

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Tertiary Student Management Records) Approval 2007 (No 1)**

**Notifiable instrument NI2007—313**

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 Student Management Records) Approval 2007 (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 2006–449 notified 13 December 2006.

David Wardle  
Director of Territory Records  
4 October 2007



*Records Disposal Schedule  
Tertiary Student Management Records*

## Table of Contents

INTRODUCTION .....	5
PURPOSE .....	5
SCOPE .....	5
AUTHORITY .....	5
STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA .....	5
<i>Territory Version of Keyword AAA</i> .....	6
GUIDELINES FOR USE .....	6
<i>Coverage of authority</i> .....	6
<i>Layout of the schedule</i> .....	7
FORMAT OF RECORD .....	8
<i>Electronic records</i> .....	8
DESTRUCTION OF RECORDS .....	8
UPDATING THE RECORDS DISPOSAL SCHEDULE .....	8
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE .....	8
RELATED LEGISLATION .....	9
DEFINITIONS .....	10
<i>Agency</i> .....	10
<i>Appraisal</i> .....	10
<i>Business Classification Scheme</i> .....	10
<i>Principal Officer</i> .....	10
<i>Records</i> .....	10
<i>Records of an Agency</i> .....	10
<i>Records Disposal Schedule</i> .....	11
<i>Records Management Program</i> .....	11
<i>Recordkeeping Systems</i> .....	11
<i>Scope Note</i> .....	11
<i>Sentencing</i> .....	11
<i>Territory Archives</i> .....	11
BUSINESS CLASSIFICATION SCHEME .....	12
<i>ACCOMMODATION SERVICES 158</i> .....	13
<i>TERTIARY STUDENT ADMINISTRATION 065</i> .....	14
<i>TERTIARY STUDENT SERVICES 068</i> .....	18
RECORDS DISPOSAL SCHEDULE .....	19
<i>ACCOMMODATION SERVICES 158</i> .....	20
<i>Placement 246</i> .....	20
<i>Student Accommodation 247</i> .....	20
<i>TERTIARY STUDENT ADMINISTRATION 065</i> .....	21
<i>Academic Misconduct 178</i> .....	21
<i>Academic Progress 179</i> .....	21
<i>Appeals (decisions) 009</i> .....	22
<i>Applications (courses) 249</i> .....	23
<i>Apprentices / Trainees 180</i> .....	25
<i>Audit 013</i> .....	26
<i>Awards, Prizes and Medals 181</i> .....	27
<i>Cases 016</i> .....	28
<i>Committees 020</i> .....	29
<i>Enquiries 040</i> .....	30

*Records Disposal Schedule – Tertiary Student Management Records September 2007*

<i>Enrolment 182</i> .....	31
<i>Examination and Assessment 186</i> .....	32
<i>Exchange Programs 187</i> .....	33
<i>Marketing 070</i> .....	34
<i>Modifications 188</i> .....	34
<i>Payments 077</i> .....	35
<i>Policy 080</i> .....	36
<i>Procedures 082</i> .....	36
<i>Recognition of Prior Studies / Learning 189</i> .....	37
<i>Reporting 088</i> .....	37
<i>Student Attendance 190</i> .....	38
<i>Student Graduation 191</i> .....	39
<i>Student Grievances 326</i> .....	40
<i>Student Identification 192</i> .....	40
<i>Student Misconduct 348</i> .....	41
<i>Student Transcripts 193</i> .....	41
<i>Supervision (higher degree students) 250</i> .....	42
<b>TERTIARY STUDENT SERVICES 068</b> .....	43
<i>Chaplaincy 195</i> .....	43
<i>Child Care Provision 196</i> .....	43
<i>Special Needs Support 197</i> .....	44
<i>Student Careers Advice 198</i> .....	45
<i>Student Health and Counselling Services 199</i> .....	46
<i>Student Services liaison 357</i> .....	47
<b>RETAIN AS TERRITORY ARCHIVES</b> .....	48
<b>TERTIARY STUDENT ADMINISTRATION 065</b> .....	49
<i>Apprentices / Trainees 180</i> .....	49
<i>Audit 013</i> .....	49
<i>Awards, Prizes and Medals 181</i> .....	50
<i>Committees 020</i> .....	50
<i>Examination and Assessment 186</i> .....	51
<i>Policy 080</i> .....	51
<i>Reporting 088</i> .....	51
<i>Student Graduation 191</i> .....	52
<i>Student Transcripts 193</i> .....	52
<i>Supervision (higher degree students) 250</i> .....	52
<b>SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument</b> .....	53

