

FACT SHEET - 1 DISPOSAL

- THINKING ABOUT THROWING SOME FILES OUT?
- WHERE DO I FIND OUT ABOUT DISPOSAL AUTHORITIES?
- WHAT FORMS DO I NEED TO FILL IN WHEN I GET RID OF FILES?

Definition of Disposal:

Disposal is a vital part of an effective and efficient recordkeeping system. It reduces storage costs, file tracking difficulties, and enables the University to meet external legal obligations.

The term “disposal” refers to the range of processes by which retention periods for University records are identified. This involves application of University Disposal Authorities, confidential destruction, listing of and arrangements to transfer permanent records to Records Management Program for intermediate storage.

Obligations:

- Public Records Act, 1973
- Information Privacy Act, 2001

Disposal Schedules:

The University Records Management Program has issued records Disposal Authorities, which authorise the legal disposal of University records. Links to the electronic versions can be found at:
<http://www.unimelb.edu.au/records/corporate/disposal.html>

How to start:

- Consult Records Services staff (on extensions 49741, 40479 or 44225) if you are undertaking a disposal process for the first time.
- As directed, complete a list of the records that are to be destroyed, which must, amongst other details include a reference to the disposal schedules that have been applied. An example of a list to use is here:
http://www.unimelb.edu.au/records/doc/Records_Destruction_List.doc



Erik the Archive Box is ready for some records disposal...remember to always use a confidential waste bin when destroying University records.

FOR FURTHER INFORMATION REFER TO THE RECORDS MANAGEMENT POLICY AND PROCEDURES MANUAL <http://www.unimelb.edu.au/records/manual.html>