

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Tertiary Student Management Records) Approval 2006 (No 1)**

**Notifiable instrument NI2006—449**

made under the

**Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)**

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Tertiary Student Management Records) Approval 2006 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Tertiary Student Management Records.

## **3. Commencement**

This instrument commences on the day after notification.

## **4. Revocation**

I revoke Notifiable Instrument NI 2004-338 notified 7 September 2004.

David Wardle  
Director of Territory Records  
11 December 2006



*Records Disposal Schedule  
Tertiary Student Management Records*

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## **INTRODUCTION**

The *Records Disposal Schedule – Tertiary Student Management Records* is the official authority for the disposal of records relating to student management matters.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is to be used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

## **PURPOSE**

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Tertiary Student Management records created or maintained by ACT Government agencies.

## **SCOPE**

This Records Disposal Schedule applies to all ACT Government agencies as defined in the *Territory Records Act 2002*.

It applies to records in any format, including electronic records.

## **AUTHORITY**

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

## **STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA**

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. **An agency must not dispose of any**

**records where it is aware of possible legal action for which the records may be required as evidence.**

The *Records Disposal Schedule – Tertiary Student Management Records* has a hierarchical structure that reflects its arrangement according to functions and activities, rather than by subject, and its close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Tertiary Student Management records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

### ***Territory Version of Keyword AAA***

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (ie. the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

## **GUIDELINES FOR USE**

### *Coverage of authority*

The *Records Disposal Schedule – Tertiary Student Management Records*:

- covers all Tertiary Student Management records divided into the following functions:
  - ACCOMMODATION SERVICES,
  - STUDENT ADMINISTRATION, and
  - STUDENT SERVICES.
- is intended to cover most Tertiary Student Management records common to all ACT Government agencies;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods);
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

### **Layout of the schedule**

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or ‘disposal classes’ relating to the functions are described. These are followed by a composite list of classes designated ‘Retain as Territory Archives’. The functions and activity disposal sets show the following details:

**Function** This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

**Activity** Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to this activity. Activities can relate to many functions with the scope notes covering all of these relationships (eg the activity ‘Policy’ is linked to all of the functions). However, each function and activity set represents a unique unit.

**Entry No.** This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No., and may be used in an automated recordkeeping system.

### **Description of Records**

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

**Disposal Action**

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.



## **FORMAT OF RECORD**

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards,
- registers,
- files,
- microfilm,
- microfiche,
- COM (computer output microfiche),
- electronic records, including various electronic media, and
- any other formats.

### ***Electronic records***

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or rerecording) does constitute disposal.

## **DESTRUCTION OF RECORDS**

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

## **UPDATING THE RECORDS DISPOSAL SCHEDULE**

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

## **ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE**

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

## **RELATED LEGISLATION**

The following legislation is related to the record classes covered by this Records Disposal Schedule:

*Territory Records Act 2002*  
*Canberra Institute of Technology Act 1987*  
*University of Canberra Act 1989*  
University of Canberra Regulations  
*Hotel School Act 1996*  
*Vocational Education and Training Act 1995*  
Vocational Education and Training Regulations  
*Administrative Appeals Tribunal Act 1989*  
*Administrative Decisions (Judicial Review) Act 1989*  
*Associations Incorporation Act 1991*  
*Business Names Act 1963*  
Business Names Regulations  
*Discrimination Act 1991*  
*Drugs of Dependence Act 1989*  
Drugs of Dependence Regulations  
*Education Act 1937*  
Education Services for Overseas Students (Registration and Regulation of Providers) Regulations  
*Education Services for Overseas Students (Registration and Regulation of Providers) Act 1994*  
Commonwealth (Dept of Education, Training and Youth Affairs) National code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students  
*Evidence Act 1971*  
Evidence Regulations  
*Evidence (Miscellaneous Provisions) Act 1991*  
*Freedom of Information Act 1989*  
Freedom of Information Regulations  
*Health and Community Care Services Act 1996*  
*Health Records (Privacy and Access) Act 1997*  
*Commonwealth Higher Education Funding Act 1988*  
*Landlord and Tenant Act 1899*  
*Medical Practitioners Act 1930*  
*Medical Services (Fees) Act 1984*  
*Medical Treatment Act 1994*  
*Mental Health (Treatment and Care) Act 1994*  
*Nurses Act 1988*  
*Occupational Health and Safety Act 1989*  
Occupational Health and Safety Regulations 1991  
Occupational Health and Safety (Manual Handling) Regulations  
*Ombudsman Act 1989*  
Ombudsman Regulations  
*Poisons Act 1933*  
*Poisons and Drugs Act 1978*

