

RECORDS SERVICES

UNIVERSITY OF MELBOURNE

RECORDS DISPOSAL SCHEDULE NO. 18

**ACADEMIC DEPARTMENTS & SCHOOLS**

Records Services  
1997

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**ACADEMIC DEPARTMENTS & SCHOOLS**

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**Academic Registrar**

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**University Archivist**

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**Registrar**

**1997**

Records Disposal Schedule No. 18  
Academic Departments & Schools

**TABLE OF CONTENTS**

INTRODUCTION.....	6
ACCIDENTS .....	11
ACCOMMODATION .....	11
ADVERTISING .....	12
AFFILIATIONS .....	12
AGREEMENTS .....	13
AMALGAMATIONS.....	13
APPEALS.....	13
ASSESSMENT.....	13
ASSIGNMENT PAPERS.....	14
AWARDS .....	14
BEQUESTS.....	14
BUILDINGS & PROPERTIES .....	15
BURSARIES .....	15
BUSINESS & INDUSTRY .....	16
CHAIRS.....	16
CIRCULARS .....	16
CLASSROOM ALLOCATION .....	17
COMMITTEES .....	17
COMPLAINTS.....	19
CONFERENCES & SEMINARS .....	19
CONFERRINGS.....	20
CONSULTANCIES.....	21
CONTINUING EDUCATION .....	21
COPYRIGHT.....	21
COURSES .....	22
DEGREES.....	25
DELEGATION OF AUTHORITY .....	27
DISCIPLINE & MISCONDUCT .....	28
DISCOVERY DAY.....	28
DONATIONS.....	29
ENDOWMENTS.....	29
ENROLMENT & RE-ENROLMENT .....	29
EQUAL OPPORTUNITY .....	30
EQUIPMENT.....	30
ESSAYS.....	31
ESTATES.....	31
ETHICS.....	31
EXAMINATIONS .....	31
EXAMINERS.....	33
EXCHANGE PROGRAMS & AGREEMENTS .....	33
EXCURSIONS .....	34
EXHIBITIONS .....	34
EXTERNAL ORGANISATIONS .....	34
FEES.....	34
FELLOWSHIPS.....	36

Records Disposal Schedule No. 18  
Academic Departments & Schools

FINANCE .....	36
FREEDOM OF INFORMATION .....	40
FUNCTIONS .....	40
FUNDING .....	41
FUNDRAISING .....	42
GOVERNMENT - COMMONWEALTH & STATE .....	42
GRANTS .....	42
HALLS OF RESIDENCE .....	43
HECS .....	43
INFORMATION TECHNOLOGY .....	43
INSURANCE .....	45
INVENTIONS .....	46
KEYS .....	46
LEAVE .....	46
LECTURE THEATRES .....	48
LEGISLATION .....	49
LETTERS OF APPRECIATION .....	49
LIBRARY .....	49
MAIL .....	50
MAINTENANCE .....	50
MANUALS .....	50
MARKETING & PROMOTION .....	51
MEDALS .....	51
MEDIA .....	52
MEMORANDUM OF UNDERSTANDING .....	52
MOTOR VEHICLES .....	52
OCCUPATIONAL HEALTH & SAFETY .....	52
OPEN DAY .....	53
ORIENTATION WEEK .....	54
ORGANISATION CHARTS .....	54
PARKING & TRAFFIC .....	54
PATENTS .....	55
PHOTOGRAPHIC RECORDS .....	55
PLANNING .....	55
PRACTICUM REPORTS .....	57
PRINTING .....	58
PRIZES .....	58
PROFESSIONAL ASSOCIATIONS .....	58
PUBLIC LECTURES .....	58
PUBLICATIONS .....	59
RECORDS MANAGEMENT & ARCHIVES .....	60
REPORTS .....	61
RESEARCH .....	62
RESULTS .....	63
REVIEWS .....	64
SCHOLARSHIPS .....	65
SERVICES .....	66
SIGNATURE AUTHORITIES .....	67
STAFF .....	67
STAFF ASSOCIATIONS .....	74
STANDING RESOLUTIONS .....	74
STATIONERY .....	74
STATISTICS .....	74
STUDENT SELECTION .....	75

Records Disposal Schedule No. 18  
Academic Departments & Schools

STUDENTS.....	76
STUDENTS WITH DISABILITIES.....	79
STUDENTSHIPS .....	79
SUMMER SCHOOL PROGRAM .....	80
SURVEYS.....	80
TAXATION .....	80
TEACHING.....	81
THESIS .....	82
TIMETABLES.....	82
TRANSPORT .....	82
TRAVEL .....	83
TUITION.....	83
UNIVERSITY AGENCIES .....	83
VISITS & VISITORS.....	84
WASTE DISPOSAL .....	84
WORKERS COMPENSATION .....	84
INDEX .....	86

## 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 which lists various classes of records and specifies 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 Academic Departments & Schools 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 Intermediate Storage when they are no longer required by staff.

