCES - RECRUITMENT & APPOINTMENT - Checks & verification. For disposal of police or other security checks that do have a sentencing requirement under a check service provider agreement use 09.11.6 HUMAN RESOURCES - RECRUITMENT & APPOINTMENT - Checks & vetting under check service provider agreement.	Destroy after compliance with employment condition is verified	PROS 24/03 1.8

09.3.9	EMPLOYMENT CONDITIONS	Volunteers & students performing hazardous duties	Individual records of volunteers and students performing hazardous duties, for example volunteer emergency services workers. Records may include engagement of volunteers, personal details and agreed undertakings relating to conditions of engagement, and details of work performed. Also includes the development of volunteer programs where the volunteers are required to perform hazardous duties, such as in the emergency services. For disposal of records of volunteers or students not performing hazardous duties use 09.3.5 HUMAN RESOURCES - EMPLOYMENT CONDITIONS - Volunteers & students.	Destroy 30 years after action completed	PROS 24/03 5.1
09.3.10	EMPLOYMENT CONDITIONS	Flexible work & location changes	Records documenting changes to work location of the University, a business unit or team, or an individual; flexible working programs (e.g. hybrid working/work from home plans) and; reasonable adjustments to support particular needs of employees (e.g. changes to premises or equipment).	Destroy 7 years after action completed	PROS 24/03 1.4.19, 1.4.20 & 1.4.21
09.3.11	EMPLOYMENT CONDITIONS	Authorised work permits	Records documenting authorised work permits.	Destroy 7 years after action completed	PROS 24/03 1.4.6
09.3.12	EMPLOYMENT CONDITIONS	Contact details	Records documenting employees' residential address, contact or next of kin details; employee's bank details.	Destroy 7 years after action completed	PROS 24/03 1.4.7
09.3.13	EMPLOYMENT CONDITIONS	Declaration of interest	Records documenting conflict of interest and private interest declarations. For disposal of declarations made as part of the recruitment or pre-employment process use 09.11.3 HUMAN RESOURCES - RECRUITMENT & APPOINTMENT - Checks & verification.	Destroy 7 years after action completed	PROS 24/03 1.4.10

09.3.14	EMPLOYMENT CONDITIONS	Delegations & authorisations	Records documenting human resources delegations and authorisations to appoint and dismiss.	Destroy 7 years after action completed	PROS 24/03 1.4.13
09.3.15	EMPLOYMENT CONDITIONS	Evidence of workplace certification	Records documenting evidence of workplace certifications e.g. Working with Children Check WWCC, First-aid/CPR/Anaphylaxis qualifications.	Destroy 7 years after action completed	PROS 24/03 1.4.14
09.3.16	EMPLOYMENT CONDITIONS	Exit interviews	Records documenting exit interviews.	Destroy 2 years after action completed	PROS 24/03 1.5.3
09.4.2	GRIEVANCES, COMPLAINTS & MISCONDUCT	Grievances not resulting in termination	Records documenting grievances which do not result in separation from the university.	Destroy 7 years after action completed	PROS 24/03 1.4.18
09.4.3	GRIEVANCES, COMPLAINTS & MISCONDUCT	Grievances resulting in termination	Records documenting grievances which result in separation from the university.	Destroy 15 years after date of separation.	PROS 24/03 1.3.4
09.6.1	INDUSTRIAL RELATIONS	Approved workplace agreements	Records documenting final approved workplace agreements where the university is the primary negotiating employer and/or a major participant in negotiations.	Permanent Archive after administrative use is concluded	PROS 24/03 3.1.4
09.6.2	INDUSTRIAL RELATIONS	Unapproved or development of workplace agreements	Records documenting the development and negotiation of workplace agreements where the university is the primary negotiating employer. Includes workplace agreements which are not approved/accepted by employees.	Destroy 10 years after action completed	PROS 24/03 3.2.1, 3.2.7
09.6.4	INDUSTRIAL RELATIONS	Industrial action - unprotected	Records documenting the management of unprotected industrial action involving large numbers of agency employees, where the action has a major effect on the provision of services to the community or it has statewide implications.	Permanent Archive after administrative use is concluded	PROS 24/03 3.1.5
09.6.5	INDUSTRIAL RELATIONS	Industrial action - protected	Records documenting instances of protected industrial action taken by employees as part of workplace agreement negotiations.	Destroy 10 years after action completed	PROS 24/03 3.2.6

09.6.6	INDUSTRIAL RELATIONS	Disputes - during workplace agreement negotiations	Records documenting workplace disputes arising during workplace agreement negotiations.	Permanent Archive after administrative use is concluded	PROS 24/03 3.1.3
09.6.7	INDUSTRIAL RELATIONS	Disputes - resolved within University	Records documenting workplace disputes within the university which are able to be resolved within the university.	Destroy 10 years after action completed	PROS 24/03 3.2.5
09.6.8	INDUSTRIAL RELATIONS	Appeals to arbitration	Records documenting appeals made to the central arbitration or determining body (e.g. Fair Work Commission) against a decision or an order.	Permanent Archive after administrative use is concluded	PROS 24/03 3.1.2
09.6.9	INDUSTRIAL RELATIONS	Appeals - where uni is not a major participant	Records documenting appeals against an industrial relations decision where the university is not a party to the appeal but has received 'for your information' notification.	Destroy 10 years after action completed	PROS 24/03 3.2.4
09.6.10	INDUSTRIAL RELATIONS	Advice - detailed	Records documenting detailed advice concerning industrial relations matters where the University is the primary negotiating employer and/or a major participant in negotiations.	Permanent Archive after administrative use is concluded	PROS 24/03 3.1.1
09.6.11	INDUSTRIAL RELATIONS	Advice - routine/general	Records documenting general or routine advice received concerning industrial relations or handling of a workplace disputes (e.g. as part of routine evaluation processes).	Destroy 10 years after action completed	PROS 24/03 3.2.3
09.6.12	INDUSTRIAL RELATIONS	Workplace agreements - where Uni is not primary negotiating employer	Records documenting workplace agreements where the University is not the primary negotiating employer.	Destroy 10 years after action completed	PROS 24/03 3.2.2