## **INTRODUCTION**

The *Records Disposal Schedule - Tertiary Student Management Records* is the official authority for the disposal of records relating to Tertiary Student Management Records.

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 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 records created or maintained by ACT Government Agencies. 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 arrangements according to functions and activities, rather than by subject, and this also reflects a 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 Student Management Records:

- covers all Tertiary Student Management records;
- 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 the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., 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;
- 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 re-recording) does not 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 records classes covered by this Records Disposal Schedule:

*Administrative Appeals Tribunal Act 1995*  
*Administrative Decisions (Judicial Review) Act 1989*  
*Associations Incorporation Act 1991*  
*Business Names Act 1963*  
*Canberra Institute of Technology Act 1987*  
*Commonwealth Higher Education Funding Act 1988*  
*Discrimination Act 1991*  
*Drugs of Dependence Act 1989*  
*Education Act 1937*  
*Education Services for Overseas Students (Registration and Regulation of Providers) Act 1994*  
*Evidence Act 1971*  
*Evidence (Miscellaneous Provisions) Act 1991*  
*Freedom of Information Act 1989*  
*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*  
*Nurses Act 1988*  
*Occupational Health and Safety Act 1989*  
*Ombudsman Act 1989*  
*Poisons and Drugs Act 1978*  
*Privacy Act 1988 (Commonwealth)*  
*Psychologists Act 1994*  
*Residential Tenancies Act 1997*  
*Royal Commissions Act 1991*  
*Territory Records Act 2002*  
*University of Canberra Act 1989*  
*Vocational Education and Training Act 1995*

## **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;
- determine 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 transition 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 that 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 that 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 that 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 158***

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

***Placement 246***

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

***Student Accommodation 247***

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 065***

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

***Academic Misconduct 178***

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 179***

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) 009***

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

***Applications (courses) 249***

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 180***

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.

***Audit 013***

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. [TARDiS]

***Awards, Prizes and Medals 181***

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.

***Cases 016***

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients. [TARDiS]

***Committees 020***

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

***Enquiries 040***

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

***Enrolment 182***

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

***Examination and Assessment 186***

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 187***

The exchange of students between institutions.

***Marketing 070***

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

***Modifications 188***

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 077***

The activities involved in the preparation and payment of money. [TARDiS]

***Policy 080***

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. [TARDiS]

***Procedures 082***

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

***Recognition of Prior Studies / Learning 189***

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 088***

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. [TARDiS]

***Student Attendance 190***

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

***Student Graduation 191***

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



***Student Grievances 326***

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, harassment by staff or fellow students.

***Student Identification 192***

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

***Student Misconduct 348***

The activities and actions associated with the disciplinary process for processing student complaints against fellow students. Includes investigations, charges, punishment and appeals.

***Student Transcripts 193***

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) 250***

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

***TERTIARY STUDENT SERVICES 068***

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.

***Chaplaincy 195***

The provision of chaplaincy services.

***Child Care Provision 196***

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

***Special Needs Support 197***

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 198***

Advice on student career and course options.

***Student Health and Counselling Services 199***

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).

***Student Services liaison 357***

The activities associated with internal and external providers for student related services. Including student associations, external service providers including child care facilities.