Poisons and Drugs Regulations 1993

Poisons Regulations 1933

*Commonwealth Privacy Act 1988*

*Psychologists Act 1994*

Public Health Regulations 2000

*Residential Tenancies Act 1997*

Residential Tenancies Regulations

*Royal Commissions Act 1991*

Commonwealth Use of Animals for Scientific Purposes

Australian Code of Practice for Care and Use of Animals for Scientific Purposes.

## **DEFINITIONS**

### ***Agency***

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

### ***Appraisal***

The process of evaluating business activities to:

- determine which records need to be captured;
- how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

### ***Business Classification Scheme***

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

### ***HECS***

Higher Education Contribution Scheme

### ***OLSAS***

On Line Student Administration System

### ***PELS***

Postgraduate Education Loans Scheme

### ***Principal Officer***

The Chief Executive of an administrative unit or its equivalent in other types of agencies.

### ***Records***

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

***Records of an Agency***

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

***Records Disposal Schedule***

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

***Records Management Program***

A document which complies with section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

***Recordkeeping Systems***

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources which are applied within an agency to ensure that full and accurate records of business activity are made and kept.

***Scope Note***

An explanation of terms used in describing the records and the context in which they were made and used.

***Sentencing***

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule which applies to the record and assigning a retention period consistent with that part.

***Territory Archives***

Records preserved for the benefit of present and future generations.

## **BUSINESS CLASSIFICATION SCHEME**

***ACCOMMODATION SERVICES***

The provision of accommodation either through residential facilities or residential placements.

*Placement*

The service of providing accommodation through matching students with private accommodation such as boarding houses.

*Student Accommodation*

The service of providing accommodation through halls of residence or residential facilities. Also includes the activities associated with managing arrangements for students who do not live at home during term time.

## ***TERTIARY STUDENT ADMINISTRATION***

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### *Academic Misconduct*

The activity of managing academic behaviour that is not in accordance with the institution's or school's statutes and rules especially involving work submitted for assessment. Includes undertaking investigations into allegations of suspected cheating or plagiarism and resulting action.

### *Academic Progress*

The activity of guiding students' academic progress throughout their course of study including through production of transcripts of final results. Includes regular reports and grades given.

### *Appeals (decisions)*

The activities involved in the process of appeals against decisions by application to a higher authority.

### *Applications (courses)*

Applications for admission to courses of study offered by the institution (this includes under-graduate, post-graduate and special admission scheme courses). Use Standard, Non-standard, Incomplete or Unsuccessful.

### *Apprentices / Trainees*

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

### *Awards, Prizes and Medals*

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

### *Enquiries*

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.

### *Enrolment*

The process of registering/enrolling in a course or subject.

### *Examination and Assessment*

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.



*Exchange Programs*

The exchange of students between institutions.

*Marketing*

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

*Modifications*

Changes to subjects or units as well as personal details (information such as name change, address and telephone/contact detail variations). Includes application forms and supporting documentation such as marriage or birth certificates, statutory declarations.

*Payments*

The activities involved in the preparation and payment of money.

*Recognition of Prior Studies / Learning*

The activity of assessing and recognizing prior studies undertaken by a student that may satisfy part of the academic requirements of a course in which the student is enrolled. May include recognition of studies undertaken interstate or overseas. Also known as Advanced Standing.

