RECORDS SERVICES

UNIVERSITY OF MELBOURNE

RECORDS DISPOSAL SCHEDULE NO. 17

STUDENT RECORDS

Records Services
1996

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STUDENT RECORDS

Custodian	**University Archivist**	**Academic Registrar**

1996

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STUDENT RECORDS DISPOSAL SCHEDULE

INTRODUCTION

ACCOUNTABILITY AND EVIDENCE

Established under Statute, The University of Melbourne is a public institution and accountable to Parliament for its actions.

Documenting business activity by making transactional records, and capturing them into recordkeeping systems, provides a basis of organisational accountability. A record comprises recorded information in any form, including data in computer systems, created, received and maintained by the University in the transaction of business activities or the conduct of affairs and retained as evidence of such activity. Inadequate records and recordkeeping can contribute to failures to meet accountability and other organisational requirements.

Recordkeeping encompasses :

- the creation of records in the course of business activity; and
- the design, implementation and operation of records systems; and
- the management of records as current records and as archives.

WHAT IS A DISPOSAL SCHEDULE ?

A Disposal Schedule is a document issued by the University listing various classes of records and specifying periods of retention, from short term through to permanent retention. It is not a list of file titles. It is designed to cater for the needs of all parties with an interest in the records as a source of information for administrative practice, decision making or historical research. Legal, administrative, financial and accountability requirements and purposes are taken into consideration when determining the retention periods for records. Disposal may be either immediate destruction, temporary retention in Intermediate Storage or transfer to University Archives.

The aim of the Student Records Disposal Schedule is to provide continuing instruction to all staff on which:

- records have been identified as having continuing value;
- records are considered to be of temporary value and therefore can be destroyed as soon as there is no longer any administrative use;
- records to transfer to secondary storage or University Archives when they are no longer required by staff.

This ensures :

- consistent, lawful and timely disposal of records;
- that papers retained in the office environment are kept to a necessary efficient minimum by discarding periodically those deemed temporary and;
- that records are retained for administrative, legal, financial and archival requirements.

The Student Records Disposal Schedule has been developed in consultation with the:

Academic Registrar
Associate Registrar (Academic Administration)
Course & Careers Unit
Faculty General Managers
General Manager Research
Internal Audit
International Office
Registrar
Selected Academic Departments
School of Graduate Studies
Student Administration
University Archivist
University Solicitor

SCOPE

The Student Records Disposal Schedule is intended to cover operational records concerning students created and maintained within Student Administration, Faculties and Academic Departments, Course and Careers Unit, School of Graduate Studies, International Office and the Office of Deputy Vice-Chancellor (Research).

The Student Records Disposal Schedule does not cover policy and administrative files (other than student files) maintained by Faculty Offices and Academic Departments. Policy and administrative files are covered by Disposal Schedule No. 8 Faculty Administrative Records and Disposal Schedule No 18. Academic Department Records.

The Student Records Disposal Schedule has been developed to deal with current and future records created within the organisation as well as those records which are no longer created.

MERLIN

The student information system, MERLIN, is regarded as the prime source of information concerning a student. The Student Records Disposal Schedule does not authorise the disposal of information from MERLIN. In several instances, for example student files, information in paper format can be destroyed after a specified period of time as the prime source of information will be MERLIN.

In relation to electronic records the appraisal of systems to identify records of continuing value should be undertaken during the system design, upgrade or review. Recordkeeping requirements and preferred methods of ‘archiving’ should be identified, documented and incorporated into systems management. Further information is available from Records Services.

PROGRAMMING OF PLANNED DISPOSAL

To ensure effective control of non-current records and to facilitate effective use of storage space, disposal action should be programmed as an annual activity. It should be conducted at a time when staff resources are available to undertake either destruction or transfer of records to Intermediate Storage.

HOW TO USE THE STUDENT RECORDS DISPOSAL SCHEDULE

For ease of use the Student Records Disposal Schedule is divided into four parts:

Part 1: Faculty Student Files

Part 2: Student Administration

Part 3: Academic Department Records

Part 4: TAFE Student Records

It should be noted that Part 2: Student Administration refers to the broader function of student administration which is undertaken by academic departments and faculties as well as the specific department known as Student Administration.