This ensures :

- ◆ consistent, lawful and timely disposal of records;

Records Disposal Schedule No. 18  
Academic Departments & Schools

- ◆ that papers retained in the office environment are kept to a necessary minimum by discarding periodically those deemed temporary and;
- ◆ that records are retained for administrative, legal, financial and archival requirements

The Academic Departmental & Schools Records Disposal Schedule has been developed from information gathered from, and in consultation with:

Director, Student and Academic Services  
University Solicitor  
Internal Auditor  
University Archivist  
Risk Management Office  
Department of Fine Arts  
Department of Economics  
Department of Psychiatry  
School of Physics  
School of Languages

## **SCOPE**

The Academic Departmental & Schools Records Disposal Schedule is intended to cover operational administrative records common to academic departments and schools. The records covered by this records disposal schedule include both paper and electronic formats.

The Academic Departmental & Schools Records Disposal Schedule does not cover student records. Student records are covered by Records Disposal Schedule No. 17 - Student Records.

The Academic Departmental & Schools Records Disposal Schedule has been developed to deal with current and future records created within academic departments and schools, as well as those records which are no longer created.

## **ELECTRONIC RECORDS**

While the management of paper-based records relating to an activity is often handled satisfactorily, the related electronic records are often neglected because the records are "invisible". Legislation requiring the retention of records does not distinguish between paper and electronic records.

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 on extensions 46996, 44225 or 49741.

## **PROGRAMMING OF PLANNED DISPOSAL**

To ensure effective control of non-current records and to facilitate optimum 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 ACADEMIC DEPARTMENTAL & SCHOOLS RECORDS DISPOSAL SCHEDULE**

The entries in the Academic Departmental & Schools 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. This indicates how long records are to be retained by the department before being destroyed or transferred to Intermediate Storage. The retention period specified is the minimum requirement and can be extended with sufficient reason by staff of any department or school.

### ***Terminology Used In The Academic Departmental & Schools Records Disposal Schedule***

#### *Entry No.*

This is a sequential reference number which has been linked to the record subjects.

#### *Subject and Activity*

The records are initially listed by broad subject, and then further defined into activity types within each subject.

#### *Retention/Destruction*

This indicates how long records are to be retained by the department before being destroyed or transferred to Intermediate Storage. This column uses an expression "Destroy when superseded", which means that the records can be destroyed when new versions are created. It also uses the term "Destroy when administrative use ceases", which means that the records identified can be destroyed when they are no longer needed. This period differs from office to office, and depends on the office 'comfort zone' of when the department or school feel the information is no longer relevant.

#### *Custody/Transfer*

This indicates the department or school as being responsible for the records destruction, or instructs the department or school to transfer the records to Records Services for longer term retention.

#### *Prime Source*

This column specifies the department responsible for maintaining the prime record. That department will retain the prime record in accordance with their own separate legislative, financial, administrative and archival obligations. It may mean that the prime record is retained permanently or it may mean that it is destroyed at a time in the future when all necessary legislative, financial, administrative and archival obligations have been served. If there is an entry in this column, the user of the disposal schedule can be assured that all the department or school holds is a copy of the prime record, and therefore it can be destroyed after the period specified.

***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 relevant 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 Academic Departmental & Schools 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**

There are three classes of records authorised for destruction which require different methods of disposal:

- sensitive
- confidential
- normal routine.

**Sensitive** records contain information about individuals (eg. staff, students, donors), tender bids, financial reports, information given in confidence or records related to investigations. These sensitive records should be shredded or placed into confidential wheelie bins. The security provided by the shredding of records depends on how fine the paper is shredded. For highly sensitive records, cross shredding may be necessary.