09.7.1	INJURY MANAGEMENT	Rehabilitation - university liable	Records from individual worker rehabilitation cases where liability rests with the university. Includes return to work plans, reports from treating health practitioners, advice and correspondence on suitable work duties. For records relating to successful claims for compensation following death or serious injury use 08.4.4 HEALTH, SAFETY & ENVIRONMENT - INCIDENT MANAGEMENT - Compensation - death or serious injury.	Destroy 30 years after action completed	PROS 24/03 2.1.5
09.7.2	INJURY MANAGEMENT	Rehabilitation - university not liable	Records of individual worker rehabilitation case records where liability does not rest with the agency, including return to work plans, reports from treating health practitioners, advice and correspondence on suitable work duties.	Destroy 7 years after action completed	PROS 24/03 2.2.2
09.8.1	GRIEVANCES, COMPLAINTS & MISCONDUCT	Misconduct resulting in dismissal	Records related to misconduct which is proven and results in dismissal or separation from the university.	Destroy 15 years after date of separation	PROS 24/03 1.3.3
09.8.2	GRIEVANCES, COMPLAINTS & MISCONDUCT	Misconduct without dismissal	Records related to misconduct which does not result in dismissal or separation from the university.	Destroy 7 years after action completed	PROS 24/03 1.4.17
09.8.3	GRIEVANCES, COMPLAINTS & MISCONDUCT	Misconduct unproven	Records documenting allegations of misconduct where no misconduct is found or proven.	Destroy 2 years after action completed	PROS 24/03 1.5.6
09.9.1	PERFORMANCE MANAGEMENT	Performance management schemes	Records documenting the development of University performance management schemes.	Destroy 7 years after action completed	PROS 24/03 1.4.9
09.9.2	PERFORMANCE MANAGEMENT	Performance agreements	Records documenting performance management and development plans and agreements with employees. Includes notes from meetings with the employee, assessment and review reports.	Destroy 7 years after action completed	PROS 24/03 1.4.8

09.10.1	POSITION CLASSIFICATION	Position descriptions	Records documenting the creation, variation, abolition, transfer or reclassification of positions and assigned duties. Includes work value reviews of roles and their resolution.	Destroy 7 years after action completed	PROS 24/03 1.4.11
09.10.2	POSITION CLASSIFICATION	Position descriptions - applications to vary or establish not proceeded with	Applications to vary or establish positions and assigned duties which do not proceed.	Destroy 2 years after action completed	PROS 24/03 1.5.1
09.10.3	POSITION CLASSIFICATION	Reviews of promotion decisions	Records documenting the review of promotion decisions.	Destroy 7 years after action completed	PROS 24/03 1.4.12
09.11.1	RECRUITMENT & APPOINTMENT	Recruitment	Records documenting the recruitment process, including recruitment campaigns, establishment of panels, interview questions and assessment of applications, conflict of interest declarations.	Destroy 2 years after action completed	PROS 24/03 1.5.2
09.11.2	RECRUITMENT & APPOINTMENT	Unsuccessful applications for employment	Records of unsuccessful employment applications.	Destroy 6 months after action completed	PROS 24/03 1.6
09.11.3	RECRUITMENT & APPOINTMENT	Checks & verification	Records documenting pre-engagement, pre-employment and pre-appointment checks (security, financial/credit, confirmation of qualifications or professional accreditation/registration etc) that do not have a sentencing requirement under a check service provider agreement. For records documenting conflict of interest and private interest declarations not part of the recruitment or pre-employment process use 09.3.13 HUMAN RESOURCES - EMPLOYMENT CONDITIONS - Declaration of interest.	Destroy 2 years after action completed	PROS 24/03 1.5.4
09.11.4	RECRUITMENT & APPOINTMENT	Security passes	Records documenting allocation of security passes and/or keys to employees, including registers.	Destroy 2 years after action completed	PROS 24/03 1.5.5

09.11.5	RECRUITMENT & APPOINTMENT	Unsolicited applications	Records of unsolicited applications for employment.	Destroy after action completed	PROS 24/03 1.6
09.11.6	RECRUITMENT & APPOINTMENT	Checks & vetting under check service provider agreement	Records documenting police or criminal history checks or security checks (vetting) carried out on existing or prospective staff that have a sentencing requirement in a check service provider agreement.	Destroy in accordance with check service provider agreement	PROS 24/03 1.7
09.12.1	REMUNERATION	Salaries	Records documenting employees' salaries and weekly/fortnightly pay history. Includes taxation declaration records, group certificates, payroll deduction authorities, and records relating to the recovery of overpayments For records documenting the process of payment of salaries to staff, use 09.12.3 HUMAN RESOURCES - Remuneration - Salaries processing.	Destroy 7 years after action completed	PROS 24/03 1.4.1
09.12.2	REMUNERATION	Allowances	Records documenting the eligibility for allowances and other entitlements/reimbursements. For example, relocation, overtime, clothing, travel, further study and training fees, first aid officers, etc.	Destroy 7 years after action completed	PROS 24/03 1.4.4
09.12.3	REMUNERATION	Salaries processing	Records documenting the processing of salary payments and allowances. For group certificates, tax declaration forms and overtime forms use 09.12.1 HUMAN RESOURCES - REMUNERATION - Salaries.	Destroy 7 years after action completed.	PROS 25/06 1.2.16

09.13.1	STAFF DEVELOPMENT	Training program development & delivery	Records documenting the development and review of training programs including the curriculum and any approved methods of assessment. Includes the assessment of training needs and the development of long-term schemes such as on the job training schemes and staff rotation. Records documenting the development of materials to support training provided by the university to staff. Includes lesson plans, lecture notes, slides, handouts, and audio visual material. Also includes records of the delivery of training, the dates of sessions & the type of training delivered. Includes training that is not accredited by the Australian Qualifications Framework such as training on induction, training of volunteers and occupational health & safety training.	Destroy 2 years after action completed	PROS 16/02 1.1.1, 1.1.2 & 1.1.3
09.13.2	STAFF DEVELOPMENT	Administration of training courses	Records documenting the administrative arrangements for courses, including catering arrangements, venue bookings, and hiring of equipment. Records documenting items submitted by students, including those for assessment, such as examination papers and written assignments.	Destroy after action completed	PROS 16/02 1.2.1 & 1.2.2
09.13.3	STAFF DEVELOPMENT	Development of individual staff development plans	Records documenting the development and implementation of individual staff development plans, including training plans for skill and experience acquisition e.g. management training.	Destroy 7 years after action completed	PROS 24/03 4.1.4

09.13.4	STAFF DEVELOPMENT	Counselling & referrals	Records documenting counselling provided to staff. Includes career coaching and workplace mentoring arrangements, and trauma counselling. Records documenting general referral information made available to staff about external wellbeing and/or counselling services subsidised by the University. Includes referrals following an incident or traumatic event.	Destroy 7 years after action completed	PROS 24/03 2.2.3, 2.2.4 & 4.1.5
09.13.5	STAFF DEVELOPMENT	Training and development - child sexual abuse incidents and allegations	Records documenting the development of training programs devised to instruct agencies on how to respond to incidents of abuse that has occurred or alleged to have occurred. Includes training on how to prevent abuse; training on how to identify possible incidents of abuse; training on the conduct of investigations and training to implement redress schemes. Includes: · final high-level strategies and operational plans supporting the development and delivery · plans relating to training assessment and course delivery · master set of material and resources developed for training course delivery	Destroy 45 years after action completed	PROS 19/08 1.3
09.13.6	STAFF DEVELOPMENT	Staff attendance at training courses	Records documenting the recognition of all participants who attended and completed the training course, including the records of student results, and awarding of any certificates. Includes training that is not accredited by the Australian Qualifications Framework such as training on induction, training of volunteers and occupational health & safety training.	Destroy 2 years after action completed	PROS 16/02 1.1.4