*Reporting*

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

*Student Attendance*

Attendance for examinations or other assessment activities.

*Student Graduation*

Admission to degree, diploma, certificate, statement of attainment or other qualification.

*Student Identification*

The provision of student identification, usually in the form of student ID cards, including library cards.

*Student Transcripts*

The official record of the marks/grades achieved by a student in the course of the degree or program undertaken. May also be known as final results.

*Supervision (higher degree students)*

Management of higher degree students (eg Masters and PhD level students) where assessment is not by coursework but by thesis or other significant work.

### ***TERTIARY STUDENT SERVICES***

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Note: the disposal classes within this function can only be applied to records created or received by the institution in the conduct of business. This should not be applied to records created by external bodies such as the students' union or other student bodies. The records which are covered are those created by the institution because of its relationships with those external bodies.

#### *Associations*

The relationship between the institution and student associations such as the Student Residents Association, the Students' Union, sporting clubs, special interest groups etc.

#### *Chaplaincy*

The provision of chaplaincy services.

#### *Child Care Provision*

The enrolment and/or attendance of children at the child care facility.

#### *Special Needs Support*

Provision of services such as assistance to disabled students, foreign students, etc. This may include the provision of special needs services during examinations such as interpreters, reading assistance for sight impaired students, disabled access, etc.

#### *Student Careers Advice*

Advice on student career and course options.

#### *Student Health and Counselling Services*

The activities associated with providing counselling to a student for various reasons including unacceptable behaviour, personal problems and medical difficulties. Includes support services and programs such as immunisations, psychological counselling and medical assessments provided by the agency in meeting the health and welfare needs of students. Drug education, Austudy implications, absences, youth support services, intervention and support programs. Also includes the provision of treatment, counselling and advice for medical, dental and personal issues (it does not include career counselling for students or staff).



## **RECORDS DISPOSAL SCHEDULE**

## **ACCOMMODATION SERVICES**

The provision of accommodation either through residential facilities or residential placements.



### ***Placement***

The service of providing accommodation through matching students with private accommodation such as boarding houses.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.17.1 	Contracts with students relating to accommodation placements.	Destroy 7 years after last action
1.17.2 	Records relating to the provision of accommodation placement services.	Destroy 2 years after last action

### ***Student Accommodation***

The service of providing accommodation through halls of residence or residential facilities. Also includes the activities associated with managing arrangements for students who do not live at home during term time.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.20.1 	Contracts with students relating to accommodation.	Destroy 7 years after last action
1.20.2 	Records relating to students and other residents.	Destroy 2 years after last action

## TERTIARY STUDENT ADMINISTRATION

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### *Academic Misconduct*

The activity of managing academic behaviour that is not in accordance with the institutions or schools statutes and rules especially involving work submitted for assessment. Includes undertaking investigations into allegations of suspected cheating or plagiarism and resulting action.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.1.1 ■■■■■■■■■■	Records relating to academic misconduct including cheating, plagiarism, fake claims of work done, other forms of deception and dishonesty. Examples of records: Investigations; Appeals; Reporting; Notification; Allegations; Recommendations; and Disciplinary action taken.  Note: the last action for these records may be the end of an exemption from graduation or enrolment period.	Destroy 7 years after action completed

### *Academic Progress*

The activity of guiding students' academic progress throughout their course of study including through production of transcripts of final results. Includes regular reports and grades given.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.1 ■■■■■■■■■■	Records relating to academic progress including unsatisfactory progress, approvals to repeat, warnings, exclusions etc.	Destroy 7 years after action completed

### *Appeals (decisions)*

The activities involved in the process of appeals against decisions by application to a higher authority.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.3.1 ■■■■■■■■■■	Records relating to appeals for applications for admissions / disputed entry including Summer School.	Destroy when appeal period has expired or 6 months after action completed whichever is longer.
2.3.2 ■■■■■■■■■■	Records relating to appeals against examination/assessment results including special consideration requests.	Destroy 1 year after action completed

## **TERTIARY STUDENT ADMINISTRATION**

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### *Applications (courses)*

Applications for admission to courses of study offered by the institution (this includes under-graduate, post-graduate and special admission scheme courses).