- Confidential wheelie bins can be obtained from the Mailroom. Alternatively, if you are destroying a large volume of sensitive records a contractor can be used to destroy records on your behalf. Contractors providing secure destruction services can collect records from your department for destruction, or you can deliver records to them. For sensitive and confidential records the use of lockable wheelie bins is appropriate. These bins are collected by the contractor and the contents destroyed in a secure manner. Records Services can provide details of contractors providing secure document destruction services.

**Confidential** records are those which would also need to be disposed of in a secure manner due to their confidential nature. These records are created for viewing by a finite number of people and not available for unlimited access. Confidential records can be placed into *Confidential Waste Bags* (also known as *Wetbags*) available from Stationery Store. Bags should be securely sealed with tape. Building Supervisors should be contacted to have the bags removed. The bags are collected from the University once a week and taken off site for pulping.

**Normal routine** records can be destroyed under normal administrative practice. These records comprise, but are not limited to the following - draft documents, working papers of a routine nature used in the preparation of other documents,

Records Disposal Schedule No. 18  
Academic Departments & Schools

duplicates and information copies, 'junk mail', and address lists. These records can be destroyed using the usual methods of recycling or waste disposal methods.

**Note** - Pins, staples, clips and folders should be extracted from all records prior to destruction.

\* Records Services recommends that a list of all records destroyed in accordance with the Academic Departmental & Schools Records Disposal Schedule, be retained within the office filing system, as reference.

## **TRANSFER OF RECORDS**

Records identified for permanent or temporary retention by Records Services should be listed, boxed and transferred to Records Services, who should be notified prior to transfer of records. Records Services will provide archive boxes and **Transferring Records to Intermediate Storage instructions**. The instructions are also available on <http://www.unimelb.edu.au/records/pdf/transferfactsheet.pdf>.

## **AMENDMENT AND UPDATING**

The Academic Departmental & Schools Records Disposal Schedule is a reflection of current practice and procedures. Consequently it 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 Academic Departmental & Schools 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 the Information Management Analysts.

The Academic Departmental & Schools Records Disposal Schedule will be regularly reviewed to ensure that it complies with current practice.

## **CONTACTS**

Manager Records Services	Donna Mc Rostie	x46996
Information Management Analysts	Peter Bode	x44225
	Lucinda Davies	x49741

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
1.	<b>ACCIDENTS</b> <i>see also</i> WORKERS COMPENSATION			
1.1	Documentation relating to <b>notification of incidents</b> (includes <b>accident investigation forms [S3 form]</b> and <b>first aid records</b> )	Destroy 2 years after notification	Retain in department/school until destroyed	Risk Management Office
2.	<b>ACCOMMODATION</b>			
2.1	<b>Correspondence</b>			
2.1.1	- <b>routine</b> correspondence concerning departmental/school accommodation	Destroy 2 years after date of correspondence	Retain in department/school until destroyed	Property Planning & Development
2.1.2	- <b>significant</b> correspondence relating to major accommodation changes eg. relocation of department/school	Destroy 3 years after file closed	Retain in department/school until destroyed	Property Planning & Development
2.1.3	- accommodation <b>arrangements made with external organisations</b> eg. leases	Destroy 7 years after completion of arrangements	Retain in department/school until destroyed	External Organisations
2.2	<b>External information</b> regarding accommodation eg. brochures	Destroy when reference ceases	Retain in department/school until destroyed	External Organisations