09.13.7	STAFF DEVELOPMENT	Evaluation of training courses	Records documenting the evaluation of training courses, including course evaluations and surveys completed by course participants at the conclusion of training. Also includes records documenting the evaluation of externally provided staff development training courses for inclusion in staff development plans and staff feedback after attendance at training courses recommended by the University as part of staff development plans.	Destroy after action completed	PROS 16/02 1.2.4 & PROS 24/03 4.2.3 & 4.2.6
09.13.8	STAFF DEVELOPMENT	Establishment, review & evaluation of staff development programs	Records documenting the establishment, review and evaluation of the content and focus of staff development programs. Includes decisions to wind up/cease delivery of a program and the receipt and provision of advice on staff development programs.	Destroy 7 years after action completed	PROS 24/03 4.1.1 & 4.1.2
09.13.9	STAFF DEVELOPMENT	Corporate and business unit staff development plans	Records documenting corporate and business unit staff development plans.	Destroy 7 years after action completed	PROS 24/03 4.1.3
09.13.10	STAFF DEVELOPMENT	Staff attendance at external conferences	Records documenting the attendance by staff at conferences arranged by other organisations. Includes conference registration forms, copies of programs, and participants' reports.	Destroy after action completed	PROS 24/03 4.2.1
09.13.11	STAFF DEVELOPMENT	Publications from external conferences	Copies of published conference proceedings, papers, and presentations received at conferences.	Destroy after action completed	PROS 24/03 4.2.2
09.13.12	STAFF DEVELOPMENT	Staff reward & recognition programs	Records documenting staff reward and recognition programs.	Destroy after action completed	PROS 24/03 4.2.5
09.13.13	STAFF DEVELOPMENT	Available training courses	Records documenting available training courses. Includes publicity material and testimonials collected about training courses.	Destroy after action completed	PROS 16/02 1.2.3 & PROS 24/03 4.2.6

09.13.14	STAFF DEVELOPMENT	Employee support services	Records documenting the establishment and promotion of employee support services, e.g. parent rooms, prayer rooms, quiet rooms.	Destroy 2 years after action completed	PROS 24/03 1.5.8
09.14.1	STAFF FILE	Summary employment details	Records documenting the summary employment details of university employees, including permanent, temporary, and casual employees maintained in business systems, registers & indexes. Details include name of employee, date of birth, date of appointment, date of separation, position titles and grades held, dates positions were held, rates of annual salary. Excludes high volume, short-term temporary and casual employees employed for one-off or intermittent events.	Permanent Archive after administrative use is concluded	PROS 24/03 1.1
09.14.2	STAFF FILE	Consolidated employment history	Records documenting the employment history of university employees, including permanent, temporary and casual employees, kept in a consolidated format, such as a staff file. The employment history may include records of initial appointment to subsequent promotions and/or details of any higher duties undertaken, education and professional qualifications, employment conditions, and salary details. For health monitoring for employees exposed to hazardous substances use 08.5.2 HEALTH, SAFETY & ENVIRONMENT - PLANNING & REPORTING - Monitoring & surveillance. For high volume, short-term temporary and casual employees employed for one-off or intermittent events use 09.14.7 HUMAN RESOURCES - STAFF FILE -	Destroy 100 years after date of birth	PROS 24/03 1.2

			Consolidated employment history - high volume short-term temporary casuals.		
09.14.3	STAFF FILE	Consolidated employment history - staff for whom there is no summary record	Records documenting the consolidated employment history of staff for whom there are no summary employment details. Includes permanent, temporary, and casual employees. Details include name of employee, date of birth, date of appointment, date of separation, position titles and grades held, dates positions were held, rates of annual salary and records of initial appointment to subsequent promotions and/or details of any higher duties undertaken, education and professional qualifications, employment conditions, and salary details.	Permanent Archive after administrative use is concluded	PROS 24/03 1.1
09.14.6	STAFF FILE	Expunging of personal information from consolidated employment record	This class authorises the deletion or expungement of personal information in an individual's consolidated employment record where a request has been made under Section 39 of the Freedom of Information Act 1982 and has been acceded to by the University.	Destroy after authorisation of the Vice-Chancellor or their delegate	PROS 24/03 1.9

09.14.7	STAFF FILE	Consolidated employment history - high volume short-term temporary casuals	Records of high volume short-term temporary and casual employees who are employed for a one-off or intermittent event. Includes names, dates of employment, role, applications, confirmation of employment, attendance, and rates of pay.	Destroy 15 years after date of separation	PROS 24/03 1.3.1
10.0.0	INFORMATION MANAGEMENT				
10.1.1	ACCESS MANAGEMENT	FOI requests resulting in procedural change	Records documenting FOI requests that set a precedent in how FOI requests are handled. Also includes FOI requests which lead to a change in how the University operates (e.g. changes to university policy or processes).	Permanent Archive after administrative use is concluded	PROS 07/01 9.7.1
10.1.2	ACCESS MANAGEMENT	FOI requests requiring detailed response	Records documenting FOI requests that require a detailed response from the university.	Destroy 5 years after action completed	PROS 07/01 9.7.2
10.1.3	ACCESS MANAGEMENT	FOI requests - routine or withdrawn	Records documenting FOI requests which are routine or which are not proceeded with (e.g. where requests are withdrawn, lapse because of non-payment of application fees or are referred to another agency).	Destroy 2 years after action completed	PROS 07/01 9.7.3
10.1.4	ACCESS MANAGEMENT	Privacy breaches referred to Privacy Commissioner	The records associated with complaints made concerning breaches of the Information Privacy Act 2000 that are not resolved by the university and have been referred to the Office of the Victorian Privacy Commissioner.	Destroy 15 years after action completed	PROS 07/01 9.9.1
10.1.5	ACCESS MANAGEMENT	Privacy breaches resolved internally	Records associated with complaints made concerning breaches to the Information Privacy Act 2000 that are resolved internally by the university.	Destroy 7 years after action completed	PROS 07/01 9.9.2
10.1.6	ACCESS MANAGEMENT	Requests for access to or correction of information	Records associated with requests made in relation to access to or correction of personal information held by the university.	Destroy after administrative use is concluded	PROS 07/01 9.9.3

10.1.7	ACCESS MANAGEMENT	Security arrangements for records management systems	Records relating to the physical security arrangements for records management systems and records associated with establishing and assigning security levels and caveats within records management systems.	Destroy 5 years after action completed	PROS 07/01 9.10.1-9.10.2
10.2.1	AUDITING	Recordkeeping compliance audits	Records associated with audits carried out to check compliance with recordkeeping policies, procedures and systems; and to investigate any breaches.	Destroy 7 years after administrative use is concluded	PROS 07/01 9.2.1
10.2.2	AUDITING	Identify verification input records	Identity verification input records collected to verify an individual's identity. The following are provided as examples of the range of documents that are typically provided to verify a person's identity: · primary documents such as a birth certificate, citizenship certificate or current passport; · secondary documents which include a photograph and name such as a driver licence or license or permit issued under a law of the Commonwealth, a State or Territory government; · secondary documents which must have name and address on it such as council rates notice or Land Titles Office record; · secondary documents which must have name and signature/date of birth such as a marriage certificate, foreign driver licence, Medicare card, EFTPOS card, record of primary, secondary or tertiary institution attended within the last 10 years.	Destroy after verification and validation process concluded	PROS 22/07 1.1
10.3.1	CONTROL	Recordkeeping systems - master control records	Master control records for university recordkeeping systems, together with master copy of file classification systems or business classification schemes. Includes registers, indexes, configuration manuals and records management systems, and records management procedures such as document titling protocols.	Permanent Archive after administrative use is concluded	PROS 07/01 9.4.1-9.4.2