The entries on the Student Records Disposal Schedule are arranged by function or subject. Within each function or subject group activities or records are listed and the disposal action that can be taken is specified, that is how long records are to be retained by the department before being destroyed or transferred to Intermediate Storage (Records Services) or University Archives. The retention period specified is the minimum requirement and can be extended with sufficient reason by staff of any department.

Some records are required to be kept for potential future reference or for statutory reasons for a period which is longer than the records are required in the office. Intermediate Storage has been designated by the University for these records and the column *"Custody / Transfer"* indicates when records should be transferred out of office space to Intermediate Storage.

Terminology Used in the Student Records Disposal Schedule

Within the Student Records Disposal Schedule there are references to "*after determination*". This provides a 'trigger' for records disposal and refers to the determination of whether the application or appeal is successful or unsuccessful. "*Action completed*" and "*last action*" refers to the completion of the task, action or administrative process. "*When administrative use ceases*" means when there is no longer any need to refer to the document. "*On completion or termination*" refers to the completion of the course or termination of enrolment either by the student or the University.

To Identify The Retention Period:

1. Check the index for the function, activity or subject;

2. Turn to the appropriate disposal class and identify the appropriate activity or record type;

3. Identify the disposal action;

4. Carry out the disposal action.

It is important not to try to make a file or record fit a disposal class if there is not an appropriate class listed in the disposal schedule. A list should be made of these types of records as the Student Records Disposal Schedule may need updating or alteration. If you are unable to find an appropriate disposal class for specific records you should seek assistance from Records Services.

DESTRUCTION AUTHORISATION, NOTIFICATION AND METHODS

Student records contain personal information and as such should be shredded. Pulping is an alternative means of destruction although less secure. For records to be pulped confidential waste bags should be obtained from the Building Supervisor or the University Mailroom.

TRANSFER OF RECORDS

Records identified for permanent retention or for temporary retention in Intermediate Storage should be listed, boxed and transferred to Records Services who should be notified prior to transfer of records. Records Services will provide archives boxes and Guidelines for the Transfer of Records to Intermediate Storage. The guidelines are also available on http://www.unimelb.edu.au/records/pdf/transferfactsheet.pdf

FACULTY STUDENT FILES

Faculty student files are the prime source of correspondence between the student, the Faculty, Central Administration and also contain related administrative material. The majority of student files can be destroyed three years after completion or termination with no detriment should the student re-enrol in the future or to the University's obligation to the student in future years. Information that is contained on MERLIN is retained as the prime record of a student.

In cases where obligations to students cannot be met via MERLIN, for example the provision of academic transcripts (as may be the case with records created by amalgamated and affiliated institutions pre amalgamation / affiliation), it is likely that the student files will be of continuing value. In these instances Records Services should be contacted for further advice.

There are specific requirements in relation to the disposal and transfer of Faculty student files. The Student Records Disposal Schedule specifies that all student files with the exception of PhD files, exclusion for health reasons under statute 11.4 and discipline cases leading to termination, can be destroyed 3 years after completion or termination provided they are no longer of continuing value to the Faculty.

Permanent files should be transferred to Records Services. Files to be destroyed three years after completion or termination should be held in the Faculty until they are destroyed. If a Faculty is unable to store these files for the three year period then Records Services should be contacted to arrange a transfer of the temporary records to Intermediate Storage.

Procedures

It is recommended that the disposal process for student files occur on an annual and regular basis eg. each April. The first step is for Faculty staff to identify all completed or terminated students.

Student files should be created, closed and marked as destroyed or transferred to Records Services on MERLIN prior to their destruction or transfer. This enables the Faculty Office, Student Administration and Records Services to track efficiently and accurately over time whether a file exists.

Guidelines for Student Files are available from Records Services on x46405, 44225 or 46996.

Student Files for Temporary Retention

Files to be destroyed, three years after completion or termination, should be identified, marked with the year in which destruction is due and removed from the current student files area. For example if the student completed or terminated in December 1996 and the file does not require permanent retention the file can be destroyed in December 1999. Student files due for destruction after the three year period should be stored within the Faculty.