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
2.3	Copies of <b>floor plans</b>	Destroy when superseded	Retain in department/school until destroyed	Property Planning & Development
2.4	<b>Temporary</b> accommodation arrangements made either internally or externally	Destroy 2 years after cessation of accommodation	Retain in department/school until destroyed	University Offices or External Organisations
<b>3.</b>	<b>ADVERTISING</b>			
3.1	Copies of <b>staff vacancies</b> advertised * where recruitment has not been handled by Human Resources	Destroy 1 year after vacancy filled	Retain in department/school until destroyed	
3.2	Copies of <b>advertising request forms</b>	Destroy 1 year after date of form	Retain in department/school until destroyed	Human Resources
3.3	<b>Policy &amp; procedures</b> regarding university advertising	Destroy when superseded	Retain in department/school until destroyed	Central Records
3.4	<b>Advertising material</b> sent to department/school by external sources	Destroy when reference ceases	Retain in department/school until destroyed	
<b>4.</b>	<b>AFFILIATIONS</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
4.1	Correspondence between department/school & external organisations concerning the <b>external organisation becoming an affiliate</b> of the department/school	Retain permanently	Transfer to Records Services	Central Records
<b>5.</b>	<b>AGREEMENTS</b>			
5.1	Documentation concerning <b>academic agreements</b> between department/school & external organisations	Retain permanently	Transfer to Records Services	Central Records
<b>6.</b>	<b>AMALGAMATIONS</b>			
6.1	Documentation concerning <b>amalgamations</b> <ul style="list-style-type: none"> <li>• <b>either between department/school &amp; external organisations, or departmental amalgamations between internal University departments</b></li> </ul>	Retain permanently	Transfer to Records Services	Central Records
<b>7.</b>	<b>APPEALS</b>			
7.1	Documentation relating to <b>appeals organised by the department/school</b>	Retain permanently	Transfer to Records Services	Central Records
<b>8.</b>	<b>ASSESSMENT</b> <i>see also</i> EXAMINATIONS			
8.1	Policy, procedure & general information relating to university <b>assessment methods</b>	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
8.2	<b>Supplementary Assessment Arrangements</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
8.3	<b>Assessment return sheets</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
8.4	<b>Appeals Against Assessments</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>	* should be placed on individual student file		
9.	<b>ASSIGNMENT PAPERS</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
10.	<b>AWARDS</b> <i>see also</i> PRIZES			
10.1	<b>Policy, procedure</b> & general information relating to awards	Destroy when superseded	Retain in department/school until destroyed	Central Records
10.2	Documentation relating to <b>specific awards</b> , including correspondence with the award recipients, lists of recipients & arrangements for award ceremonies	Retain permanently	Transfer to Records Services	
11.	<b>BEQUESTS</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
11.1	<b>Policy, procedure</b> & general information relating to bequests	Destroy when superseded	Retain in department/school until destroyed	Central Records
11.2	Documentation relating to <b>specific bequests</b>	Retain permanently	Transfer to Records Services	Central Records
<b>12.</b>	<b>BUILDINGS &amp; PROPERTIES</b>			
12.1	Documentation concerning the <b>management of a property</b> by the department/school for research or teaching purposes eg. a farm	Destroy 2 years after file closed	Retain in department/school until destroyed	Property Planning & Development
12.2	Documentation relating to <b>major works</b> /construction & alterations carried out for department/school	Destroy when superseded	Retain in department/school until destroyed	Property Planning & Development
12.3	Documentation relating to <b>minor works</b> /building projects carried out for department/school accommodation	Destroy 2 years after file closed	Retain in department/school until destroyed	Property Planning & Development
<b>13.</b>	<b>BURSARIES</b>			
13.1	<b>Policy, procedures</b> & general information relating to bursaries	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
13.2	Documentation relating to <b>specific bursaries</b>	Retain permanently	Transfer to Records Services	
<b>14.</b>	<b>BUSINESS &amp; INDUSTRY</b>			
14.1	Correspondence documenting the <b>relationship between the department/school &amp; the business/industry</b> associated with its discipline (ie. correspondence - of evidential value; on behalf of the University; affecting the conduct of business; planning and policy)	Retain permanently	Transfer to Records Services	
<b>15.</b>	<b>CHAIRS</b>			
15.1	<b>Procedures</b> for Chair selection	Destroy when superseded	Retain in department/school until destroyed	Central Records
15.2	<b>Chair Files specific to the department/school</b>	Retain permanently	Transfer to Records Services	Central Records
<b>16.</b>	<b>CIRCULARS</b>			
16.1	<b>General information</b> received by department/school	Destroy when reference ceases	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
17.	<b>CLASSROOM ALLOCATION</b>			
17.1	<b>Arrangements</b> relating to classroom allocations	Destroy 6 months after arrangements concluded	Retain in department/school until destroyed	Office of Director Student & Academic Services
18.	<b>COMMITTEES</b>			
18.1	<b>Departmental/School Committees</b>			
18.1.1	- <b>official minutes</b> , signed minutes & agenda	Retain permanently	Transfer to Records Services	
18.1.2	- <b>correspondence &amp; associated documents</b>	Retain permanently	Transfer to Records Services	
18.1.3	- <b>duplicate copies</b> of minutes	Destroy when reference ceases	Retain in department/school until destroyed	
18.1.4	- <b>membership</b> / student representation	Destroy when reference ceases	Retain in department/school until destroyed	
18.1.5	- <b>nominations/elections</b>	Destroy after election process is complete	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
18.2	<b>Committees of Central Administration</b>			
18.2.1	- <b>courtesy copies</b> of minutes & agenda	Destroy when reference ceases	Retain in department/school until destroyed	Records Services
18.2.2	- <b>procedures</b>	Destroy when superseded	Retain in department/school until destroyed	Records Services
18.2.3	- <b>membership</b> , student representation	Destroy when reference ceases	Retain in department/school until destroyed	Records Services
18.3	<b>Committees of other Faculties, Departments, Offices, or External Organisations</b>			
18.3.1	- <b>courtesy copies</b> of minutes & associated documents	Destroy when reference ceases	Retain in department/school until destroyed	Other Faculties, Departments, Offices or External Organisations
18.3.2	- <b>nominations/elections</b>	Destroy when reference ceases	Retain in department/school until destroyed	Other Faculties, Departments, Offices or External Organisations