10.3.2	CONTROL	Library control records	Control records documenting library collections, e.g. library catalogue	Destroy after collection is disposed of	PROS 07/01 9.4.3
10.3.3	CONTROL	Records destruction arrangements	Records documenting university business rules or procedures regarding the use of retention and disposal authorities and the physical destruction of university records	Destroy after administrative use is concluded	PROS 07/01 9.6.1 & 9.6.7
10.3.4	CONTROL	Records destruction lists	Records documenting university records that have been disposed of by means of an authorised disposal authority or by normal administrative practice.	Destroy 30 years after administrative use is concluded	PROS 07/01 9.6.4
10.4.1	INTELLECTUAL PROPERTY	Establishment of intellectual property	Records documenting the establishment and management of intellectual property either held or administered by the university.	Destroy 7 years after intellectual property lapses	PROS 07/01 10.3.1
10.4.2	INTELLECTUAL PROPERTY	Unsuccessful attempts to establish IP	Records documenting unsuccessful or abandoned attempts to establish intellectual property rights.	Destroy 2 years after administrative use is concluded	PROS 07/01 10.3.2
10.4.3	INTELLECTUAL PROPERTY	Copyright requests	Requests from the public and other agencies for permission to reproduce either published or unpublished material in which the university retains copyright; and applications by the university to reproduce material held under copyright by other agencies.	Destroy 7 years after action completed	PROS 07/01 15.3.1 & 15.3.2
10.5.1	PUBLICATION	University publications	One copy each of the university's primary publications. Includes internal global communications from senior university management.	Permanent Archive after administrative use is concluded	PROS 07/01 15.2.1
10.5.2	PUBLICATION	Commissioned images	Master set of commissioned photographs and moving images on university activities.	Permanent Archive after administrative use is concluded	PROS 07/01 15.1.1
10.5.3	PUBLICATION	Publication preparation	Records documenting the production process including design, layout, printing , binding etc	Destroy 3 years after administrative use is concluded	PROS 07/01 15.7.1
10.5.4	PUBLICATION	Changes to website content	Records documenting changes to content on a university website. Includes records of the approval process.	Destroy after administrative use is concluded	PROS 07/01 15.7.2
11.0.0	LEGAL SERVICES				

11.1.1	ADVICE	Advice - matters of major public interest	Records documenting requests for and legal advice received from an internal or external legal service provider relating to: matters of major public interest or controversy, new or amended university legislation, or university-wide industrial issues.	Permanent Archive after administrative use is concluded	PROS 07/01 10.1.1
11.1.2	ADVICE	Advice - matters of minor public interest	Records documenting requests for and legal advice received from an internal or external legal provider that relate to matters of minor public interest or controversy and do not relate to new or amended university legislation.	Destroy 15 years after administrative use is concluded	PROS 07/01 10.1.2
11.2.1	AGREEMENTS	Summary record of contracts & agreements	Summary records for all contracts & agreements managed by the university. Includes sourcing and contract registers and systems.	Destroy 7 years after action completed.	PROS 25/06 2.1.3
11.2.2	AGREEMENTS	Contracts & agreements - significant	Final signed version of joint venture agreements or Memorandums of Understanding of major significance to the University such as large-scale government infrastructure projects and public private partnerships (PPPs). Includes records documenting the development of these agreements.	Permanent Archive after administrative use is concluded	PROS 07/01 7.6.1
11.2.3	AGREEMENTS	Contracts & agreements under seal	Records of all contracts under seal/deeds. Includes the formal document that gives the clear indication that a person or entity gives its most sincere promise that they will fulfil contractual obligations. Includes memoranda of understanding (MOU). Also includes records associated with the negotiation process, any variations or extensions or records of any breaches.	Destroy 15 years after action completed.	PROS 25/06 4.1
11.2.4	AGREEMENTS	Contracts & agreements - smaller scale not under seal	Final versions of joint venture agreements or Memorandums of Understanding of small-scale significance to the University. Includes records documenting the development of these agreements.	Destroy 7 years after administrative use has concluded.	PROS 07/01 7.6.2

11.2.5	AGREEMENTS	Contracts & agreements - procurement	Contracts, agreements and memoranda of understanding relating to procurement including records associated with the negotiation process.	Destroy 7 years after action completed.	PROS 25/06 2.1.12
11.3.1	LITIGATION	Litigation leading to change in policy	Records documenting litigation matters involving the university where legal precedents are set or lead to a change in university policies, or lead to the establishment or abolition of departments or centres.	Permanent Archive after administrative use is concluded	PROS 07/01 10.4.1
11.3.2	LITIGATION	Litigation with no change in policy	Records documenting litigation matters that do not set legal precedent, nor lead to a change in any university-wide policies	Destroy 15 years after litigation has concluded	PROS 07/01 10.4.2
11.3.3	LITIGATION	Legal discovery processes	Records created and received during legal discovery processes. Includes subpoenas and discovery orders.	Destroy 7 years after litigation has concluded	PROS 07/01 10.4.3
11.4.1	UNIVERSITY LEGISLATION	University statutes and regulations	Records relating to the development of legislation and regulations concerning the operations and functions of the university. Includes drafting instructions, draft legislation, regulation and amendments, submissions to the Minister, reports, comments received from other agencies.	Permanent Archive after administrative use is concluded	PROS 07/01 7.7.2
12.0.0	RESEARCH				
12.1.1	RESEARCH ADMINISTRATION	Summary project records	Summary records of research undertaken by the university. Includes title and type of research, names of the Chief Investigator and other researchers, funding details, and citations of outputs and publications related to the research.	Permanent Archive after administrative use is concluded	PROS 16/07 3.1.1
12.1.2	RESEARCH ADMINISTRATION	Records of individual projects	Records relating to the management and administration of specific individual research projects. Includes the development of research methodologies and protocols, resourcing, development and reporting on ethics applications, results of experiments, progress reporting to internal or external bodies and arrangements for informal collaborative research links with outside organisations.	Destroy 7 years after conclusion of research project	PROS 16/07 3.1.2

