

Australian Capital Territory

Territory Records (Records Disposal Schedule – Tertiary Teaching and Research Records) Approval 2007 (No 1)

Notifiable instrument NI2007—314

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 2007 (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 2006–450 notified 13 December 2006.

David Wardle
Director of Territory Records
4 October 2007



*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 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 Teaching and Research 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 Teaching and Research 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 Teaching and Research 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;
- 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

EDUCATIONAL AGREEMENTS 062

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 006

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

Arrangements 011

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. [TARDiS]

Authorisation 014

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

Compliance 021

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. [TARDiS]

Contracting out 025

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. [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]

Exhibitions 044

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. [TARDiS]

EDUCATIONAL AGREEMENTS 062

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.

Grant funding 049

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

Joint Ventures 062

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. [TARDiS]

Liaison 067

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. [TARDiS]

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]

Representatives 090

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. [TARDiS]

EDUCATIONAL AGREEMENTS 062

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.

Reviewing 093

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

Submissions 102

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

Tendering 104

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

RESEARCH MANAGEMENT 063

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 005

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

Agreements 006

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

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]

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]

Contracting out 025

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. [TARDiS]

Grant funding 049

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

Liaison 067

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. [TARDiS]

RESEARCH MANAGEMENT 063

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.

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]

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]

Research 091

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. [TARDiS]

Submissions 102

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

Tendering 104

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

TEACHING & LEARNING 064

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

Addresses (presentations) 004

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

Advice 005

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

Contracting out 025

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. [TARDiS]

Course Accreditation / Course Approval 174

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 175

The means by which teaching is conducted.

Course Development 176

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

Evaluation 042

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. [TARDiS]

TEACHING & LEARNING 064

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

Exhibitions 044

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. [TARDiS]

Joint Ventures 062

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. [TARDiS]

Learning Support 177

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 072

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. [TARDiS]

Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [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]

TEACHING & LEARNING 064

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

Quality Assurance 085

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

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]

Research 091

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. [TARDiS]

Reviewing 093

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

Submissions 102

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

Suggestions 103

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

Tendering 104

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

TEACHING & LEARNING 064

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

Tendering services 324

The activities involved in preparing tenders and procurement documentation up to contract establishment by either the full execution of formal contract, or by the transmission of a letter of acceptance.

RECORDS DISPOSAL SCHEDULE

RESEARCH MANAGEMENT 063

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.

Grant funding 049

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
063.049.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to successful applications for grant funding from Government sources. Records relating to funding of grants for the Research Management function. [Use Territory Administrative Records Disposal Schedule - FINANCIAL MANAGEMENT - Grant Funding for the management of grant money received by the agency.]	Destroy 7 years after action completed
063.049.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to successful applications for grant funding from non-government sources.	Destroy 7 years after action completed
063.049.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to successful applications for grant funding from internal resources.	Destroy 7 years after action completed
063.049.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to unsuccessful applications for grant funding from any source.	Destroy 6 months after reference ceases or date inactive

Liaison 067

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
063.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison activities undertaken with organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member organisation.	Destroy 3 years after action completed

RESEARCH MANAGEMENT 063

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 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]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
063.088.001 ■■■■■■■■■■■■■■■■■■■■	Final reports on individual 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
063.088.002 ■■■■■■■■■■■■■■■■■■■■	Reports on individual projects which are not of major significance.	Destroy 7 years after action completed
063.088.003 ■■■■■■■■■■■■■■■■■■■■	Statutory reports.	Destroy 2 years after action completed
063.088.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to the drafting of reports.	Destroy 1 year after action completed
063.088.005 ■■■■■■■■■■■■■■■■■■■■	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 1 month after reference ceases or date inactive