A list of files, arranged in alphabetical order or by student number, that are to be destroyed should be given to the Faculty General Manager for approval prior to destruction. The list should indicate the year of completion or termination. A copy of the authorised list of files to be destroyed should be forwarded to Records Services.

When a student file is destroyed the student files entry on MERLIN should be amended to read “DESTROYED”.

Student Files for Permanent Retention

Files to be retained permanently should be identified and a list provided to the Faculty General Manager. Permanent files should be retained intact. Papers should not be removed from the file cover.

In accordance with the Guidelines for Transfer of Records to Intermediate Storage Records Services should be contacted to obtain an accession number, and archives boxes. Permanent student files should be boxed and boxes marked with the accession number and box number.

A list of files to be transferred to the custody of Records Services should be forwarded to Records Services prior to their physical transfer. Records Services will arrange the collection of the records to be transferred in conjunction with the Building Supervisor or the Central Mailroom.

When a student file is transferred to Records Services the student files location entry on MERLIN should be amended to read “RECORDS SERVICES”.

Retrieval of Student Files

Student files that have been transferred to the custody of Records Services can be retrieved by contacting x44128, 44225 or 49741.

AMENDMENT AND UPDATING OF THE DISPOSAL SCHEDULE

The Student Records Disposal Schedule is a reflection of current practice and procedures and will need to be updated on a regular basis as the types of records being created by the University will alter over time. Retention periods may need to be altered due to legislative change and additions to the Student Records Disposal Schedule may need to be made due to new activities or changes which affect the types of records created and their retention periods. Suggested inclusions, amendments and reviews of retention periods should be referred to the Manager Records Services or Records Analysts.

The Student Records Disposal Schedule will be regularly reviewed to ensure that it complies with current practice.

CONTACTS

Manager Records Services	Donna McRostie	x46996
Information Management Consultants	Peter Bode	x44225
	Lucinda Davies	x49741

PART ONE - FACULTY STUDENT FILES			
ENTRY	**CLASS/ACTIVITY**	**DISPOSAL ACTION**	**CUSTODY/ TRANSFER**
1.	**FACULTY STUDENT FILES**[1]		
1.1	Undergraduate Student Files including Graduate Diplomas Includes records relating to: admission, enrolment, cancellation, discontinuation, withdrawal, academic progress, special consideration, fees, examinations & assessments, scholarships & prizes • Discipline cases leading to termination under Statute 13.1 Student Discipline • Exclusion for Health Reasons under Statute 11.4	Destroy 3 years after completion or termination Retain Permanently Retain Permanently	Faculty Office Faculty Office then transfer to Records Services Faculty Office then transfer to Records Services
1.2	Postgraduate Student Files: Masters by Research/ Coursework/Postgraduate Diplomas or equivalent. Includes records relating to: admission, enrolment, cancellation, discontinuation, candidature, scholarships, examinations, progress reports, thesis, travel. • Discipline cases leading to termination under Statute 13.1 Student Discipline • Exclusion for Health Reasons under Statute 11.4	Destroy 3 years after completion or termination Retain Permanently Retain Permanently	Faculty Office / Graduate Studies Faculty Office / Graduate Studies then transfer to Records Services Faculty Office / Graduate Studies then transfer to Records Services
1.3	PhD Students	Retain Permanently	Graduate Studies then transfer to Records Services

[1] In cases where obligations to students for example the provision of academic transcripts, cannot be met via MERLIN (as may be the case with records created by amalgamated and affiliated institutions pre amalgamation / affiliation) it is likely that the student files will be of continuing value. In these instances Records Services should be contacted for further advice.

PART TWO - STUDENT ADMINISTRATION

NOTE: This section of the disposal schedule refers to records created and maintained by Faculty Offices and Student administration. It does not refer to records created and maintained by Academic Departments and Schools.

