

Australian Capital Territory

Territory Records (Records Disposal Schedule – Tertiary Teaching and Research Records) Approval 2006 (No 1)

Notifiable instrument NI2006—450

made under the

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

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Tertiary Teaching and Research Records) Approval 2006 (No 1)

2. Approval

I approve the Records Disposal Schedule – Tertiary Teaching and Research Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI 2004-337 notified 7 September 2004.

David Wardle
Director of Territory Records
11 December 2006



*Records Disposal Schedule
Tertiary Teaching and Research
Records*

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INTRODUCTION

The *Records Disposal Schedule – Tertiary Teaching and Research Records* is the official authority for the disposal of records relating to Tertiary Teaching and Research matters. This Records Disposal Schedule acknowledges the work of Australian National University records management staff.

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 Teaching and Research 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 (i.e. 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 Teaching and Research Records*:

- covers all Tertiary Teaching and Research records divided into the following functions:
 - EDUCATIONAL AGREEMENTS,
 - RESEARCH MANAGEMENT, and
 - TEACHING AND LEARNING;
- is intended to cover most tertiary Teaching and Research 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

Administrative Appeals Tribunal Act 1989
Administrative Decisions (Judicial Review) Act 1989
Associations Incorporation Act 1991
Australian Code of Practice for Care and Use of Animals for Scientific Purposes
Business Names Act 1963
Business Names Regulations
Canberra Institute of Technology Act 1987
Commonwealth (Dept of Education, Training and Youth Affairs) National code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students
Commonwealth Higher Education Funding Act 1988
Commonwealth Privacy Act 1988
Commonwealth Use of Animals for Scientific Purposes
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) Act 1994
Education Services for Overseas Students (Registration and Regulation of Providers) Regulations
Evidence (Miscellaneous Provisions) Act 1991
Evidence Act 1971
Evidence Regulations
Freedom of Information Act 1989
Freedom of Information Regulations
Health and Community Care Services Act 1996
Health Records (Privacy and Access) Act 1997
Hotel School Act 1996
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 (Manual Handling) Regulations
Occupational Health and Safety Act 1989
Occupational Health and Safety Regulations 1991
Ombudsman Act 1989
Ombudsman Regulations
Poisons Act 1933
Poisons and Drugs Act 1978
Poisons and Drugs Regulations 1993
Poisons Regulations 1933
Psychologists Act 1994

Public Health Regulations 2000
Residential Tenancies Act 1997
Residential Tenancies Regulations
Royal Commissions Act 1991
Territory Records Act 2002
University of Canberra Act 1989
University of Canberra Regulations
Vocational Education and Training Act 1995
Vocational Education and Training Regulations

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.

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

EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Enquiries

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

Exhibitions

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency.

Grant funding

The activities associated with the application for and receipt of grants.

Joint ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

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.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Reviewing

The activities involved in re-evaluating or re-examining procedures, processes, products, standards and systems. Includes recommendations and advice resulting from these activities.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency that is submitted to another agency, or within the agency, for the purpose of either gain or support.

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgment. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Grant funding

The activities associated with the application for and receipt of grants.

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

Marketing

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

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.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency that is submitted to another agency, or within the agency, for the purpose of either gain or support.

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Course Accreditation / Course Approval

The activities involved in seeking formal approval from relevant accrediting organisations, generally external professional bodies or government authorities, for offering particular programs of study. Also includes registration of programs by professional bodies, review and re-accreditation as required.

Course Delivery

The means by which teaching is conducted.

Course Development

The process of developing curricula for courses. This includes the initiation or discussion of proposals.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Exhibitions

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency.

Joint ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public

sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Learning Support

The activities associated with supporting students in the learning process. Includes independent study and ongoing development of academic skills in reading, researching and writing, as well as the analysis of student learning techniques, etc.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Quality assurance

The activities involved with the development, monitoring and reviewing of quality assurance programs in the agency.

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.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Reviewing

The activities involved in re-evaluating or re-examining procedures, processes, products, standards and systems. Includes recommendations and advice resulting from these activities.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency that is submitted to another agency, or within the agency, for the purpose of either gain or support.