12.1.3	RESEARCH ADMINISTRATION	Record of supervisors	Summary record of supervisors of Higher Degree by Research candidates. Includes information about the supervisor, their areas of supervision, students, topics and qualifications they have supervised. For records related to honorariums paid to supervisors use 09.12.3 HUMAN RESOURCES - REMUNERATION - Salaries processing.	Destroy 7 years after last act of student supervision	PROS 16/07 3.1.3
12.1.4	RESEARCH ADMINISTRATION	Ethics approvals	Records of ethics proposals, approvals and amendments relating to research projects. Includes records of formal bodies established to consider ethics issues as required under the Australian Code for Responsible Conduct of Research and associated National Statements, Guidelines and Codes.	Permanent Archive after administrative use is concluded	PROS 16/07 3.1.4
12.1.5	RESEARCH ADMINISTRATION	Consent forms for research of regulatory or community significance	Records relating to consent obtained from individuals to participate in research activities which are of regulatory or community significance. Includes research that is genetic and gene therapy, controversial or of high public interest, costly or impossible to reproduce, relates to the use of an innovative technique for the first time; of significant community or heritage value to the state or nation; or required by funding or other agreements to be retained permanently.	Permanent Archive after conclusion of research project	PROS 16/07 3.3.2
12.1.6	RESEARCH ADMINISTRATION	Consent forms for research involving clinical trials and/or minors	Records relating to consent obtained from individuals (including minors) to participate in research activities, including clinical trials and gene therapy. Includes consent notices and signed consent. Also includes consents to participate in teaching activities.	Destroy 15 years after completion of research activity or until subject has reached 33 years of age, whichever is longer	PROS 16/07 3.3.3 & 3.3.4, PROS 11/06 2.5.1 & PROS 11/06 2.3.3
12.1.7	RESEARCH ADMINISTRATION	Consent forms for research not involving clinical trials or minors	Records relating to consent obtained from individuals to participate in research activities for which there are no additional regulatory requirements and did not involve clinical trials, gene therapy or	Destroy 5 years after completion of research activity	PROS 16/07 3.3.5

			minors. Includes consent notices and signed consent.		
12.2.1	RESEARCH DATA MANAGEMENT	Summary record of research data	Summary record of data created as part of research activities within the university. Includes information about the nature and type of data, principal researchers or investigators, how long the data is to be retained, location and format of data and any conditions around access or reuse of the data.	Permanent Archive after administrative use is concluded	PROS 16/07 3.3.1
12.2.2	RESEARCH DATA MANAGEMENT	Data related to research of regulatory or community significance	Data and datasets created as part of research activities which are of regulatory or community significance. Includes data that is: part of genetic research, including gene therapy; controversial or of high public interest; costly or impossible to reproduce; relates to the use of an innovative technique for the first time; of significant community or heritage value to the state or nation; or required by funding or other agreements to be retained permanently.	Permanent Archive after conclusion of research project	PROS 16/07 3.3.2
12.2.3	RESEARCH DATA MANAGEMENT	Data related to clinical trials	Data and datasets created from clinical trials as part of research activities within the university. Excludes data included in disposal class 12.2.2	Destroy 15 years after completion of research activity	PROS 16/07 3.3.3
12.2.4	RESEARCH DATA MANAGEMENT	Data related to research involving minors	Data and datasets created as part of research activities within the university which involve minors. Excludes data included in disposal class 12.2.2	Destroy 15 years after child reaches the age of 18	PROS 16/07 3.3.4
12.2.5	RESEARCH DATA MANAGEMENT	Data not involving clinical trials or minors	Data and datasets for which there are no additional regulatory requirements, and did not involve clinical trials, gene therapy or children.	Destroy 5 years after completion of research activity	PROS 16/07 3.3.5

12.2.6	RESEARCH DATA MANAGEMENT	Data from student projects	Data and datasets created for assessment purposes only, such as research projects completed by students.	Destroy 12 months after the completion of the project	Management of Data and Information in Research - A guide supporting the Australian Code for the Responsible Conduct of Research - 2.3
12.3.1	RESEARCH PROJECTS OUTPUTS MANAGEMENT	Outputs of major significance	Research outputs that disseminate the findings of research where the projects have potential major or long term impact on the environment, heritage, society, the economy or human health; have major national or international significance; are controversial, of high public interest or the subject of widespread debate in the public arena; report on using innovative or experimental research techniques for the first time; or are required by legislation or project agreements to be retained permanently.	Permanent Archive after administrative use is concluded	PROS 16/07 3.2.1
12.3.2	RESEARCH PROJECTS OUTPUTS MANAGEMENT	Less significant outputs	Research outputs that disseminate the findings of university projects where the outcomes do not conform to the requirements of disposal class 12.3.1	Destroy 7 years after date of publication or dissemination of output	PROS 16/07 3.2.2
12.4.1	RESEARCH SPECIMEN & ANIMAL MANAGEMENT	Human specimen management	Records related to the management of specimens obtained from humans for teaching or research purposes. Includes records documenting the use of human cadavers and body parts and all biospecimens including tissue, blood, genes and organs. Includes acquisition records, records relating to a specimen's condition and use in research projects, interventions undertaken on the specimen and destruction of the specimen or transfer and removal from the institution. Also includes records of the consent obtained from the participants.	Transfer with specimen to new custodian or Destroy 15 years after disposal of specimen	PROS 16/07 3.4.2

12.4.2	RESEARCH SPECIMEN & ANIMAL MANAGEMENT	Genetically Modified Organisms	Records relating to managing Genetically Modified Organisms (GMO) or other material requiring biosafety provisions, which do not go through the Institutional Biosafety Committee or equivalent, while being used in specific research projects. Includes applications and assessments of Notifiable Low Risk Dealings (NLRDs), ongoing management of biosafety material and records of inspections of certified GMO facilities.	Destroy 8 years after final action completed	PROS 16/07 3.4.3
12.4.3	RESEARCH SPECIMEN & ANIMAL MANAGEMENT	Animal management	Records documenting the management and care of animals in the university's custody, as required under the Australian Code for the Care and Use of Animals for Scientific Purposes, the Prevention of Cruelty to Animals Act and Regulations and associated codes of practice. Includes information about the acquisition of animals, scientific procedures or research projects using animals, number and species of animals held, number and species of animals removed from the premises or destroyed, and records of any breeding conducted.	Destroy 7 years after last treatment or action completed	PROS 16/07 3.4.4
12.4.4	RESEARCH SPECIMEN & ANIMAL MANAGEMENT	Other specimens	Records related to the management and administration of organic and inorganic specimens which are not derived from humans or animals, and which do not have any biosafety provisions, held by the university. Includes acquisition records, records relating to the specimens condition and use in research projects, interventions undertaken on the specimen and destruction of the specimen or removal from the university.	Transfer with specimen to new custodian or Destroy 7 years after disposal of specimen	PROS 16/07 3.4.5