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.4.1 ████████████████	Applications - Standard Records relating to admission applications which are for all other successful students. For example: Interview records; Entry examinations; and Correspondence.	Destroy 7 years after last action
2.4.2 ████████████████	Applications - Non-standard Records relating to admission applications which are for successful students in flexible learning programs in intensive or non-standard modes of delivery, full fee-paying international students, UCC students, higher degree by research students and direct applicants. Examples of records: Application forms and supporting documents; Interview records; Entry examinations; Visa/immigration information for overseas students; and Correspondence	Destroy 7 years after last action
2.4.3 ████████████████	Applications - Incomplete Records relating to admission applications which are missing information/documentation or were incomplete.	Destroy 6 months after acceptance closure date.
2.4.4 ████████████████	Applications – Unsuccessful Records relating to admission applications which are unsuccessful i.e. offer not made or not accepted/declined. Examples of records: Application forms and supporting documents; Interview records; Entry examinations; and Correspondence.	Destroy 6 months after action completed
2.4.5 ████████████████	Unsuccessful applications for postal admission.	Destroy 6 months after action completed
2.4.6 ████████████████	Successful applications for postal admission.	Destroy when reference ceases
2.4.7 ████████████████	Application for approval to re-enrol for a third time (into a subject).	Destroy 7 years after last action

## **TERTIARY STUDENT ADMINISTRATION**

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### ***Apprentices / Trainees***

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.5.1 ████████████████	Partial completion of new apprentices.	Retain as Territory Archives
2.5.2 ████████████████	Employer sign-off letter releasing apprentice.	Retain as Territory Archives
2.5.3 ████████████████	Trainee verification of training completion.	Retain as Territory Archives
2.5.4 ████████████████	Pre-training package validation of completion of ACT apprentice qualifications.	Retain as Territory Archives
2.5.5 ████████████████	Apprenticeship reports.	Destroy 5 years after completion of course
2.5.6 ████████████████	Documents relating to apprentices and trainees including: Notification of absences; Notification of business; New Apprentice / Trainee program plan; Absenteeism industry visits; Industry contacts; Industry visits; Log book copy; Ability to offer on-the-job training; Training extension application; Certification process (Proforma 1); and ABC document transcript request (Proforma 2).	Destroy 5 years after completion of course
2.5.7 ████████████████	Copy of original testamur Trainee / Apprentice certificate of competence report (Training package)	Destroy 75 years after last action









## **TERTIARY STUDENT ADMINISTRATION**

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### ***Enrolment***

The process of registering/enrolling in a course or subject.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.11.1 	Enrolment records created before 1984. Including cards and microfiche records.	Destroy 50 years after last entry
2.11.2 	Enrolment forms including: Class enrolment forms (OLSAS - Not used after June 1998); Part 2 enrolments (OLSAS - Not used after June 1998); Re-enrolments (OLSAS - Not used after June 1998); and Student registration (Direct, Postal, Continuing, Trainee and Apprentice)	Destroy 7 years after last action
2.11.3 	Duplicate Student Records - Source documents used to amend duplicate student records removed from Student Information System eg. Merlin or CIT Banner.	Destroy 75 years after last action
2.11.4 	Records relating to administrative arrangements for enrolments.	Destroy 2 years after last action

## **TERTIARY STUDENT ADMINISTRATION**



## **TERTIARY STUDENT ADMINISTRATION**

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### ***Examination and Assessment - Continued***

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.12.6 ████████████████████	Examination scripts / script books, essays, assignments, presentations submitted or completed by students for the purposes of overall assessment or evaluation ie work which contributes to the final grade for a subject or course.	Destroy 1 year after action completed
2.12.7 ████████████████████	Records relating to the grading/marking of individual assessment components of a subject or course.	Destroy 1 year after last action
2.12.8 ████████████████████	Records relating to the appointment of examiners, assessors or supervisors.	Destroy 1 year after last action
2.12.9 ████████████████████	Records relating to examination/ assessment attendance such as Attendance Lists.	Destroy 6 months after action complete

