

Retention and Disposal Authority Update June 2022 – Summary of changes

Number	Function - Activity - Name	
07.2.2	GOVERNANCE - COMMITTEES & BOARDS - Internal committees - strategic	Note relating to faculty Boards of examiners changed to a link to 14.1.6.
08.1.7	HEALTH SAFETY & ENVIRONMENT - AUDITING - Contact details for contact tracing	Update to existing class from Public Record Office Victoria.
09.3.7	HUMAN RESOURCES - EMPLOYMENT CONDITIONS - Vaccination status	New class from Public Record Office Victoria.
09.3.8	HUMAN RESOURCES - EMPLOYMENT CONDITIONS - Vaccination certificates	New class from Public Record Office Victoria.
09.11.1	HUMAN RESOURCES - RECRUITMENT & APPOINTMENT - Recruitment	Incorporation of 9.11.2 into 9.11.1 and extension of retention period to 7 years.
09.11.2	HUMAN RESOURCES - RECRUITMENT & APPOINTMENT - Unsuccessful applications	Made inactive and incorporated into 9.11.1.
10.5.1	INFORMATION MANAGEMENT - PUBLICATION - University publications	Addition to description to include internal university wide communications from senior management.
12.2	RESEARCH - RESEARCH DATA MANAGEMENT	Addition to description to provide more clarity around the records covered under this activity.
13.2.6	STUDENT ADMINISTRATION - STUDENT FILE - Applications, Enrolments, Credits & Exemptions - Permanently excluded or expelled students	New class to ensure that the student record is kept in accordance with administrative requirements.
13.5.2	STUDENT ADMINISTRATION - GRIEVANCES, COMPLAINTS & MISCONDUCT - Grievances - with penalty imposed	Addition to description to include warnings.
13.5.3	STUDENT ADMINISTRATION - GRIEVANCES, COMPLAINTS & MISCONDUCT - Grievances - not proven	Note relating to Academic Integrity Warnings Register changed to a link to 13.5.2.
14.1.6	TEACHING - ASSESSMENT - Moderation of assessment tasks	Addition to description to include Boards of Examiners records.
14.1.7	TEACHING - ASSESSMENT - Completed Assessment material	Addition to description to include new types of examination and invigilation records covered in this disposal class.
14.2.4	TEACHING - COURSE DELIVERY - Teaching resources	Addition to description to include recorded lectures.
14.3.1	STUDENT ADMINISTRATION - COURSE DEVELOPMENT & REVIEW - Master record of award courses	Addition to description to provide more clarity around the records covered in this disposal class.
15.4.3	TECHNOLOGY & TELECOMMUNICATIONS - SYSTEMS DEVELOPMENT & MANAGEMENT - Testing & Maintenance Activities	Addition to description to include IT disaster recovery plans.