12.4.5	RESEARCH SPECIMEN & ANIMAL MANAGEMENT	Human cadaver management	Records relating to the coordination, management and control of human cadavers by institutions using the Victorian Body Donor Program or held by prescribed Schools of Anatomy where cadavers have been obtained from interstate Body Donor Programs. Includes records of the consent obtained from participants for the use of their cadaver in anatomy teaching, including any scope or limits of consent; records documenting and tracking the chain of custody for all bodies or body parts obtained under the Human Tissue Act and associated Regulations; identification and labelling of bodies and body parts; return, cremation or disposal of specimens from prescribed Schools of Anatomy; and tracking and maintenance of specimens on loan to other organisations. Includes records of plastinated body parts which are permanently retained and will not be cremated. Does not include records about the use of cadavers for teaching and research purposes - use 12.4.1	Permanent Archive after administrative use is concluded	PROS 16/07 3.4.1
13.0.0	STUDENT ADMINISTRATION				
13.1.1	ADMISSIONS, ENROLMENTS & PROGRESSION	Progress review without penalty	Formal and informal review records of a student's academic progress that are not included in committee records, where the student is permitted to continue in their course without penalties or sanctions (including temporary suspension) applied (other than permanent exclusion or expulsion). Includes any academic performance improvement plans, records of advice and strategies to alleviate issues, and any other support documentation.	Destroy 7 years after completion, withdrawal or abandonment by student	PROS 16/07 1.4.2

13.1.2	ADMISSIONS, ENROLMENTS & PROGRESSION	Progress review resulting in exclusion	Formal and informal review records of a student's academic progress that are not included in committee records, where it is determined to permanently exclude or expel the student from the university. Includes any academic performance improvement plans, records of advice and strategies to alleviate issues, and any other support documentation.	Destroy 15 years after date of decision	PROS 16/07 1.4.1
13.2.1	ADMISSIONS, ENROLMENTS & PROGRESSION	Unsuccessful applications and selection	Records documenting admissions, applications and selection to a course or program of study that are unsuccessful or incomplete (including drafts) and offers that were subsequently declined. Includes application forms, prior results, portfolios, immigration clearances, police clearances, working with children or other checks where the clearance is required as part of the application. Also includes records created during the selection process such as interview records, selection tests, shortlisting, assessment of the application against stated criteria and offer letters sent to applicants.	Destroy 2 years after final decision	PROS 16/07 1.1.1

13.2.2	ADMISSIONS, ENROLMENTS & PROGRESSION	Applications, Enrolments, Credits & Exemptions	Records documenting successful applications and selection to a course or program of study. Includes application forms, prior results, portfolios, immigration clearances, police clearances, working with children or other checks where the clearance is required as part of the application. Also includes records created during the selection process such as interview records, selection tests, shortlisting, assessment of the application against stated criteria and offer letters sent to applicants. Records documenting the enrolment or re-enrolment of individual students. Includes records relating to international and domestic students administrative progress through the university, covering such matters as leave of absence, deferment, withdrawals, enrolment variations and issues with eligibility for enrolment such as visa breaches. Also includes government study assistance loan schemes such as FEE-HELP, HECS-HELP, SA-HELP and OS-HELP. Records documenting successful (and unsuccessful) applications for and assessment of recognition of prior learning or advanced standing requests, where a student is given subject or unit credit based on prior studies, employment or other experience. Includes application forms and evidence of prior learning provided.	Destroy 7 years after completion, withdrawal or abandonment by student	PROS 16/07 1.1.1, 1.1.2 & 1.1.3
13.2.4	ADMISSIONS, ENROLMENTS & PROGRESSION	Updating of personal details	Updating of student personal details including current name and contact details	Destroy after reference ceases	PROS 16/07 1.1.4
13.2.5	ADMISSIONS, ENROLMENTS & PROGRESSION	Health information	Disclosure of health information to the university, other than information provided to the health service. Includes health information provided prior to attending work placements, excursions or study tours.	Destroy 7 years after date of last action or attendance, or access by or on behalf of the individual	PROS 16/07 1.1.5

13.2.6	ADMISSIONS, ENROLMENTS & PROGRESSION	Permanently excluded or expelled students	Student files of students who have been permanently excluded for health reasons or expelled for disciplinary, academic or general misconduct reasons. Records documenting the enrolment or re-enrolment of individual students. Includes records relating to international and domestic students administrative progress through the university, covering matters such as leave of absence, deferment, withdrawals, enrolment variations and issues with eligibility for enrolment such as visa breaches. Also includes government study assistance loan schemes such as FEE-HELP, HECS-HELP, SA-HELP and OS-HELP. Records documenting successful (and unsuccessful) applications for and assessment of recognition of prior learning or advanced standing requests, where a student is given subject or unit credit based on prior studies, employment or other experience. Includes application forms and evidence of prior learning provided. Records documenting successful applications and selection to a course or program of study. Includes application forms, prior results, portfolios, immigration clearances, police clearances, working with children or other checks where the clearance is required as part of the application. Also includes records created during the selection process such as interview records, selection tests, shortlisting, assessment of the application against stated criteria and offer letters sent to applicants.	Permanent Archive after administrative use is concluded	PROS 16/07
13.3.1	COMPLETIONS & GRADUATIONS	Summary student record	Summary record confirming details of all students who are awarded a qualification in AQF Levels 1-10 (includes courses from Certificates to Doctoral degrees)	Permanent Archive after administrative use is concluded	PROS 16/07 1.6.1 & 1.6.2

13.3.2	COMPLETIONS & GRADUATIONS	Summary student record for non-award courses	Summary record confirming details of all students who have completed a non-award course	Destroy 7 years after action completed and once regulatory requirements have ceased	PROS 16/07 1.6.3
13.3.3	COMPLETIONS & GRADUATIONS	Approval to graduate	Records of determination of a student's eligibility to graduate, notification of approval to the student and graduation arrangements.	Destroy 2 years after action completed	PROS 16/07 1.6.4
13.3.4	COMPLETIONS & GRADUATIONS	Uncollected testamurs and certificates	Uncollected or unclaimed testamurs and certificates of completion	Destroy 7 years after action completed	PROS 16/07 1.6.5
13.3.5	COMPLETIONS & GRADUATIONS	Reissue of testamurs and academic transcripts	Records associated with the reissue of testamurs and requests for replacements and copies of academic transcripts, verification of qualifications, AHEG Statements and statements/letters re academic completion.	Destroy 7 years after action completed	PROS 16/07 1.6.6
13.3.6	COMPLETIONS & GRADUATIONS	Qualification templates	Final versions of templates used to produce testamurs, transcripts, AHEGS and other statements of completion over time.	Permanent Archive after administrative use is concluded	PROS 16/07 1.6.7
13.4.1	EXCHANGE PROGRAMS & STUDY TOURS	Management of study tours	Management of study tours conducted at the university. Includes student selection for tours, administrative arrangements, insurance arrangements and any changes to the tour.	Destroy 7 years after action completed	PROS 16/07 1.3.3
13.4.2	EXCHANGE PROGRAMS & STUDY TOURS	Management of participating students	The successful application, selection and management of students participating in an exchange or study abroad program. Includes administrative arrangements for managing the students while on exchange, including any pre-checks required, arranging or confirming flights and accommodation, insurance arrangements, approved study plans and any changes to the exchange.	Destroy 7 years after action completed	PROS 16/07 1.3.1
13.4.3	EXCHANGE PROGRAMS & STUDY TOURS	Unsuccessful applications	Unsuccessful applications to participate in an exchange or study abroad program.	Destroy 1 year after action completed	PROS 16/07 1.3.2