### ***Exchange programs***

The exchange of students between institutions.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.13.1 ████████████████████	Records relating to applications received for placement as an exchange student. Examples of records: Application forms; Correspondence; and Notification of acceptance/refusal.	Destroy 2 years after action completed

## **TERTIARY STUDENT ADMINISTRATION**

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### ***Marketing***

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.14.1 ██████████████████	Records relating to the planning and management of open days.	Destroy 2 years after action completed

### ***Modifications***

Changes to subjects or units as well as personal details (information such as name change, address and telephone/contact detail variations). Includes application forms and supporting documentation such as marriage or birth certificates, statutory declarations.







<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.15.1 ██████████████████	Records relating to changes in enrolment or personal information. For example: Course cancellations (OLSAS - Not used after June 1998); Course transfer (OLSAS - Not used after June 1998); Subject variations (OLSAS - Not used after June 1998); Registration variations; and Personal details variations.	Destroy 7 years after last action
2.15.2 ██████████████████	Records relating to changes to assessment results.	Destroy 6 months after action completed
2.15.3 ██████████████████	Statutory declarations completed by students for: Changes to subjects; Changes to units; or Personal details variations.	Destroy 7 years after last action

## **TERTIARY STUDENT ADMINISTRATION**

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### ***Payments***

The activities involved in the preparation and payment of money.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.16.1 	Records relating to the administration of the amenities and service fees including options, waivers extensions  <i>[USE Territory Administrative Records Disposal Schedule FINANCIAL MANAGEMENT for records relating to invoices, payments/receipts, credit notes etc]</i>	Destroy 2 years after last action
2.16.2 	Records relating to the administration of the HECS / PELS including options, exemptions, preparation of annual reports and statistics	Destroy 2 years after last action
2.16.3 	Statutory declarations completed by students relating to fees	Destroy 7 years after last action
2.16.4 	Applications for: Concessions (OLSAS - Not used after June 1998); Concessions agreements; Refund (completed by student); and Student sponsorship authority.	Destroy 7 years after last action
2.16.5 	Records relating to bad debt investigations.  <i>[USE Territory Administrative Records Disposal Schedule FINANCIAL MANAGEMENT for records relating to debt recovery.]</i>	Destroy 7 years after last action
2.16.6 	Records relating to payment by instalment. For example: Payment by Instalment forms; and Payment Plan for Academy of Interactive Entertainment (AIE) and Degree students.	Destroy 7 years after last action

## **TERTIARY STUDENT ADMINISTRATION**

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### ***Recognition of Prior Studies / Learning***

The activity of assessing and recognizing prior studies undertaken by a student that may satisfy part of the academic requirements of a course in which the student is enrolled. May include recognition of studies undertaken interstate or overseas. Also known as Advanced Standing.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.18.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to applications/requests for and or approval of advanced standing. Examples of records: Application forms and supporting documents; interview records; and correspondence.	Destroy 7 years after last action

### ***Reporting***

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.19.1 ■■■■■■■■■■■■■■■■■■■■	Records of returns or reports to external organisations.	Destroy 2 years after action completed

### ***Student Attendance***

Attendance for examinations or other assessment activities and non-accredited programs.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.22.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to examination / assessment attendance such as attendance lists.	Destroy 6 months after action completed
2.22.2 ■■■■■■■■■■■■■■■■■■■■	Class roll books for non-accredited programs.	Destroy 7 years after last action



## **TERTIARY STUDENT ADMINISTRATION**

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### ***Student Identification***

The provision of student identification, usually in the form of student ID cards, including library cards.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.26.1 ████████████████████	Records relating to the provision or replacement of student identification cards / documents.	Destroy 3 years after last action
2.26.2 ████████████████████	Application for a student card.	Destroy 1 year after authority expires
2.26.3 ████████████████████	Statutory declarations completed by students for replacement card.	Destroy 2 years after action completed