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.



RECORDS DISPOSAL SCHEDULE

EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 	Records relating to educational agreements such as Letters of Intent/Agreement, Memoranda of Understanding, Exchange Agreements, Exchange Programs, Cooperative Exchange of services. <i>[Use RESEARCH MANAGEMENT - Agreements for records relating specifically to research agreements. Use Territory Administrative Records Disposal Schedule - STAFF DEVELOPMENT - Training for records relating to staff exchange programs/schemes. See also EDUCATIONAL AGREEMENTS - Joint Ventures for significant Joint Venture agreements or contracts etc.]</i>	Destroy 7 years after termination of agreement
1.3.2 	Records relating to academic venture proposals where agreement was not reached or proceeded with.	Destroy 2 years after last action

EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 ■■■■■■■■■■■■■■■■■■■■	Records of travel arrangements such as itineraries relating to educational agreements.	Destroy 7 years after last action

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to delegations or authorisation and granting permission to undertake educational agreements.	Destroy 5 years after last action

EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards such as the ISO 9000 series.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to compliance with requirements of educational agreements.	Destroy 7 years after last action

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.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to requests for information about venture programs, projects, working papers, searches etc. <i>[See also Territory Administrative Records Disposal Schedule - COMMUNITY RELATIONS - Enquiries.]</i>	Destroy 2 years after last action

EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.



Exhibitions

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer or promoting the activities, services, projects or programs of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.15.1 	Records relating to exhibitions, displays etc promoting the activities, services, courses, projects or programs of the agency including joint activities with academic partners/collaborators and other higher education institutions in the ACT eg the Annual Canberra Tertiary Open Day, Careers guidance exhibitions etc. <i>[See also Territory Administrative Records Disposal Schedule - COMMUNITY RELATIONS - Exhibitions.]</i>	Destroy 3 years after last action

Grant Funding

The activities associated with the application for and receipt of grants.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.16.1 	Records relating to applications for and management of grant funds from non-government sources specifically for educational agreements. <i>[See also Territory Administrative Records Disposal Schedule - COMMUNITY RELATIONS - Grant funding.]</i>	Destroy 7 years after action completed
1.16.2 	Records relating to unsuccessful applications for grant funds specifically for educational agreements.	Destroy 2 years after last action

EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management/maintenance of major academic joint ventures. Includes final signed versions of agreements, contracts or formal undertakings.	Retain as Territory Archives
1.18.2 ■■■■■■■■■■■■■■■■■■■■	Records including working papers relating to negotiations and the establishment of major academic joint ventures.	Destroy 7 years after termination of agreements

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to regular contact between parties of joint ventures, includes informal discussions.	Destroy 2 years after last action

EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.26.1 ██████████████████	Records relating to the formal reporting of academic ventures eg finals of agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	Destroy 7 years after termination of agreement

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.27.1 ██████████████████	Records relating to the nomination, appointment or resignation of individuals or groups of personnel involved in specific academic joint ventures.	Destroy 7 years after last action

Reviewing

The activities involved in re-evaluating or re-examining procedures, processes, products, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.29.1 ██████████████████	Records relating to reviews/examination of academic ventures.	Destroy 3 years after last action

EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency that is submitted to another agency, or within the agency, for the purpose of either gain or support.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.31.1 ■■■■■■■■■■■■■■■■■■■■	Records including working papers, formal submissions or successful submissions related to educational agreements.	Destroy 7 years after termination of agreement
1.31.2 ■■■■■■■■■■■■■■■■■■■■	Records including working papers, informal submissions or unsuccessful submissions related to educational agreements.	Destroy 2 years after last action

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.1 ■■■■■■■■■■	Records relating to advice for the Research Management function.	Destroy 2 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.3.1 ■■■■■■■■■■	Records relating to final versions of agreements for the Research Management function.	Destroy 7 years after termination of agreement
2.3.2 ■■■■■■■■■■	Records documenting negotiations, establishment maintenance and review of agreements.	Destroy 7 years after termination of agreement