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
18.3.3	- <b>membership</b>	Destroy when reference ceases	Retain in department/school until destroyed	Other Faculties, Departments, Offices or External Organisations
18.4	<b>Committees of the Student Union</b>			
18.4.1	- <b>courtesy copies</b> of minutes & associated documents	Destroy when reference ceases	Retain in department/school until destroyed	Student Union
18.4.2	- <b>student representation</b>	Destroy when reference ceases	Retain in department/school until destroyed	Student Union
<b>19.</b>	<b>COMPLAINTS</b>			
19.1	Documentation relating to <b>routine complaints</b> received by the department/school or Central Administration concerning the department/school	Destroy 1 year after last date of documentation	Retain in department/school until destroyed	
19.2	<b>Complaints involving substantial research</b> and/or the preparation of extensive briefs and reports	Retain permanently	Transfer to Records Services	
<b>20.</b>	<b>CONFERENCES &amp; SEMINARS</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
20.1	Significant records relating to <b>organisation and administrative arrangements of major conferences</b> , conventions, seminars, workshops held by the department/school	Retain permanently	Transfer to Records Services	
20.2	<b>Attendance by staff</b> at conferences organised by other organisations	Destroy 2 years after date of conference	Retain in department/school until destroyed	
20.3	Documentation related to <b>expenses incurred by staff</b> by attending conferences which are subject to Fringe Benefit Tax	Destroy 5 years after date of documentation	Retain in department/school until destroyed	
20.4	<b>Proposals</b> or arrangements for conferences which did not eventuate	Destroy when reference ceases	Retain in department/school until destroyed	
20.5	<b>Brochures, programs</b> and other publicity materials regarding conferences produced by other organisations	Destroy when reference ceases	Retain in department/school until destroyed	
20.6	<b>Conference papers</b> produced by external conferences	Destroy when reference ceases	Retain in department/school until destroyed	
20.7	<b>Papers presented by senior university staff</b> or documenting information of major significance to the university	Retain permanently	Transfer to Records Services	
<b>21.</b>	<b>CONFERRINGS</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
21.1	Documentation regarding <b>staff &amp; student attendance of conferring ceremonies</b> eg. attendance registrations, schedules of conferrings	Destroy when reference ceases	Retain in department/school until destroyed	Student Administration
<b>22.</b>	<b>CONSULTANCIES</b>			
22.1	<b>Policy, procedures</b> & general information regarding consultancy work undertaken by departmental/school staff for external organisations	Destroy when superseded	Retain in department/school until destroyed	Central Records, Human Resources
22.2	Documentation concerning specific <b>consultancy work undertaken by department/school</b> staff for external organisations	Retain permanently	Transfer to Records Services	
22.3	Documentation concerning <b>consultancy work commissioned by the department/school</b>	Retain permanently	Transfer to Records Services	
<b>23.</b>	<b>CONTINUING EDUCATION</b> <i>see also</i> COURSES			
23.1	<b>Policy, procedures</b> & general information regarding development & administration of continuing education, and community access programs	Destroy when superseded	Retain in department/school until destroyed	Central Records
23.2	Documentation relating to <b>development of specific continuing education programs &amp; community access programs</b>	Retain permanently	Transfer to Records Services	
<b>24.</b>	<b>COPYRIGHT</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
24.1	<b>General information</b> regarding the university's compliance with the Copyright Act or agreements regarding - written texts - audio visual media	Destroy when superseded	Retain in department/school until destroyed	Central Records
<b>25.</b>	<b>COURSES</b>			
25.1	<b>Undergraduate Courses</b> (includes Graduate Diplomas)			
25.1.1	- Correspondence relating to <b>planning, development, structure or abolition of course content</b>	Retain permanently	Transfer to Records Services	
25.1.2	- <b>Routine documentation</b> relating to students undertaking courses eg. proforma correspondence, lists of students enrolled in particular courses, notices	Destroy 2 years after file closed	Retain in department/school until destroyed	
