

Retention and Disposal Authority Update June 2023 – Summary of changes

Number	Function - Activity - Name	
07.2.1	GOVERNANCE & STRUCTURE - COMMITTEES & BOARDS - Internal committees - strategic	Addition to description to include legislation and appointment/resignation of members.
07.2.4	GOVERNANCE & STRUCTURE - COMMITTEES & BOARDS - External committees - convened by the University	Addition to description to include wholly owned subsidiaries.
07.7.5	GOVERNANCE - POLICY & PROCEDURES - Policy, strategy & procedure - child sexual abuse incidents and allegations	New class from Public Record Office Victoria.
07.6.5	GOVERNANCE - PLANNING & REPORTING - Reporting and investigations - child sexual abuse incidents and allegations	New class from Public Record Office Victoria.
09.13.5	HUMAN RESOURCES - STAFF DEVELOPMENT - Training and development - child sexual abuse incidents and allegations	New class from Public Record Office Victoria.
15.1.3	TECHNOLOGY & TELECOMMUNICATIONS - CONTROL - Back up logs	Addition to description to provide greater clarity regarding backups and backup logs.
06.1.4	FINANCIAL MANAGEMENT - ACCOUNTING - Asset Register	Addition to description to clarify that the disposal class is for fixed assets only.
10.2.2	INFORMATION MANAGEMENT - AUDITING - Identity verification input records	New class from Public Record Office Victoria.
13.2.2	STUDENT ADMINISTRATION - ADMISSIONS, ENROLMENTS & PROGRESSION - Applications, Enrolments, Credits & Exemptions	Addition to description to include reference to government study assistance loan schemes.
01.7.4	CAMPUS SUPPORT SERVICES - STUDY SUPPORT - Financial Support	Addition to description to clarify that the disposal class is for University financial support.
14.1.6	TEACHING - ASSESSMENT - Moderation of Assessment Tasks	Addition to description to include student communications regarding exam schedules.
10.3.2	INFORMATION MANAGEMENT - CONTROL - Library Control Records	Correction to PROS 07/01 reference.
10.3.3	INFORMATION MANAGEMENT - CONTROL - Records destruction arrangements	Existing Public Record Office Victoria disposal class not previously included.
10.3.4	INFORMATION MANAGEMENT - CONTROL - Records destruction lists	Existing Public Record Office Victoria disposal class not previously included.
06.1.1	FINANCIAL MANAGEMENT - ACCOUNTING - Accounting Records	Addition to description to include additional types of accounting records.
06.7.1	FINANCIAL MANAGEMENT - INSURANCE - Insurance policies	Addition to description to include vehicles.
06.7.2	FINANCIAL MANAGEMENT - INSURANCE - Insurance claims	Addition to PROS 07/01 reference.
11.2.1	LEGAL SERVICES - AGREEMENTS - Summary record of contracts	Addition to disposal class name to include agreements.

11.2.2	LEGAL SERVICES - AGREEMENTS - Contracts - significant	Addition to disposal class name to include agreements & additional PROS 07/01 reference.
11.2.3	LEGAL SERVICES - Contracts - smaller scale under seal	Addition to disposal class name to include agreements.
11.2.4	LEGAL SERVICES - Contracts - smaller scale not under seal	Addition to disposal class name to include agreements & additional PROS 07/01 reference.
09.14.2	HUMAN RESOURCES - STAFF FILE - Consolidated employment history	Addition to PROS 07/01 reference.
09.14.3	HUMAN RESOURCES - STAFF FILE - Consolidated employment history - senior staff and staff for whom there is no summary record	Correction to PROS 07/01 reference and addition to description to include employment condition record types.
09.14.5	HUMAN RESOURCES - STAFF FILE - Records not part of consolidated employment history	Correction to PROS 07/01 reference.
09.14.6	HUMAN RESOURCE - STAFF FILE - expunging of personal information	Addition to description to include additional text from PROS 07/01 12.5.7.
09.3.3	HUMAN RESOURCES - EMPLOYMENT CONDITIONS - Attendance records	Addition to PROS 07/01 reference and rosters in description.
07.7.1	GOVERNANCE & STRUCTURE - POLICY & PROCEDURES - University-wide policy	Addition to PROS 07/01 reference and administrative policies in description.
15.4.3	TECHNOLOGY & TELECOMMUNICATIONS - SYSTEMS DEVELOPMENT & MANAGEMENT - Testing and maintenance activities	Removal of maintenance from disposal class name.
15.4.3	TECHNOLOGY & TELECOMMUNICATIONS - SYSTEMS DEVELOPMENT & MANAGEMENT - Testing, auditing, evaluation and analysis activities	Addition to PROS 07/01 references and auditing, business process analysis & evaluations of services & systems in description.
15.4.6	TECHNOLOGY & TELECOMMUNICATIONS - SYSTEMS DEVELOPMENT & MANAGEMENT - Migration of data	Existing Public Record Office Victoria disposal class not previously included.
06.8.2	FINANCIAL MANAGEMENT - TAXATION - Student Tax File Numbers TFN	New class from Department of Education advice on retention of TFN records.