### ***Student Transcripts***

The official record of the marks/grades achieved by a student in the course of the degree or program undertaken. May also be known as final results.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.28.1 ████████████████████	A student's academic transcript/final results.	Retain as Territory Archives
2.28.2 ████████████████████	Records relating to requests for and the administration of academic transcripts. For example: Authority to release results; Applications for official transcripts; Unofficial transcripts; or Results notice.	Destroy 1 year after action completed






## **TERTIARY STUDENT ADMINISTRATION**

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

### *Supervision (higher degree students)*

Management of higher degree students (eg Masters and PhD level students) where assessment is not by coursework but by thesis or other significant work.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.29.1 	Copies of theses or other significant works where the student successfully completed the course.	Retain as Territory Archives
2.29.2 	Records relating to the supervision of higher degree students where the course is successfully completed.	Destroy 10 years after action completed
2.29.3 	Copies of theses or other significant works where the student did not successfully complete the course.	Return to student when no longer required

## TERTIARY STUDENT SERVICES

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Note: the disposal classes within this function can only be applied to records created or received by the institution in the conduct of business. This should not be applied to records created by external bodies such as the students' union or other student bodies. The records which are covered are those created by the institution because of its relationships with those external bodies.

### Associations

The relationship between the institution and student associations such as the Student Residents Association, the Students' Union, sporting clubs, special interest groups etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.6.1 ████████████████████	Records relating to the interaction between the institution and student associations	Destroy 2 years after action completed

### Chaplaincy

The provision of chaplaincy services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.8.1 ████████████████████	Records relating to the appointment of chaplains (this includes accepting a recommendation or nomination by a religious body).	Destroy 5 years after appointment Terminated

### Child Care Provision

The enrolment and/or attendance of children at the child care facility.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.9.1 ████████████████████	Records relating to the provision of places for child care. This can include: applications, interviews, acceptance of places, standard agreements, etc.  <i>[For records relating to financial agreements USE Territory Administrative Records Disposal Schedule FINANCIAL MANAGEMENT - Agreements]</i>	Destroy 2 years after action completed
3.9.2 ████████████████████	Enrolment waiting lists	Destroy 2 years after action completed
3.9.3 ████████████████████	Records relating to interactions between the institution and the service provider where the child care service is not provided directly by the institution.	Destroy 5 years after action completed

## TERTIARY STUDENT SERVICES

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Note: the disposal classes within this function can only be applied to records created or received by the institution in the conduct of business. This should not be applied to records created by external bodies such as the students' union or other student bodies. The records which are covered are those created by the institution because of its relationships with those external bodies.

### *Special Needs Support*

Provision of services such as assistance to disabled students, foreign students, etc. This may include the provision of special needs services during examinations such as interpreters, reading assistance for sight impaired students, disabled access, etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.20.1 ██████████████████	Records relating to administrative arrangements for the provision of special needs support services.	Destroy 7 years after action completed

### *Student Careers Advice*

Advice on student career and course options.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.23.1 ██████████████████	Records relating to arrangements for employers to conduct recruitment activities on campus	Destroy 2 years after action completed
3.23.2 ██████████████████	Records relating to Vacation Work, Cadetships, Scholarships, Internships, Coop Year Programs, Work Experience and Direct Placements (including Graduate Programs)	Destroy 2 years after action completed
3.23.3 ██████████████████	Records relating to advertisement of and opportunities for students to undertake work experience	Destroy 2 years after action completed
3.23.4 ██████████████████	Records of arrangements for and the conduct of workshops, seminars and courses of training for student	Destroy 2 years after action completed
3.23.5 ██████████████████	Records relating to the collection of statistics. Examples of records: Census; Input forms; and Questionnaires.	Destroy 1 year after action completed





## TERTIARY STUDENT SERVICES

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Note: the disposal classes within this function can only be applied to records created or received by the institution in the conduct of business. This should not be applied to records created by external bodies such as the students' union or other student bodies. The records which are covered are those created by the institution because of its relationships with those external bodies.

