Summary Schedule (Retention and Disposal Authority)

The following table provides a summary of the retention periods for the different functions and activities covered by this RDA. Please refer to **the Detailed Schedule** for detailed descriptions for each activity. Exceptions refer to activities with unique retention period and/or the trigger for the retention period, based on business or legislative requirements.

Key: | Permanent | 7 Years | 15 Years | Exceptions |

Engagement and Communications	P	7	15	E
Alumni Relations	✓			✓
Branding	✓			✓
Community Recognition	✓			✓
Companies & Joint Ventures	✓			
Consultancy to External Organisations	✓			
Exchange Programs & Study Tours		✓		✓
Fundraising & Grants		✓		
Internal and External Grants	✓	✓		✓
Marketing	✓	✓		
Media Relations	✓	✓		✓
Memberships & Professional Associations		✓		
Presentation, Conferences and Forums	✓	✓		
University Trusts & Donations		✓		
Visits & Tours		✓		

Financial Management	P	7	15	E
Accounting Records		✓		✓
Annual Financial Statements	✓	✓		
Asset Register	✓			
Asset Register Management		✓		
Budgeting		✓		
Donations	✓			
Financial Delegations		✓		
Fundraising		✓		
Loans		✓		
Manuals, Handbooks and Procedures	✓			
Payment of Salaries		✓		
Statutory Registrations		✓		
Taxation		✓		

Governance	P	7	15	E
Audits			✓	
Committees & Boards	✓			✓
Establishments & Restructures	✓	✓		
Formal Submissions to Government Bodies	✓			
Fraudulent Activities			✓	
Policies	✓			
Procedures		✓		
Registration as Education Provider / RTO	✓			
Reporting and Planning	✓	✓		
Strategic Management & Benchmarking		✓		
Whistle-blower's Protection	✓			

Human Resources	P	7	15	E
Allowances, Administrative Leave, Rosters and Attendance		✓		
Coaching & Counselling				✓
Contractors & Honorary Appointments		✓		
Employee Grievances	✓			
Employee Misconduct			✓	
Employment Details and Conditions	✓			
Evaluation of Programs and Services		✓		
Industrial Relations	✓			
Pecuniary interests				✓
Performance Management		✓		
Position Classification	✓			
Recruitment		✓		✓
Requests for Expunging of Personal Information Under FOI				✓
Salaries, Leave Authorisation and Employment Conditions				✓
Training & Development		✓		✓

Information Management, Access and Protection	P	7	15	E
Freedom of Information (FOI) Requests	✓	✓		
Master control records for information systems	✓			
Privacy Complaints & Breaches			✓	
Publications	✓	✓		✓
Records Conservation & Archiving		✓		
Records Disposal	✓	✓		
Selection and use of storage solutions		✓		

Information Technology and Applications	P	7	15	E
Data migration		✓		
Database management		✓		
Development of control mechanisms		✓		
Evaluation, development, implementation and ongoing management of applications		✓		
Helpdesk Services		✓		
Information Security Controls and Response		✓		
Leasing & Licenses		✓		
Maintenance		✓		
System access and change logs				✓

Learning & Teaching	P	7	15	E
Assessment Material		✓		
Assessment, Examination and Results	✓	✓		✓
Course Delivery		✓		
Course development	✓	✓		
Graduation event booklets	✓			
Prizes and Scholarships	✓	✓		✓
Summary finalised student results	✓			
Testamur and graduation management		✓		

Legal Services	P	7	15	E
Advice received (internal and external)	✓			
Agreements and contracts	✓			
Compensation		✓		
Insurance		✓		
Intellectual Property		✓		
Legal Research		✓		
Litigation	✓	✓		
Smaller scale or standard contracts		✓		
University Legislation	✓			

Occupational Health & Safety	P	7	15	E
Appeals against investigators decisions			✓	
Awareness Programs		✓		
Compensation Claims	✓	✓		
Compliance			✓	✓
Incident Management	✓	✓		
Inspections following major accident	✓			
OH&S Advice		✓		
OH&S Representation		✓		
Planning, Review and Monitoring			✓	
Rehabilitation	✓			
Risk Identification & Management	✓			

Procurement and Property Services	P	7	15	E
Conservation & Restoration	✓			
Construction, renovation, fit-outs and installations	✓		✓	
Disposal of Properties	✓			
Fleet Management		✓		
Hazardous material and waste	✓			
Leases and bookings of University assets		✓		
Non-toxic waste		✓		
Permit Management		✓		
Property Acquisitions	✓			
Property Equipment & Stores		✓		✓
Property Security		✓		✓
Repairs, Maintenance & Planning		✓		✓
Tendering		✓		

Research	P	7	15	E
Commercialisation	✓	✓		
Establishment of companies & trusts		✓		
Research Administration	✓	✓		
Research Data Management	✓		✓	✓
Research Project Outputs Management	✓			
Specimen & Animal Management	✓			

Student Management	P	7	15	E
Academic Progress			✓	
Applications and Enrolments		✓		
Student Details		✓		
Student Grievances and Misconduct		✓	✓	✓
Student Health Information		✓		

Support and Other Services	P	7	15	E
Access & Equity		✓		
Access, Equity & Transition		✓		✓
Accommodation for students, staff and visitors			✓	✓
Associations & Clubs		✓		
Career Advice		✓		
Childcare & Early Education Services		✓		✓
Clinical health services				✓
Counselling and coaching		✓		
Customer Service Management	✓	✓		
Galleries, Exhibitions and Collections Management	✓	✓	✓	
Sport & Recreation			✓	
Travel		✓		