13.5.1	GRIEVANCES, COMPLAINTS & MISCONDUCT	Grievances - resulting in exclusion	Grievances and misconduct allegations where the allegations are proven and the student is permanently excluded or expelled from the course or university. Includes records of the investigation undertaken and outcome documentation.	Destroy 15 years after final decision	PROS 16/07 1.5.1
13.5.2	GRIEVANCES, COMPLAINTS & MISCONDUCT	Grievances - with penalty imposed	Grievances and misconduct allegations where the allegations are proven and the student is penalised or sanctioned (including temporary suspension) or warned but is not excluded or expelled. Includes records of the investigation undertaken and documentation of the outcome and the Academic Integrity Warnings Register (Academic Board 3/2013).	Destroy 7 years after final decision	PROS 16/07 1.5.2
13.5.3	GRIEVANCES, COMPLAINTS & MISCONDUCT	Grievances - not proven	Grievances and any misconduct allegations where the allegations are not proven. Includes allegations that are proven to be frivolous or vexatious, or unfounded. For warnings and the Academic Integrity Warnings Register (Academic Board 3/2013), use 13.5.2 STUDENT ADMINISTRATION - GRIEVANCES, COMPLAINTS & MISCONDUCT - Grievances with penalty imposed	Destroy 2 years after final decision	PROS 16/07 1.5.3
13.6.1	SCHOLARSHIPS & PRIZES	Internal prizes and scholarships	Development, establishment and awarding of internal prizes and scholarships. Includes establishment of eligibility criteria for the prize/scholarship and any conditions attached, and summary record of recipients of prizes and scholarships.	Permanent Archive after administrative use is concluded	PROS 16/07 1.2.1
13.6.2	SCHOLARSHIPS & PRIZES	Summary record of recipients	Summary record of recipients of prizes and scholarships. Includes name of prize/scholarship, year and successful recipient/s.	Permanent Archive after administrative use is concluded	PROS 16/07 1.2.2

13.6.3	SCHOLARSHIPS & PRIZES	Successful applications for prizes/scholarships	Successful applications for prizes/scholarships; and the delivery of the prize/scholarship to successful recipients	Destroy 7 years after delivery of prize/scholarship	PROS 16/07 1.2.3
13.6.4	SCHOLARSHIPS & PRIZES	Unsuccessful applications for prizes/scholarships	Unsuccessful applications and nominations for prizes/scholarships	Destroy 1 year after final decision	PROS 16/07 1.2.4
14.0.0	TEACHING				
14.1.1	ASSESSMENT	Summary record of results	Summary record of finalised results obtained by students at the university or its predecessor and amalgamated institutions. Includes results for specific subjects, units or modules, as well as final course results.	Permanent Archive after administrative use is concluded	PROS 16/07 2.3.1, 2.3.2
14.1.3	ASSESSMENT	Summary record of results - non-award courses	Summary record of finalised results obtained by students at the university, for non-award courses.	Destroy 7 years after action completed and once regulatory requirements have ceased	PROS 16/07 2.3.3
14.1.4	ASSESSMENT	Master copy of assessment material	Master copy of approved assessment and examination material. Includes examinations, assignments, workbooks, tests, class presentation tasks, practical assessments etc. Does not include assessment material completed by students – use 14.1.7 TEACHING – ASSESSMENT – Completed assessment material. For master examination and assessment material where this is the only course or unit material available – use 14.3.1 TEACHING – COURSE DEVELOPMENT & REVIEW – Master record of award courses.	Permanent Archive after administrative use is concluded	PROS 16/07 2.3.4
14.1.5	ASSESSMENT	Development of assessment material	Drafting and development of all assessment material, including development of exam and assignment questions, and the development of other assessment tools.	Destroy 1 year after action completed	PROS 16/07 2.3.5

14.1.6	ASSESSMENT	Moderation of assessment tasks	Moderation of student assessment tasks, and any evaluation undertaken of the suitability of the assessment task. Includes examiners reports, marking sheets, moderation reports, and marking guidance provided to staff. Includes moderation or examination of theses submitted for Honours, Masters and Doctorate theses. Also includes papers of faculty Boards of Examiners, registers of results (see Education Committee meeting 1/2005) as well as communications to students regarding exams.	Destroy 2 years after grading and appeal period ends, if not returned to student	PROS 16/07 2.3.6
14.1.7	ASSESSMENT	Completed assessment material	Completed examination and assessment material submitted by students. Includes completed assignments, exams, portfolios, works of art, software, photographs and videos. Also includes e-invigilation records and e-assessments.	Destroy 6 months after grading and appeal period ends, if not returned to student	PROS 16/07 2.3.7
14.1.8	ASSESSMENT	Amendments to results	Amendments to students results made as a result of moderation, re-marking or appeal by the student, including authorisation to amend the result, where the summary of results is updated with the new mark.	Destroy 7 years after action completed	PROS 16/07 2.3.8
14.1.9	ASSESSMENT	Theses - Doctoral	Theses and other outputs submitted for assessment for Doctorate qualifications. Other outputs include dissertations, exegeses, creative works or other major works arising from a candidate's research. Includes works submitted for the award of Higher Doctorates. Includes failed doctorate theses.	Permanent Archive after administrative use is concluded	PROS 16/07 2.3.9
14.1.10	ASSESSMENT	Theses - Masters and Honours	Theses and other outputs submitted for assessment of Masters and Honours qualifications. Note that Monash University Library does not require transfer of Honours theses, or Masters by Coursework theses. These can be destroyed when no longer required by the relevant faculty or department.	Destroy when no longer required by University research collection	PROS 16/07 2.3.10

14.1.11	ASSESSMENT	Special consideration	Assessment of applications for special consideration. Includes applications, supporting documentation and outcomes.	Destroy 7 years after completion, withdrawal or abandonment by student	PROS 16/07 2.3.11
14.2.1	COURSE DELIVERY	Attendance records	Student attendance records. Includes class lists, rolls and attendance registers. Does not include records of students attending work placements or practicums.	Destroy 2 years after last entry	PROS 16/07 2.2.1
14.2.2	COURSE DELIVERY	Administration of course delivery	Administrative arrangements for course delivery. Includes records relating to timetabling, room booking, session creation and allocation of staff to specific sessions.	Destroy after reference use ceases	PROS 16/07 2.2.2
14.2.3	COURSE DELIVERY	Off-campus activities	Records that support the management of work integrated learning or other off-campus activities conducted as part of a subject or unit for which students receive credit toward their final result. Includes administrative arrangements and liaison with placement or practicum providers.	Destroy 7 years after action completed	PROS 16/07 2.2.3
14.2.4	COURSE DELIVERY	Teaching resources	Curriculum, teaching and student resources designed to assist teachers and students during the learning process. Includes delivery notes and schedules, class outlines and presentation materials, manuals, induction material, study guides, readings and sample assignments that assist teachers in the delivery and enhancement of the learning process. Includes course outlines, delivery notes and annotated work. Includes recorded lectures, both audio and audio-visual.	Destroy 1 year after date superseded	PROS 16/07 2.2.5
14.2.5	COURSE DELIVERY	Course evaluation	The evaluation and review of courses, subjects and units by students. Includes student evaluation of unit, and student evaluation of teaching surveys.	Destroy 7 years after action completed	PROS 16/07 2.2.6
14.2.6	COURSE DELIVERY	Training plans	Training plans developed for individual apprentices and trainees. Includes commencement checklists and contact record sheets.	Destroy 2 years after completion, withdrawal or abandonment by student	PROS 16/07 2.2.4