RESEARCH MANAGEMENT 063

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 091

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.091.005 ■■■■■■■■■■■■■■■■■■■■	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 property.	Destroy 7 years after action completed
063.091.006 ■■■■■■■■■■■■■■■■■■■■	Contracts and agreements for use of the final product/research outcomes. Examples of records: Agreements, contracts, patents.	Destroy 7 years after action completed
063.091.007 ■■■■■■■■■■■■■■■■■■■■	Records relating to applications for animal research authorities under <i>Animal Welfare Act 1992</i> s.25A, B and C.	Destroy 7 years after action completed
063.091.008 ■■■■■■■■■■■■■■■■■■■■	Records relating to applications for animal research authorities by independent researchers (i.e. non-agency researchers) under s25C <i>Animal Welfare Act 1992</i> [See also Animal Research Regulation 1995 s.16D.]	Destroy 7 years after action completed
063.091.009 ■■■■■■■■■■■■■■■■■■■■	Records related to accreditation for animal research.	Destroy 7 years after action completed

RESEARCH MANAGEMENT 063

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 091

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.091.010 ■■■■■■■■■■■■■■■■■■■■	Records relating to the care, management and/or breeding of animals for research or teaching purposes. [See also Australian Code of Practice for Care and Use of Animals for Scientific Purposes (NHMRC 1997).]	Destroy 7 years after action completed
063.091.011 ■■■■■■■■■■■■■■■■■■■■	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
063.091.012 ■■■■■■■■■■■■■■■■■■■■	Records relating to the acquisition, storage, maintenance and management of bodies, specimens or body parts.	Destroy 7 years after action completed
063.091.013 ■■■■■■■■■■■■■■■■■■■■	Records relating to licences for conducting the study and practice of anatomy. Examples of records: Licenses, applications.	Destroy 7 years after action completed
063.091.014 ■■■■■■■■■■■■■■■■■■■■	Records related to applying for and/or holding an animal suppliers licence under Division 1 of the <i>Animal Welfare Act 1992</i> .	Destroy 2 years after application made

TEACHING & LEARNING 064

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

Addresses (presentations) 004

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
064.004.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of addresses and presentations made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.[For addresses delivered by the Chief Minister or portfolio Minister or senior agency officers at government occasions, use Territory Administrative Records Disposal Schedule GOVERNMENT RELATIONS - Addresses]	Retain as Territory Archives
064.004.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of addresses and presentations delivered in the routine promotion of teaching and learning purposes.	Destroy 2 years after last presentation
064.004.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of addresses and presentations used specifically for teaching and learning purposes.	Destroy 1 month after reference ceases or date inactive

Advice 005

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
064.005.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the receipt and provision of advice for the Teaching and Learning function.	Destroy 2 years after action completed

TEACHING & LEARNING 064

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

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]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
064.020.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to high-level committees with overall responsibility for making major decisions in the area of academic policy, planning and management for the Teaching & Learning function i.e. Committees of Academic Board. Includes documents: <ul style="list-style-type: none">- establishing the committee,- terms of reference;- appointment of members;- minutes,- reports,- recommendations,- supporting documents such as briefing papers, and discussion papers. See also TARDiS - STRATEGIC MANAGEMENT – Committees	Retain as Territory Archives
064.020.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting any declaration of private interests of members of the committee.	Destroy 7 years after termination of appointment
064.020.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to other committees formed to consider specific matters related to academic policy and practices or day-to-day administration under the Teaching & Learning function e.g. Committee for Ethics in Animal Experimentation and the Flexible Learning Committee. Includes documents: <ul style="list-style-type: none">- establishing the committee,- terms of reference;- appointment of members;- minutes,- reports,- recommendations,- supporting documents such as briefing papers, and discussion papers.	Destroy 5 years after action completed

TEACHING & LEARNING 064

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

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]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
064.080.001 ■■■■■■■■■■■■■■■■■■■■	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.	Retain as Territory Archives
064.080.002 ■■■■■■■■■■■■■■■■■■■■	Records including working papers relating to the development and implementation of Teaching and Learning policies.	Destroy 1 month after reference ceases or date inactive