### *Student Health & Counselling Services*

The activities associated with providing counselling to a student for various reasons including unacceptable behaviour, personal problems and medical difficulties. Includes support services and programs such as immunisations, psychological counselling and medical assessments provided by the agency in meeting the health and welfare needs of students. Drug education, Austudy implications, absences, youth support services, intervention and support programs. Also includes the provision of treatment, counselling and advice for medical, dental and personal issues (it does not include career counselling for students or staff).

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.25.1 	Appointments registers.	Destroy 1 year after last action
3.25.2 	The provision of medical and dental services for students where the person was 18 years or older at the date of the last entry.  <i>[For staff USE Territory Administrative Records Disposal Schedule OCCUPATIONAL HEALTH &amp; SAFETY - Cases]</i>	Destroy 7 years after last entry
3.25.3 	The provision of medical and dental services for students where the person was less than 18 years at the date of the last entry.	Destroy when person reaches 25 years of age, or 7 years after last action, whichever is later
3.25.4 	Provision of assistance for students to deal with personal, relationship, study, and adjustment issues - where the person was 18 years or older at the date of last entry in the record.  <i>[For staff USE Territory Administrative Records Disposal Schedule PERSONNEL - Counselling]</i>	Destroy 7 years after last action

## **TERTIARY STUDENT SERVICES**

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Note: the disposal classes within this function can only be applied to records created or received by the institution in the conduct of business. This should not be applied to records created by external bodies such as the students' union or other student bodies. The records which are covered are those created by the institution because of its relationships with those external bodies.

### *Student Health & Counselling Services – Continued*

The activities associated with providing counselling to a student for various reasons including unacceptable behaviour, personal problems and medical difficulties. Includes support services and programs such as immunisations, psychological counselling and medical assessments provided by the agency in meeting the health and welfare needs of students. Drug education, Austudy implications, absences, youth support services, intervention and support programs. Also includes the provision of treatment, counselling and advice for medical, dental and personal issues (it does not include career counselling for students or staff).

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.25.5 ■■■■■■■■■■■■■■■■■■■■	Provision of assistance for students to deal with personal, relationship, study, and adjustment issues - where the person was less than 18 years at the date of last entry in the record	Destroy when person reaches 25 years of age, or 7 years after last action, whichever is later
3.25.6 ■■■■■■■■■■■■■■■■■■■■	Drugs register and prescriptions	Destroy 5 years after last entry
3.25.7 ■■■■■■■■■■■■■■■■■■■■	Poisons register	Destroy 2 years after last action
3.25.8 ■■■■■■■■■■■■■■■■■■■■	Records relating to interactions between the institution and external service providers.	Destroy 5 years after action completed

**RETAIN AS TERRITORY ARCHIVES**

## Classes for retention as Territory Archives

### TERTIARY STUDENT ADMINISTRATION

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

#### *Apprentices / Trainees*

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 ■■■■■■■■■■■■■■■■■■■■	Partial completion of new apprentices.	Retain as Territory Archives
2.5.2 ■■■■■■■■■■■■■■■■■■■■	Employer sign-off letter releasing apprentice.	Retain as Territory Archives
2.5.3 ■■■■■■■■■■■■■■■■■■■■	Trainee verification of training completion.	Retain as Territory Archives
2.5.4 ■■■■■■■■■■■■■■■■■■■■	Pre-training package validation of completion of ACT apprentice qualifications.	Retain as Territory Archives

#### *Awards, Prizes and Medals*

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.10.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to significant ongoing or recurring awards such as the Herbert Burton Medal, the Jessie Mary Vasey Scholarship or the Chancellor's Commendation. Includes records of donors/sponsors, successful applications, nominations and supporting documents as well as records of the decision making process.	Retain as Territory Archives
2.10.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangements for the delivery of awards.	Retain as Territory Archives