14.2.7	COURSE DELIVERY	Student placements	Records relating to individual student placements and practicums and records relating to student attendance at placements and practicums. Includes placement and practicum assessment reports.	Destroy 7 years after completion, withdrawal or abandonment by student	PROS 16/07 2.2.3
14.3.1	COURSE DEVELOPMENT & REVIEW	Master record of award courses	Master record of accredited or approved courses, programs training packages, modules and their units for courses delivered for AQF levels 1-10. Includes approved curriculum content, syllabus, teaching objectives, learning outcomes, assessment methods and course, subject or unit descriptions and delivery methods, capability outcomes and any specific criteria for successfully completing the course/subject/unit. Also includes governance information such as course proposal, rationale for course, business case, approval date, responsible officer and any external professional accreditations or registrations which apply to the course or program. Includes tracking changes to approved courses over time. Includes master set of approved examination papers, if no other course material is available.	Permanent Archive after administrative use is concluded	PROS 16/07 2.1.1 & 2.1.2
14.3.2	COURSE DEVELOPMENT & REVIEW	Master record of non-award courses	Master record of accredited or approved courses, programs, training packages, modules and their units for non-award courses. Includes approved curriculum content, syllabus, teaching objectives, learning outcomes, assessment methods and course, subject or unit descriptions and delivery methods, capability outcomes and any specific criteria for successfully completing the course/subject/unit. Also includes governance information such as course proposal, rationale for course, business case, approval date, responsible officer and any external professional accreditations or registrations which	Destroy 7 years after accreditation expires or is revoked	PROS 16/07 2.1.3

			apply to the course or program. Includes tracking changes to approved courses over time.		
14.3.3	COURSE DEVELOPMENT & REVIEW	Accreditation submissions	Records of submissions to external organisations for registration, accreditation, evaluation and approval of courses, subjects and units by relevant professional regulatory and/or licensing bodies. Also includes amendments to existing courses, subjects and units approved by the external body, and confirmation of continuing accreditation over time.	Destroy 7 years after accreditation expires or is revoked	PROS 16/07 2.1.4
14.3.4	COURSE DEVELOPMENT & REVIEW	Courses not approved	Course proposals and curriculum content which are not approved or did not proceed to approval stage	Destroy 7 years after final decision	PROS 16/07 2.1.5
15.0.0	TECHNOLOGY & TELECOMMUNICATIONS				
15.1.1	CONTROL	Internet access logs	Internet access logs	Destroy 2 years after date of last action	PROS 07/01 19.5.6
15.1.2	CONTROL	System logs	System logs which are used to show a history of access or change to data. Includes system access logs; system change logs; audit trails.	Destroy after University requirements have ceased	PROS 07/01 19.5.2
15.1.3	CONTROL	Back up logs	System logs which are not used to show a history of access or changes to data. Includes backup logs, tapes. Note: Backup logs are maintained by backup software to report the status of backups performed and information such as devices and tapes used, errors encountered, systems and lists of files backed up etc. Backups (e.g. backup tapes) are different: they store the actual backed up data and their disposal is covered by normal administrative practice (NAP) as they are facilitative records.	Destroy after University requirements have ceased	PROS 07/01 19.5.3, NSW GA 28 20.4.7
15.2.1	SECURITY	System security	Records relating to the security of university systems, including the use of filters to control SPAM and viruses.	Destroy 7 years after system has closed	PROS 07/01 19.16.1 & 19.16.3
15.2.2	SECURITY	Remote access	Records associated with the setting up of remote access to university networks at individual's homes.	Destroy 2 years after action completed	PROS 07/01 19.16.2

15.2.3	SECURITY	Digital signatures	Records associated with the setting up and management of digital signatures.	Destroy after no longer required for verification purposes on the e-records the signature has been used on	PROS 07/01 19.16.4
15.3.1	SOFTWARE	Software licenses	Records documenting the acquisition of licenses for software and systems from vendors, including negotiations relating to terms and conditions of the license. Includes records documenting the monitoring and renegotiation of license agreements and responses to any licensing infringements.	Destroy 7 years after license has expired	PROS 07/01 19.14.1-19.14.2
15.3.2	SOFTWARE	Allocation of software	Records documenting the allocation of software to individuals or organisational units.	Destroy 2 years after administrative use is concluded	PROS 07/01 19.2.1
15.3.3	SOFTWARE	Allocation of user names	Records documenting the allocation of phone numbers and system user names to individuals or organisational units.	Destroy 2 years after administrative use is concluded	PROS 07/01 19.2.2
15.4.1	SYSTEMS DEVELOPMENT & MANAGEMENT	Application development	Records documenting the development and modification of specific applications to go into production. Includes feasibility studies; pilot studies; final versions of system documentation; user and technical manuals; business rules; user requirements; system specifications; final sign-off.	Destroy 7 years after system becomes defunct	PROS 07/01 19.3.1
15.4.2	SYSTEMS DEVELOPMENT & MANAGEMENT	Applications which do not go into production	Records documenting the development and modification of specific applications which do not go into production.	Destroy 2 years after last action	PROS 07/01 19.3.2
15.4.3	SYSTEMS DEVELOPMENT & MANAGEMENT	Testing, auditing, evaluation & analysis activities	Records documenting testing, auditing, evaluation & analysis activities for applications and systems. Includes testing strategies, result forms, test reports and disaster or disaster recovery plans, systems and business process analysis. Checking university systems to ensure they correctly record events and processes. Also includes evaluating potential or existing technology & telecommunications services and systems.	Destroy 7 years after action completed	PROS 07/01 19.3.3, 19.4.1, 19.10.1 & 19.10.2

15.4.4	SYSTEMS DEVELOPMENT & MANAGEMENT	Database management	Records documenting database management. Includes requests for changes to schemas, views and configuration management.	Destroy 7 years after action completed	PROS 07/01 19.8.1
15.4.5	SYSTEMS DEVELOPMENT & MANAGEMENT	Customer service	Records relating to the provision of a help-desk service, including requests to reset passwords, and recover data and ad hoc requests for information from databases.	Destroy 2 years after administrative use is concluded	PROS 07/01 19.6.1
15.4.6	SYSTEMS DEVELOPMENT & MANAGEMENT	Migration of data	Records relating to the migration of data between electronic systems and from one electronic medium to another. Includes strategies for the migration and quality assurance checks to confirm accuracy of the migration process.	Destroy 1 year after migration	PROS 07/01 19.7.1