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 ■■■■■■■■■■	Records relating to the planning and conduct of internal and external audits for the Research Management function. Includes liaison with the auditing body, minutes of meetings, notes taken at opening and exit interviews, draft report and comments.	Destroy 5 years after action completed

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 	Records relating to high-level committees with overall responsibility for making major decisions in the Research Management function. Includes: documents establishing the committee, final versions of minutes, reports, recommendations, supporting documents such as briefing papers and discussion	Destroy 10 years after action completed
2.7.2 	Records relating to other committees formed to consider specific matters related to research practices or day-to-day administration eg Committee for Ethics in Animal Experimentation. Includes: documents establishing the committee, final versions of minutes, reports, recommendations, supporting documents such as briefing papers and discussion papers.	Destroy 5 years after action completed

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant or by using external bureau services. Includes outsourcing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.9.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to research consultancy jobs where the tender/expression of interest etc was successful and the required service was provided. Examples of records: Registration, expressions of interest, tender documentation, contracts, agreements, administrative and	Destroy 7 years after action completed
2.9.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to research consultancy jobs where the tender/expression of interest etc was unsuccessful or where the required service was not provided. Examples of records: Registration, expressions of interest, tender documentation, contracts, agreements, administrative and	Destroy 1 year after action completed
2.9.3 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision of services. Examples of records: Raw data. Progress reports, working papers, inspection reports.	Destroy 7 years after action completed

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.17.1 ■■■■■■■■■■■■■■■■■■■■	Inventories relating to the Research Management function	Destroy when reference ceases

Marketing

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






<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.21.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the development and commercialisation of academic products. <i>[Use Territory Administrative Records Disposal Schedule - FINANCIAL MANAGEMENT - Payments for receipts including royalties etc.</i> <i>Use Territory Administrative Records Disposal Schedule - PUBLICATION - Marketing for marketing of research publications.]</i>	Destroy 3 years after action completed

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.26.1 	Final reports on individual projects - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarships.	Retain as Territory Archives
2.26.2 	Progress reports on individual projects - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarships.	Destroy when reference ceases
2.26.3 	Reports on individual projects – projects which are not of major significance.	Destroy 7 years after last action
2.26.4 	Statutory reports.	Destroy 2 year after action completed
2.26.5 	Records relating to the drafting of reports. after action completed	Destroy 1 year

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.







<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2. 28.1 ██████████████████	Registers of bodies or specimens held by licensed schools of anatomy. <i>[See also Anatomy Act 1977 s.10.]</i>	Retain as Territory Archives
2.28.2 ██████████████████	Research data - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship. <i>[See National Statement on Ethical Conduct in Research Involving Humans (NHMRC) 1997.]</i>	Retain as Territory Archives
2.28.3 ██████████████████	Records generated in the conduct of the research project.	Destroy 7 years after action ceases
2. 28.4 ██████████████████	Matters arising at the end of a research grant; including agreements to participate in further research, regarding intellectual property of research subjects, commercialisation of products of research, product management, patents and/or licensing of intellectual	Destroy 7 years after action completed
2. 28.5 ██████████████████	Contracts and agreements for use of the final product/research outcomes. Examples of records: Agreements, contracts, patents.	Destroy 7 years after action completed

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Research - Continued

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2. 28.6 	Records relating to applications for animal research authorities under Animal Welfare Act 1992 s.25A, B and C.	Destroy 7 years after action completed
2. 28.7 	Records relating to applications for animal research authorities by independent researchers (i.e. non-agency researchers) under s25C Animal Welfare <i>[See also Animal Research Regulation 1995 s.16D.]</i>	Destroy 7 years after action completed
2.28.8 	Records related to accreditation for animal research.	Destroy 7 years after action completed
2.28.9 	Research data for projects which are not of major significance i.e. where the research does not have potential long term affects, including research on animals.	Destroy 5 years after action completed
2.28.10 	Records relating to the care, management and/or breeding of animals for research or teaching purposes. <i>[See also Australian Code of Practice for Care and Use of Animals for Scientific Purposes (NHMRC 1997).]</i>	Destroy 7 years after action completed
2.28.11 	Research data/records relating to projects which are not of major significance - where the research has potential long term environmental effect. For example: genetic trials, disease and pest management, changes to ecosystems.	Destroy 7 years after action completed