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
2.	**ACADEMIC PROGRESS**		
2.1	Unsatisfactory Progress	Place on Student File	Faculty Office
2.2	Approval to Repeat	Place on Student File	Faculty Office
3.	**ADMISSION**		
3.1	Applications for admission to degree or diploma & supporting documentation - Successful - Unsuccessful - Incomplete - Appeals	 Place on Student File Destroy 1 year after determination Destroy 1 year after determination Destroy 2 years after determination of appeal	 Faculty Office Faculty Office Faculty Office Faculty Office
3.2	Applications for Special Admission Scheme and supporting documentation - Successful - Unsuccessful	 Destroy 1 year after determination Destroy 1 year after determination	 Course and Careers Unit Course and Careers Unit

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
3.3	Ph.D Applications		
	- Successful	Place on Student File	Graduate Studies
	- Unsuccessful	Destroy 2 years after determination	Retain in Graduate Studies for 1 year then transfer to Records Services
	- Successful - declined	Destroy 2 years after determination	Retain in Graduate Studies for 1 year then transfer to Records Services
3.4	Applications for admission from International Students & supporting documentation		
	- Successful	Destroy 1 year after admission	International Office
	- Successful - declined	Destroy 1 year after determination	International Office
	- Unsuccessful	Destroy 1 year after determination	International Office
	- Incomplete	Destroy 1 year after determination	International Office
3.5	Disputed Entry	Destroy 1 year after action completed	Faculty Office
3.6	General inquiries concerning admission requirements etc	Destroy 6 months after action is completed	Faculty Office /International Office
3.7	Summer School Applications	Destroy 7 years after action completed	Retain in Community Relations for 1 year then transfer to Records Services
3.8	Community Access Program Applications	Destroy 2 years after action completed	Retain in office for 1 year then transfer to Records Services

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
4.	**CANDIDATURE**		
4.1	Approval of Candidature	Place on Student File	Graduate Studies
4.2	Continuation of Candidature	Place on Student File	Graduate Studies
4.3	Extension of Candidature	Place on Student File	Graduate Studies
5.	**ENROLMENT**		
5.1	Enrolment Questionnaires	Destroy 70 years after date of questionnaire	Retain in Student Administration for 5 years then transfer to Records Services
5.2	Enrolment Record	Destroy 1 year after action completed	Student Administration / Faculty Office
5.3	Incomplete Enrolment	Destroy 3 years after action completed	Student Administration
5.4	Course Plans	Place on Student File	Faculty Office
5.5	Subject Change Requests	Place on Student File	Faculty Office

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
5.6	Cancellation of Enrolment Request	Place on Student File	Faculty Office / Graduate Studies
5.7	Exchange Students	Destroy 3 years after file closed	Retain in International Office for 1 year then transfer to Records Services
5.8	Study Abroad Program	Destroy 3 years after file closed	Retain in International Office for 1 year then transfer to Records Services
5.9	Authority to Enrol, Amendments to Enrolment	Place on Student File	Faculty Office / Graduate Studies
5.10	Applications for Leave of Absence, Suspension, Deferral, Discontinuation	Place on Student File	Faculty Office / Graduate Studies
5.11	Application to Re-Enrol/Resume or Transfer	Place on Student File	Faculty Office / Graduate Studies
5.12	Change of Course Advice	Place on Student File	Faculty Office
5.13	Transfer to Higher Degree	Place on Student File	Faculty Office
5.14	Change in Status	Place on Student File	Faculty Office / Graduate Studies

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
5.15	Applications for Enrolment in Quota Restricted Subjects	Place on Student File	Faculty Office
5.16	Application to Exceed Maximum Workload	Place on Student File	Faculty Office / Graduate Studies
5.17	Course Completions	Destroy 3 years after action completed	Student Administration
6.	**EVIDENCE**		
6.1	Change of Name Advice	Destroy 70 years after action completed	Retain in Student Administration for 10 years then transfer to Records Services
6.2	Change of Address Advice	Destroy 1 year after action completed	Student Administration / Faculty Office
6.3	Statutory Declarations		
	- routine matters such as lost student cards, special consideration	Destroy 2 years after date of declaration	Retain in office
	- other matters	Destroy 7 years after date of declaration	Retain in office
6.4	Power of Attorney	Destroy 7 years after Power of Attorney lapses	Student Administration