## **RECORDS DISPOSAL SCHEDULE**































































**RETAIN AS TERRITORY ARCHIVES**











*SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument*

Changes to NI2006-449

Dated 11/12/2006

<b>New Features (Insertions)</b>			
<b>FUNCTION</b>	<b>ACTIVITY</b>	<b>Entry no.</b>	<b>Description</b>
Tertiary Student Administration 065	Audit 013		New activity
Tertiary Student Administration 065	Cases 016		New activity
Tertiary Student Administration 065	Committees 020		New activity
Tertiary Student Administration 065	Policy 080		New activity
Tertiary Student Administration 065	Procedures 082		New activity
Tertiary Student Administration 065	Reporting 088	002, 003 & 004	Additional disposal classes
Tertiary Student Administration 065	Student Graduation 191	065.191.005	Additional disposal classes
Tertiary Student Administration 065	Student Grievances 326	065.326.001	New activity
Tertiary Student Administration 065	Student Misconduct 348		New activity
Tertiary Student Services 068	Student Services Liaison 357		New activity

*Records Disposal Schedule – Tertiary Student Management Records September 2007*

<b>Enhancements (Changes)</b>			
<b>FUNCTION</b>	<b>ACTIVITY</b>	<b>Entry no.</b>	<b>Description</b>
All	All	All	All Records Disposal Schedule entry numbers are being systematically changed to reflect the adoption of a new unique number for record disposal schedules. The changes facilitate barcode technology that may be adopted in the future.
Where necessary	As required	Various	Disposal action presented in descending order based on time has meant that record classes may be reordered in this version.
Where necessary : listed below	See below	Various	Disposal actions triggered by 'last action' have been changed to 'after action completed' to allow electronic triggering.
Accommodation Services 158	Placement 246	158.246.001	replaces 1.17.1
Accommodation Services 158	Placement 246	158.246.002	replaces 1.17.2
Accommodation Services 158	Student Accommodation 247	158.247.002	replaces 1.20.1
Accommodation Services 158	Student Accommodation 247	158.247.002	replaces 1.20.2
Accommodation Services 158	Student Accommodation 247	158.247.002	Description of records changed. replaces 1.20.2
Tertiary Student Administration 065	Applications (courses) 249	065.249.001	replaces 2.4.1
Tertiary Student Administration 065	Applications (courses) 249	065.249.002	replaces 2.4.2
Tertiary Student Administration 065	Applications (courses) 249	065.249.003	replaces 2.4.7
Tertiary Student Administration 065	Applications (courses) 249	065.249.004	replaces 2.4.6
Tertiary Student Administration 065	Applications (courses) 249	065.249.005	replaces 2.4.4

*Records Disposal Schedule – Tertiary Student Management Records September 2007*

<b>Enhancements (Changes)</b>			
<b>FUNCTION</b>	<b>ACTIVITY</b>	<b>Entry no.</b>	<b>Description</b>
Tertiary Student Administration 065	Applications (courses) 249	065.249.006	replaces 2.4.5
Tertiary Student Administration 065	Applications (courses) 249	065.249.007	replaces 2.4.3
Tertiary Student Administration 065	Apprentices / Trainees 180	065.180.004	replaces 2.5.7
Tertiary Student Administration 065	Apprentices / Trainees 180	065.180.004	Description of records changed replaces 2.5.7.
Tertiary Student Administration 065	Awards, Prizes and medals 181	065.181.002	replaces 2.7.3
Tertiary Student Administration 065	Awards, Prizes and medals 181	065.181.003	replaces 2.7.2
Tertiary Student Administration 065	Awards, Prizes and medals 181	065.181.004	replaces 2.7.4
Tertiary Student Administration 065	Enquiries 040	065.040.001	replaces 2.10.1
Tertiary Student Administration 065	Enrolment 182	065.182.002	replaces 2.11.2
Tertiary Student Administration 065	Enrolment 182	065.182.003	replaces 2.11.3
Tertiary Student Administration 065	Enrolment 182	065.182.004	replaces 2.11.4