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Research - Continued

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.28.12 	Records relating to the acquisition, storage, maintenance and management of bodies, specimens or body parts.	Destroy 7 years after action completed
2.28.13 	Records relating to licences for conducting the study and practice of anatomy. Examples of records: Licenses, applications.	Destroy 7 years after action completed
2.32.14 	Records related to applying for and/or holding an animal suppliers licence under Division 1 of the Animal Welfare Act 1992.	Destroy 2 years after application made
N/A	Research infrastructure (equipment, buildings etc).	Not Applicable

[Use Territory Administrative Records Disposal Schedule - PROPERTY MANAGEMENT.]

RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency that is submitted to another agency, or within the agency, for the purpose of either gain or support.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.30.1 ██████████████████	Records relating to approved proposals - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship. Examples of records: Forms, protocols, applications, minutes and reports.	Destroy 10 years after action completed
2.30.2 ██████████████████	Records relating to approved proposals - projects which are not of major significance.	Destroy 7 years after action completed
2.30.3 ██████████████████	Records relating to unsuccessful proposals. Examples of records: Forms, protocols, applications, reports, minutes.	Destroy 1 year after action completed
2.30.4 ██████████████████	Records relating to non-competitive and/or discretionary funds allocation.	Destroy 7 years after action completed
N/A	Committee records.	Not Applicable

[Use Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT- Committees.]

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.1.1 ■■■■■■■■■■	Final versions of addresses and presentations used specifically for teaching and learning purposes.	Destroy when reference ceases

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.7.1 ■■■■■■■■■■	Records relating to high-level committees with overall responsibility for making major decisions in the area of academic policy, planning and management i.e. Committees of Academic Board. Includes: documents establishing the committee, final versions of minutes, reports, recommendations, supporting documents such as briefing papers and discussion papers.	Destroy 10 years after action completed
3.7.2 ■■■■■■■■■■	Records relating to other committees formed to consider specific matters related to academic policy and practices or day-to-day administration eg Committee for Ethics in Animal Experimentation and the Flexible Learning Committee. Includes: documents establishing the committee, final versions of minutes, reports, recommendations, supporting documents such as briefing papers and discussion papers.	Destroy 5 years after action completed

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant or by using external bureau services. Includes





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.9.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the Teaching and Learning function. Includes: minutes of meetings with main stakeholders, performance and evaluation reports.	Destroy 7 years after last action
3.9.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision of academic services. Includes minutes of meetings with stakeholders, performance and evaluation reports. <i>[Use Territory Administrative Records Disposal Schedule - FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments for managing financial transactions related to services provided.]</i>	Destroy 7 years after last action

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Course Accreditation / Course Approval

The activities involved in seeking formal approval from relevant accrediting organisations, generally external professional bodies or government authorities, for offering particular programs of study. Also includes registration of programs by professional bodies, review and re-accreditation as required.





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.10.1 	The Register of Courses containing particulars as required by the Courses and Awards Statute.	Retain as Territory Archives
3.10.2 	Records relating to successful accreditation of courses. Includes course accreditation proposals, changes including introduction of new units or variations to existing units. Examples of records: Proposals, Course Consultative Committee reports, Determination of Course Particulars, forms such as the Proposed Course Description/amendment or Request for Allocation of new subject number.	Destroy 20 years after action course superseded or discontinued
3.10.3 	Records relating to unsuccessful accreditation. Examples of records: Reports, criteria, correspondence.	Destroy when reference ceases
3.10.4 	Duplicate or working papers related to accreditation of courses.	Destroy 3 years after action completed