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
6.5	Academic Transcript Requests	Destroy 2 years after action completed	Student Administration
6.6	Authority to Release Results	Destroy 7 years after action completed	Student Administration
6.7	Student ID Cards	Destroy when card is returned	Student Administration
6.8	Request for Replacement ID Card	Destroy when action is completed	Student Administration
7.	**EXAMINATION AND ASSESSMENT**		
7.1	Exam Timetables - Final - Provisional	 Destroy 5 years after exam period ends Destroy 1 year after exam period ends	 Student Administration Student Administration
7.2	Exam Question Papers - Reference Copy	Destroy when administrative use ceases	Student Administration
7.3	Assessment Timetable Requirements	Destroy 1 year after action completed	Student Administration
7.4	Examinable/Non Examinable Subjects	Destroy 1 year after action completed	Student Administration

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
7.5	Examination Timetable Clash Advice	Destroy 1 year after action completed	Student Administration
7.6	Examination/Assessment Return Sheets	Retain Permanently	Retain in Student Administration for 3 years then transfer to Records Services
7.7	Amendments to Examination/Assessment Return Sheets	Retain Permanently	Retain in Student Administration for 3 years then transfer to Records Services
7.8	Higher Degree Return Sheets	Retain Permanently	Retain in Student Administration for 3 years then transfer to Records Services
7.9	Honours Class Lists	Retain Permanently	Retain in Student Administration for 3 years then transfer to Records Services
7.10	Disputed Results	Place on Student File	Faculty Office
7.11	Examination Arrangements	Destroy 1 year after action completed	Student Administration
7.12	Special Examination/Assessment Arrangements	Destroy 1 year after action completed	Student Administration

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
7.13	Supervision Arrangements	Destroy 1 year after action completed	Student Administration
7.14	Examination Porter Books	Destroy 1 year after action completed	Student Administration
7.15	Student Record Cards 1947-1985	Retain Permanently	Transfer to University Archives
7.16	Special Consideration	Place on student file or in filing system in Faculty Office	Faculty Office
7.17	Nomination and appointment of examiners	Place on Student File	Faculty Office / Graduate Studies
7.18	Entry Form	Place on Student File	Faculty Office
7.19	Examiners recommendations, reports	Place on Student File	Faculty Office / Graduate Studies
8.	**FEES AND CHARGES**		
8.1	Refunds - Application for refund of student fees & supporting documentation	Destroy 7 years after last action	Student Administration
8.2	Receipt Books	Destroy 7 years after last action	Student Administration

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY/ TRANSFER
8.3	Debtors - Outstanding sponsored/non sponsored debts - Write Off Report(Miscellaneous Debtors) - Fee Master Controls - Invoice Listing & supporting documentation	 Destroy 7 years after last action Destroy 7 years after last action Destroy 7 years after last action Destroy 7 years after last action	 Student Administration Student Administration Student Administration Student Administration
8.4	Waivers of late Fees	Destroy 7 years after last action	Student Administration
8.5	List of Unallocated Monies	Destroy 7 years after last action	Student Administration
8.6	Receipts taken over the counter	Destroy 7 years after last action	Student Administration
8.7	Student Fee Credit Note Changes	Destroy 7 years after last action	Student Administration
8.8	Amenities and Services Fees Payment Extension Form	Destroy 7 years after last action	Student Administration

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
8.9	Banking		
	- Bank Receipt Load Report	Destroy 7 years after last action	Student Administration
	- Bank Statements	Destroy 7 years after last action	Student Administration
	- Dishonoured Cheques	Destroy 7 years after last action	Student Administration
	- Unidentified Vouchers	Destroy 7 years after last action	Student Administration
8.10	Ledgers - Fee ledger	Destroy 7 years after last action	Student Administration
9.	**GRADUATION**		
9.1	Application for Degree/Diploma	Destroy 6 months after action completed	Student Administration
9.2	Degree Book	Retain Permanently	Retain in Student Administration for 3 years then transfer to Records Services
9.3	Conferring of Degrees Program - Master Copy	Retain Permanently	Retain in Student Administration for 3 years then transfer to University Archives
	- Reference Copies	Destroy when reference ceases	Student Administration