Procedures 082

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
064.082.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to procedures for the Teaching and Learning function. Includes Master sets of manuals, handbooks, directives etc.	Destroy 6 months after superseded
064.082.002 ■■■■■■■■■■■■■■■■■■■■	Records including working papers relating to the development and implementation of Teaching and Learning procedures.	Destroy 1 month after reference ceases or date inactive

TEACHING & LEARNING 064

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

Tendering 104

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

Entry No.	Description of Records	Disposal Action
064.104.008 ■■■■■■■■■■■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender

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 NI2006-450

Dated 14/12/2006

New Features (Insertions)			
FUNCTION	ACTIVITY	Entry no.	Description
Educational Agreements 062	Contracting out 025		New activity
Educational Agreements 062	Joint ventures 062	003	Disposal class 1.20.1 removed from activity Liaison
Educational Agreements 062	Tendering 104		New activity
Research Management 063	Addresses (presentations) 004	002 & 003	New activity
Research Management 063	Advice 005		New activity
Research Management 063	Committees 020	002 & 004	New activity
Research Management 063	Liaison 067		New activity
Research Management 063	Planning 079		New activity
Research Management 063	Tendering 104		New activity
Teaching & Learning 064	Addresses (presentations) 004	001 & 003	Additional disposal class
Teaching & Learning 064	Advice 005		New activity
Teaching & Learning 064	Committees 020	002 & 004	Additional disposal class
Teaching & Learning 064	Course Accreditation / Course Approval 174		New activity
Teaching & Learning 064	Planning 079		New activity
Teaching & Learning 064	Procedures 082	3.24.3	New activity
Teaching & Learning 064	Tendering 104		New activity

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
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.
Educational Agreements 062	Agreements 006	062.006.001	replaces 1.3.1
Educational Agreements 062	Agreements 006	062.006.002	replaces 1.3.2
Educational Agreements 062	Arrangements 011	062.011.001	replaces 1.4.1
Educational Agreements 062	Arrangements 011	062.011.001 replaces 1.4.1	Disposal action from 7 to 2 years
Educational Agreements 062	Authorisation 014	062.014.001 replaces 1.6.1	Disposal action changed
Educational Agreements 062	Compliance 021	062.021.001	replaces 1.8.1
Educational Agreements 062	Enquiries 040	062.040.001	replaces 1.13.1
Educational Agreements 062	Exhibitions 044	062.044.001	replaces 1.15.1
Educational Agreements 062	Enquiries 040	062.040.001	replaces 1.13.1
Educational Agreements 062	Grant Funding 049	062.049.002	replaces 1.16.2
Educational Agreements 062	Joint Ventures 062	062.062.002	replaces 1.18.2

Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
Educational Agreements 062	Liaison 067	062.067.001 replaces 1.20.1	Detail corrected to reflect activity
Educational Agreements 062	Reporting 088	062.088.001	replaces 1.26.1
Educational Agreements 062	Representatives 090	062.090.001	replaces 1.27.1
Educational Agreements 062	Representatives 090	062.090.001	Description of records changed replaces 1.27.1
Educational Agreements 062	Reviewing 093	062.093.001	replaces 1.29.1
Educational Agreements 062	Submissions 102	062.102.001	replaces 1.31.1
Educational Agreements 062	Submissions 102	062.102.002	replaces 1.31.2
Research Management 063	Agreements 006	063.006.001	replaces 2.3.1
Research Management 063	Agreements 006	063.006.002	replaces 2.3.2
Research Management 063	Committees 006	063.020.001	replaces 2.7.1
Research Management 063	Committees 006	063.020.003	replaces 2.7.2
Research Management 063	Contracting out 025	063.025.001	Description of records changed replaces 2.9.1
Research Management 063	Contracting out 025	063.025.002	Description of records changed replaces 2.9.3
Research Management 063	Grant Funding 049	063.049.001	Description of records changed replaces 2.16.1
Research Management 063	Grant Funding 049	063.049.004	replaces 2.16.4
Tertiary Student Administration 065	Student Attendance 190	065.190.001	Description of records changed replaces 2.19.1
Research Management 063	Contracting out 025	063.025.001	replaces 2.9.1

Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
Research Management 063	Grant Funding 049	063.049.004	replaces 2.16.4
Research Management 063	Reporting 088	063.088.002	replaces 2.26.3
Research Management 063	Reporting 088	063.088.003	replaces 2.26.4
Research Management 063	Reporting 088	063.088.005	replaces 2.26.2
Research Management 063	Reporting 088	063.088.005	Description of records changed replaces 2.26.5
Research Management 063	Research 091	063.091.002	Description of records changed replaces 2.28.2
Research Management 063	Research 091	063.091.004	replaces 2.28.3
Research Management 063	Research 091	063.091.005	Description of records changed replaces 2.28.4
Research Management 063	Research 091	063.091.002	Description of records changed replaces 2.28.9
Research Management 063	Submissions 102	063.102.001	RTA replaces 2.30.1
Research Management 063	Submissions 102	063.102.004	Description of records changed replaces 2.30.3
Teaching and Learning 064	Addresses (presentations) 020	064.020.002	Description of records changed replaces 3.1.1

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
Teaching and Learning 064	Contracting out 025	064.025.001	replaces 3.9.1
Teaching and Learning 064	Contracting out 025	064.025.002	replaces 3.9.2
Teaching and Learning 064	Course Accreditation / Course Approval 074	064.174.003	replaces 3.10.3
Teaching and Learning 064	Course Delivery 175	064.175.004	replaces 3.11.4
Teaching and Learning 064	Course Development 176	064.176.001	replaces 3.12.1
Teaching and Learning 064	Course Development 176	064.176.001	Description of records changed replaces 3.12.1
Teaching and Learning 064	Evaluation 042	064.042.001	replaces 3.14.1
Teaching and Learning 064	Exhibitions 044	064.044.001	replaces 3.15.1
Teaching and Learning 064	Learning support 177	064.177.002	replaces 3.19.2
Teaching and Learning 064	Meetings 072	064.072.001	replaces 3.22.1
Teaching and Learning 064	Meetings 072	064.072.002	replaces 3.22.2
Teaching and Learning 064	Policy 080	064.080.001	Description of records changed replaces 3.23.1
Teaching and Learning 064	Policy 080	064.080.002	replaces 3.23.2

Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
Teaching and Learning 064	Procedures 082	064.082.001	replaces 3.24.1
Teaching and Learning 064	Procedures 082	064.082.002	replaces 3.24.2
Teaching and Learning 064	Quality Assurance 085	064.085.001	replaces 3.25.1
Teaching and Learning 064	Reporting 088	064.088.001	replaces 3.26.1
Teaching and Learning 064	Reporting 088	064.088.002	replaces 3.26.2
Teaching and Learning 064	Reporting 088	064.088.003	replaces 3.26.5
Teaching and Learning 064	Reporting 088	064.088.004	replaces 3.26.3
Teaching and Learning 064	Research 091	064.091.001	replaces 3.28.1
Teaching and Learning 064	Research 091	064.091.002	replaces 3.28.2
Teaching and Learning 064	Reviewing 093	064.093.003	replaces 3.29.3
Teaching and Learning 064	Submissions 102	064.102.001	replaces 3.30.1
Teaching and Learning 064	Submissions 102	064.102.001	replaces 3.30.1
Teaching and Learning 064	Submissions 102	064.102.002	replaces 3.30.2
Teaching and Learning 064	Suggestions 103	064.103.001	replaces 3.31.1

Corrections (Deletions)

FUNCTION	ACTIVITY	Entry no.	Description
Research Management 063	Contracting out 063	2.9.2	Activity deleted
Research Management 063	Inventory	2.17.1	Covered in TARDiS
Teaching and Learning 064	Policy 080	3.23.3	Activity deleted
Teaching and Learning 064	Reporting 088	3.26.4	Activity deleted