

Retention and Disposal Authority – Summary Schedule

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.

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		✓		

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		✓		

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				✓

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	✓			

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

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		✓		