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
9.4	Working Papers eg booking details, general correspondence	Destroy 1 year after action is completed	Student Administration
9.5	Hire of Academic Dress	Destroy when action is completed	Student Administration
10.	**HECS**		
10.1	Payment Option Forms - Institutional Copy (Green) - Originals (for up front payments)	 Destroy 7 years after action completed Destroy 7 years after action completed	 Student Administration Student Administration
10.2	Variations to HECS Liability	Destroy 10 years after action completed	Student Administration
10.3	HECS Exemption Scholarships	Destroy 10 years after action completed	Student Administration
10.4	HECS Terminations	Destroy 10 years after action completed	Student Administration
11.	**MISCONDUCT**		
11.1	Records concerning student misconduct and disciplinary actions - individual cases	Place on Student File	Faculty Office / Graduate Studies

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
12.	**QUALITY OF TEACHING**		
12.1	Subject forms (stem questionnaires) - additional questions	Destroy 6 months after processing Retain sample	Academic Departments Academic Departments
12.2	Raw data files and summary file	Destroy 1 year after action completed	Student Administration
12.3	Converted data files	Review 3 years after action completed	Student Administration
12.4	Departmental Summary Sheets	Destroy 1 year after action completed	Academic Departments
13.	**SCHOLARSHIPS, PRIZES, AWARDS**		
13.1	Advice from Faculties to Student Administration	Retain Permanently	Retain in Student Administration for 3 years then transfer to Records Services
13.2	Rhodes Scholarships	Retain Permanently	Retain in Student Administration for 3 years then transfer to Records Services

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
13.3	Postgraduate Scholarships		
	- Successful administered by Graduate Studies	Place on Student file	Graduate Studies
	- Successful administered by Office of DVC Research	Destroy 3 years after completion of scholarship	Transfer to Records Services on completion
	- Successful declined	Destroy 2 years after determination	Retain in office for 1 year then transfer to Records Services
	- Unsuccessful	Destroy 2 years after determination	Retain in office for 1 year then transfer to Records Services
	- Incomplete	Destroy 2 years after determination	Retain in office for 1 year then transfer to Records Services
14.	**SYSTEMS**		
14.1	MERLIN Login Audit – Weekly Audit Reports	Destroy 3 months after action completed	Student Administration
14.2	DEETYA Data Collection	Destroy when administrative use ceases	Student Administration
14.3	Archival Retrieval of Student Records	Destroy when completed	Student Administration
14.4	Request for Information from MERLIN	Destroy when action completed	Student Administration

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY / TRANSFER
14.5	Request to Delete a Year of a Course or a Student From Records	Destroy 3 years after action completed	Student Administration
14.6	Request for Allocation of a New Subject Number	Destroy when action completed	Student Administration
14.7	Request for Allocation of a Course Code	Destroy when action completed	Student Administration
14.8	Department/Faculty Access form	Destroy when superseded	Student Administration
14.9	Order for Computing Services	Destroy when superseded	Student Administration
15.	**THESIS**		
15.1	Thesis submission/resubmission	Place on Student File	Graduate Studies
15.2	Synopsis	Place on Student File	Graduate Studies
15.3	Confidentiality arrangements	Place on Student File	Graduate Studies
15.4	Candidates Declarations	Place on Student File	Graduate Studies
15.5	Thesis Allowance	Place on Student File	Graduate Studies

PART THREE - ACADEMIC DEPARTMENT STUDENT RECORDS

NOTE: This section of the disposal schedule refers to records created and maintained by Academic Departments and Schools. It does not refer to records created and maintained by Faculty Offices and Student Administration.

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY
16.	**ACADEMIC DEPARTMENT STUDENT RECORDS**		
16.1	Exam Script Books -Subject to Appeal, Complaint, Grievance or Investigation	Destroy 6 months after results published Destroy 6 months after finalisation of appeal, complaint, grievance or investigation	Academic Departments Academic Departments
16.2	Exam Question Papers - copy sent to University Library - copy NOT sent to University Library	 Destroy when reference ceases Retain Permanently	 Academic Departments Academic Departments
16.3	Essays & Assignment Papers Not Returned to Students	Destroy 6 months after end of semester	Academic Departments
16.4	Examiners Nomination, Notification, Reports	Destroy 3 years after completion	Academic Departments
16.5	Supplementary Assessment Arrangements	Destroy 1 year after action completed	Academic Departments