*Records Disposal Schedule – Tertiary Student Management Records September 2007*

<b>Enhancements (Changes)</b>			
<b>FUNCTION</b>	<b>ACTIVITY</b>	<b>Entry no.</b>	<b>Description</b>
Tertiary Student Administration 065	Examination and Assessment 186	065.186.001	replaces 2.12.1
Tertiary Student Administration 065	Examination and Assessment 186	065.186.002	replaces 2.12.2
Tertiary Student Administration 065	Examination and Assessment 186	065.186.003	replaces 2.12.3
Tertiary Student Administration 065	Examination and Assessment 186	065.186.007	replaces 2.12.7
Tertiary Student Administration 065	Exchange programs 187	065.187.001	replaces 2.13.1
Tertiary Student Administration 065	Modifications 188	065.188.001	replaces 2.15.1
Tertiary Student Administration 065	Modifications 188	065.188.003	replaces 2.15.3
Tertiary Student Administration 065	Payments 077	065.077.001	replaces 2.16.3
Tertiary Student Administration 065	Payments 077	065.077.002	replaces 2.16.4
Tertiary Student Administration 065	Payments 077	065.077.003	replaces 2.16.5
Tertiary Student Administration 065	Payments 077	065.077.004	replaces 2.16.6
Tertiary Student Administration 065	Payments 077	065.077.005	replaces 2.16.1
Tertiary Student Administration 065	Payments 077	065.077.006	replaces 2.16.2



*Records Disposal Schedule – Tertiary Student Management Records September 2007*

<b>Enhancements (Changes)</b>			
<b>FUNCTION</b>	<b>ACTIVITY</b>	<b>Entry no.</b>	<b>Description</b>
Tertiary Student Administration 065	Recognitions of Prior Studies / Learning 189	065.189.001	replaces 2.18.1
Tertiary Student Administration 065	Reporting 088	065.189.001	Description of records changed replaces 2.18.1
Tertiary Student Administration 065	Student Attendance 190	065.190.001	replaces 2.22.2
Tertiary Student Administration 065	Student Graduation 191	065.191.002	replaces 2.24.3
Tertiary Student Administration 065	Student Graduation 191	065.191.003	replaces 2.24.2
Tertiary Student Administration 065	Student Graduation 191	065.191.003	Description of records changed replaces 2.24.2
Tertiary Student Administration 065	Student Graduation 191	065.191.004	replaces 2.24.4
Tertiary Student Administration 065	Student Graduation 191	065.191.005	Description of records changed replaces 2.24.5
Tertiary Student Administration 065	Student Graduation 191	065.191.007	replaces 2.24.6
Tertiary Student Administration 065	Student Graduation 191	065.191.007	Description of records changed replaces 2.24.6
Tertiary Student Administration 065	Student Identification 192	065.192.001	replaces 2.26.1
Tertiary Student Administration 065	Student Transcripts 193	065.193.002	replaces 2.28.2
Tertiary Student Administration 065	Supervision (higher degree students)	065.250.003	replaces 2.29.3
Tertiary Student Services 068	Student Health & Counselling Services	068.199.001	replaces 3.25.1