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Course Delivery

The means by which teaching is conducted.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.11.1 	Subject resources and material used in course delivery. Examples of records: Subject outlines, study guides, readings, self assessment exercises, reading lists, assignment lists, lecture notes.	Destroy 10 years from semester in which started
3.11.2 	Examination papers - master set of questions. <i>[See also Tertiary Student Management Records Disposal Schedule for records related to Student Administration - Examination and Assessment Results.]</i>	Destroy 7 years after action completed
3.11.3 	Guides and handbooks - master set. These contain such information as descriptions of course requirements, prerequisites, content and outcomes. Examples of records: Division/Faculty handbooks, course guides.	Destroy 7 years after action completed
3.11.4 	Working papers. These are the academic's papers for course/subject preparation and/or delivery. Examples of records: Research notes, drafts of documents.	Destroy when no longer required

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Course Development

The process of developing curricula for courses. This includes the initiation or discussion of proposals.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.12.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the development of courses, excludes reviews.	Destroy 10 years after last action

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.14.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and ongoing monitoring of Teaching and Learning programs and services other than individual courses.	Destroy 10 years after last action

Exhibitions

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer or promoting the activities, services, projects or programs of the

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.15.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to exhibitions, displays etc relating to the Teaching and Learning function excluding joint ventures. <i>[See also Territory Administrative Records Disposal Schedule - COMMUNITY RELATIONS - Exhibitions.</i> <i>See also EDUCATIONAL AGREEMENTS - Exhibitions.]</i>	Destroy 3 years after last action

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.18.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management/maintenance of major joint ventures for the Teaching and Learning function. Includes final signed versions of agreements, contracts or formal undertakings.	Retain as Territory Archives
3.18.2 ■■■■■■■■■■■■■■■■■■■■	Records including working papers relating to negotiations and the establishment of major academic joint ventures.	Destroy 7 years after termination of agreement

Learning Support

The activities associated with supporting students in the learning process. Includes independent study and ongoing development of academic skills in reading, researching and writing, as well as the analysis of student learning techniques, etc.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.19.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the development and implementation of learning skills/techniques. <i>[Use TEACHING AND LEARNING - Committees for committee records such as submissions.]</i>	Destroy 3 years after production
3.19.2 ■■■■■■■■■■■■■■■■■■■■	Records including working papers relating to development and the analysis of student learning techniques.	Destroy when reference ceases

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.22.1 	Records including final version of minutes and supporting documents.	Destroy 6 years after action completed
3.22.2 	Records including working papers relating to development and the analysis of student learning	Destroy when reference ceases

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Policy

The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

Entry	Description of Records	Disposal Action
3.23.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to policies for the Teaching and Learning function. Includes policy proposals, research papers, results of consultations, supporting reports, major drafts and final policy documents. <i>[See also Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT - Policy.]</i>	Retain as Territory Archives
3.23.2 ■■■■■■■■■■■■■■■■■■■■	Records including working papers relating to the development and implementation of Teaching and Learning policies.	Destroy when reference ceases
3.23.3 ■■■■■■■■■■■■■■■■■■■■	Duplicate copies of Teaching and Learning policies.	Destroy when reference

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

Entry	Description of Records	Disposal Action
3.24.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to procedures for the Teaching and Learning function. Includes Master sets of manuals, handbooks, directives etc. <i>[See also Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT - Procedures.]</i>	Destroy when superseded
3.24.2 ■■■■■■■■■■■■■■■■■■■■	Records including working papers relating to the development and implementation of Teaching and Learning procedures.	Destroy when reference ceases
3.24.3 ■■■■■■■■■■■■■■■■■■■■	Copies of Teaching and Learning procedure manuals,	Destroy when handbooks etc. reference ceases

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Quality Assurance

The activities involved with the development, monitoring and reviewing of quality assurance programs in the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.25.1 ██████████████████	Records relating to the collection of assessment data on course delivery. Examples of records: Data collection forms, survey forms.	Destroy when no longer required