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY
16.6	Quality of Teaching		
	- Subject forms (stem questions)	Destroy 6 months after processing	Academic Departments
	- Additional questions	Retain sample	Academic Departments
	- Departmental Summary sheets	Destroy when administrative use ceases	Academic Departments
16.7	Practicum Reports	Destroy 3 years after completion of course	Dept of Fieldwork and School Experience
16.8	School Evaluation Reports	Destroy 3 years after completion of course	Dept of Fieldwork and School Experience
16.9	Academic Department Student files[2] **Note: All original documents should be placed on Faculty Student Files**		
	- Undergraduate	Destroy on Completion or Termination	Academic Department
	- Postgraduate	Destroy on Completion or Termination	Academic Department
	- PhD Students	Destroy 2 years after completion or termination	Academic Department

[2] In cases where obligations to students for example the provision of academic transcripts, cannot be met via MERLIN (as may be the case with records created by amalgamated and affiliated institutions pre amalgamation / affiliation) it is likely that the student files will be of continuing value. In these instances Records Services should be contacted for further advice.

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY
16.10	Applications for admission to degree or diploma & supporting documentation		
	- Successful	Place on Student File	Faculty Office
	- Unsuccessful	Destroy 1 year after determination	Retain in office
	- Incomplete	Destroy 1 year after determination	Retain in office
	- Appeals	Destroy 2 years after determination of appeal	Retain in office
16.11	General inquiries concerning admission requirements etc	Destroy 6 months after action is completed	Academic Departments

PART FOUR - TAFE STUDENT RECORDS

NOTE: This section of the disposal schedule refers to records created and maintained by TAFE. It does not refer to records created and maintained by Faculty Offices, Student Administration and Academic Departments and Schools.

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY
17.	**STARS**		
17.1	Electronic System	Maintain & migrate data as upgraded	ILFR
17.2	STARS Printouts	Destroy when administrative use ceases	ILFR
18.	**TAFE STUDENT FILE**	Destroy 5 years after completion or termination	ILFR Campus
19.	**UNSUCCESSFUL TAFE APPLICATIONS**	Destroy 1 year after determination	ILFR Campus
20.	**SUCCESSFUL TAFE APPLICATIONS WHERE OFFER NOT TAKEN UP**	Destroy 1 year after determination	ILFR Campus
21.	**REGISTERS:** Inc: Student Attendance Validation, Student Assessment, Register of Student Marks for all TAFE Courses	Destroy 3 years after register closed	ILFR Campus
22.	**ACADEMIC TRANSCRIPTS**	Destroy if not claimed	ILFR Campus
23.	**RESULTS**		

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY
23.1	Original Results Submitted by Academics	Retain Permanently	ILFR Campus or Records Services
23.2	Board of Examiners Reports	Retain Permanently	ILFR Campus or Records Services
23.3	Results Amendment Forms (submitted by academics)	Retain Permanently	ILFR Campus or Records Services
23.4	Supplementary Assessment Records	Retain Permanently	ILFR Campus or Records Services
23.5	Disputed or Appealed Results	Place On Student File	
24.	**EXAMINATIONS**		
24.1	Final Assessment/Exam Papers	Retain Permanently	Transfer to ILFR Campus Library 6 months after examination held
24.1	Exam Script Books	Destroy 3 years after results published	ILFR Department
25.	**ASSESSMENT**		
25.1	Apprentice Records	Place on TAFE Student File	
25.2	Flexible Delivery	Place on TAFE Student File	

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY
25.3	VET in Schools	Place on TAFE Student File	
25.4	Workplace Assessments	Place on TAFE Student File	
25.5	Assessment Return Sheets	Place on TAFE Student File	
26.	**SPECIAL CONSIDERATION RECORDS**	Place on TAFE Student File	
27.	**SUBJECT EVALUATIONS**	Destroy when administrative use ceases	ILFR Campus
28.	**UNCOLLECTED STUDENT WORK /ASSIGNMENTS**	Destroy 6 months after date of work/assignment	ILFR campus
29.	**STUDENT ACCOMMODATION**		
29.1	Accommodation Applications	Place on TAFE Student File	
29.2	Accommodation Fees Records	Place on TAFE Student File	

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