*Records Disposal Schedule – Tertiary Student Management Records September 2007*

<b>Enhancements (Changes)</b>			
<b>FUNCTION</b>	<b>ACTIVITY</b>	<b>Entry no.</b>	<b>Description</b>
Tertiary Student Services 068	Student Health & Counselling Services	068.199.004	replaces 3.25.4
Tertiary Student Services 068	Student Health & Counselling Services	068.199.005	replaces 3.25.5
Tertiary Student Services 068	Student Health & Counselling Services	068.199.007	replaces 3.25.7
Tertiary Student Administration 065	Awards, Prizes and Medals 181	065.181.004	Disposal action RTA changed to 2 years replaces 2.7.2
Tertiary Student Administration 065	Enrolment 182	065.182.003	Disposal action changed from 75 years to 7 replaces 2.11.3
Tertiary Student Administration 065	Reporting 088	065.088.001	Disposal action changed from Destroy 2 years to RTA replaces 2.19.1
Tertiary Student Administration 065	Enrolment 182	065.182.002	Description of records changed replaces 2.11.2
Tertiary Student Administration 065	Enrolment 182	065.182.003	Description of records changed replaces 2.11.3
Tertiary Student Administration 065	Examination and Assessment 186	065.186.002	Description of records changed replaces 2.12.2
Tertiary Student Administration 065	Examination and Assessment 186	065.186.002	replaces 2.12.2
Tertiary Student Administration 065	Examination and Assessment 186	065.186.003	Description of records changed replaces 2.12.3
Tertiary Student Administration 065	Examination and Assessment 186	065.186.003	replaces 2.12.3
Tertiary Student Administration 065	Examination and Assessment 186	065.186.007	replaces 2.12.7
Tertiary Student Administration 065	Examination and Assessment 186	065.186.008	replaces 2.12.8

*Records Disposal Schedule – Tertiary Student Management Records September 2007*

<b>Enhancements (Changes)</b>			
<b>FUNCTION</b>	<b>ACTIVITY</b>	<b>Entry no.</b>	<b>Description</b>
Tertiary Student Administration 065	Exchange programs 187	065.186.007	replaces 2.13.1
Tertiary Student Administration 065	Modifications 188	065.188.001	Description of records changed replaces 2.15.1
Tertiary Student Administration 065	Modifications 188	065.188.001	replaces 2.15.1
Tertiary Student Administration 065	Modifications 188	065.188.003	replaces 2.15.3
Tertiary Student Administration 065	Payments 077	065.077.001	replaces 2.16.3
Tertiary Student Administration 065	Payments 077	065.077.002	replaces 2.16.4
Tertiary Student Administration 065	Payments 077	065.077.002	Description of records changed replaces 2.16.4
Tertiary Student Administration 065	Payments 077	065.077.003	replaces 2.16.5
Tertiary Student Administration 065	Payments 077	065.077.004	replaces 2.16.6
Tertiary Student Administration 065	Payments 077	065.077.005	replaces 2.16.1
Tertiary Student Administration 065	Payments 077	065.077.006	replaces 2.16.2
Tertiary Student Administration 065	Student Attendance 190	065.190.001	Description of records changed replaces 2.22.2
Tertiary Student Administration 065	Student Transcripts 193	065.193.002	replaces 2.28.2
Tertiary Student Administration 065	Supervision (higher degree students) 250	065.193.002	replaces 2.28.2

*Records Disposal Schedule – Tertiary Student Management Records September 2007*

**Enhancements (Changes)**

<b>FUNCTION</b>	<b>ACTIVITY</b>	<b>Entry no.</b>	<b>Description</b>
Tertiary Student Services 068	Student Health and Counselling Services 199	068.199.001	replaces 3.25.4
Tertiary Student Services 068	Student Health and Counselling Services 199	068.199.004	replaces 3.25.6
Tertiary Student Services 068	Student Health and Counselling Services 199	068.199.005	replaces 3.25.7

**Corrections (Deletions)**

<b>FUNCTION</b>	<b>ACTIVITY</b>	<b>Entry no.</b>	<b>Description</b>
Tertiary Student Administration 065	Examinations and Assessment 186	2.12.9	Activity deleted
Tertiary Student Services 068	Associations		Delected activity, incorporated with new activity - Student Services Liaison 068
Tertiary Student Services 068	Child Care Provision 196	068.196.3	Activity deleted
Tertiary Student Services 068	Student Health & Counselling Ervices	3.25.8	Activity deleted