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.26.1 ██████████████████	Records relating to reporting for the Teaching and Learning function. Includes final versions of formal internal reports and reports made to external agencies. <i>[See also Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT - Reporting.]</i>	Retain as Territory Archives
3.26.2 ██████████████████	Records including final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the Teaching and Learning function. Includes work progress reports against business and work plans and unit level performance reporting.	Destroy 6 years after last action
3.26.3 ██████████████████	Records including working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after last action
3.26.4 ██████████████████	Copies of Teaching and Learning reports.	Destroy when reference ceases
3.26.5 ██████████████████	Responses to surveys by other agencies or by the Executive of the University or agency.	Destroy 3 years after action completed

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.28.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to research for the Teaching and Learning function. Includes records documenting major research carried out to support the Teaching and Learning function.	Destroy 7 years after last action
3.28.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to minor research carried out to support the Teaching and Learning function.	Destroy when reference ceases

Reviewing

The activities involved in re-evaluating or re-examining procedures, processes, products, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.29.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to internal and/or external reviews of courses.	Destroy 10 years after action completed
3.29.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to reviewing for the Teaching and Learning function. Includes documenting a review of programs and operations supporting the Teaching and Learning function. Includes documents establishing the review, final report and action plan. <i>[See also Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT - Research.]</i>	Destroy 10 years after action completed
3.29.3 ■■■■■■■■■■■■■■■■■■■■	Records including working papers documenting a review of programs and operations supporting the strategic relating to minor research carried out to support the Teaching and Learning function.	Destroy 3 years after last action

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency that is submitted to another agency, or within the agency, for the purpose of either gain or support.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.30.1 ████████████████████	Records relating to submissions for the Teaching and Learning function. Includes final versions of successful submissions.	Destroy 10 years after last action
3.30.2 ████████████████████	Records including supporting documents of unsuccessful submissions.	Destroy 3 years after last action
3.30.3 ████████████████████	Records including working papers documenting the development of University submissions and draft submissions.	Destroy when reference ceases

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.31.1 ████████████████████	Records relating to suggestions for the Teaching and Learning function. Includes suggestions received from any source. <i>[See also Territory Administrative Records Disposal Schedule - COMMUNITY RELATIONS - Suggestions.]</i>	Destroy 2 years after last action completed

CLASSES FOR RETENTION AS TERRITORY ARCHIVES


Classes for retention as Territory Archives

EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 	Records relating to the management/maintenance of major academic joint ventures. Includes final signed versions of agreements, contracts or formal undertakings.	Retain as Territory Archives

Classes for retention as Territory Archives RESEARCH MANAGEMENT

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.26.1 ■■■■■■■■■■■■■■■■■■■■	Final reports on individual projects - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.28.1 ■■■■■■■■■■■■■■■■■■■■	Registers of bodies or specimens held by licensed schools of anatomy. <i>[See also Anatomy Act 1977 s.10.]</i>	Retain as Territory Archives
2.28.2 ■■■■■■■■■■■■■■■■■■■■	Research data - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship. <i>[See National Statement on Ethical Conduct in Research Involving Humans (NHMRC) 1997.]</i>	Retain as Territory Archives

Classes for retention as Territory Archives

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

Course Accreditation / Course Approval

The activities involved in seeking formal approval from relevant accrediting organisations, generally external professional bodies or government authorities, for offering particular programs of study. Also includes registration of programs by professional bodies, review and re-accreditation as required.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.10.1 ■■■■■■■■■■■■■■■■■■■■	The Register of Courses containing particulars as required by the Courses and Awards Statute. Archives	Retain as Territory

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.18.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management/maintenance of major joint ventures for the Teaching and Learning function. Includes final signed versions of agreements, contracts or formal undertakings.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.23.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to policies for the Teaching and Learning function. Includes policy proposals, research papers, results of consultations, supporting reports, major drafts and final policy documents. [See also Territory Administrative Records Disposal Schedule – STRATEGIC MANAGEMENT - Policy.]	Retain as Territory Archives


Classes for retention as Territory Archives

TEACHING AND LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.26.1 	Records relating to reporting for the Teaching and Learning function. Includes final versions of formal internal reports and reports made to external agencies. <i>[See also Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT - Reporting.]</i>	Retain as Territory Archives