25.2	<b>Postgraduate Diploma Courses</b>			
25.2.1	- Correspondence relating to <b>planning, development, structure or abolition of course content</b>	Retain permanently	Transfer to Records Services	
25.2.2	- <b>Routine documentation</b> relating to students undertaking courses eg. proforma correspondence, lists of students enrolled in particular courses, notices	Destroy 2 years after file closed	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
25.3	<b>Masters Courses</b>			
25.3.1	- Correspondence relating to <b>planning, development, structure or abolition of course content</b>	Retain permanently	Transfer to Records Services	
25.3.2	- <b>Routine documentation</b> relating to students undertaking courses eg. proforma correspondence, lists of students enrolled in particular courses, notices	Destroy 2 years after file closed	Retain in department/school until destroyed	
25.4	<b>Ph D Courses</b>			
25.4.1	- <b>policy, procedure</b> & general information PhD studies	Destroy when superseded	Retain in department/school until destroyed	Central Records
25.4.2	- <b>routine documentation</b> relating to students undertaking courses eg. proforma correspondence, lists of students enrolled in particular courses, notices	Destroy 2 years after file closed	Retain in department/school until destroyed	
25.5	<b>Short courses</b>			
25.5.1	- <b>policy, procedure</b> & general information relating to short courses	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
25.5.2	- documentation concerning the <b>development &amp; operation</b> of departmental/school short courses	Retain permanently	Transfer to Records Services	
25.6	Material relating to <b>reviews of courses</b> <i>see also</i> Reviews	Retain permanently	Transfer to Records Services	
25.7	Material relating to <b>evaluations of courses</b>			
25.7.1	- <b>general information</b> regarding the evaluation processes	Destroy when superseded	Retain in department/school until destroyed	
25.7.2	- specific <b>results from evaluation</b> process eg. questionnaires, tables depicting evaluation results	Destroy 1 year after file closed	Retain in department/school until destroyed	
25.8	<b>Collaborative, combined and negotiated courses</b> correspondence, including associated papers eg. reports	Retain permanently	Transfer to Records Services	
25.9	Information regarding <b>outside courses</b>	Destroy when superseded	Retain in department/school until destroyed	
25.10	<b>Changes to courses</b>			
25.10.1	- <b>guidelines</b> and other general university policy relating to course changes	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
25.10.2	- <b>proposals</b> for course changes, including completed forms and papers or reports	Destroy 2 years after file closed	Retain in department/school until destroyed	Central Records
25.11	<b>Class lists</b>	Destroy 2 years after file closed	Retain in department/school until destroyed	Student Administration
25.12	<b>Enquiries</b>	Destroy 6 months after date of enquiry	Retain in department/school until destroyed	
25.13	<b>Practical Work</b>	Destroy 5 years after file closed	Retain in department/school until destroyed	
<b>26.</b>	<b>DEGREES</b> <i>see also</i> COURSES, CONFERRINGS			
26.1	Documentation regarding <b>structure of individual degrees</b>	Retain permanently	Transfer to Records Services	
26.2	<b>Undergraduate Degrees</b>			
26.2.1	- <b>Policy, procedures</b> & general information regarding undergraduate degrees	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
26.2.2	- Documentation relating to the <b>planning, development, structure or abolition of specific undergraduate degrees</b>	Retain permanently	Transfer to Records Services	
26.3	<b>Higher Degrees</b>			
26.3.1	- <b>policy, procedures</b> & general information regarding higher degrees	Destroy when superseded	Retain in department/school until destroyed	Central Records
26.3.2	- documentation relating to <b>planning, development &amp; structure or abolition of specific higher degrees</b>	Retain permanently	Transfer to Records Services	
26.4	<b>Honorary Degrees</b>			
26.4.1	- <b>policy, procedures</b> & general information regarding honorary degrees	Destroy when superseded	Retain in department/school until destroyed	Central Records
26.4.2	- documentation relating to <b>bestowing of honorary degrees associated with department/school</b>	Retain permanently	Transfer to Records Services	Central Records
26.5	<b>Masters Degrees</b>			
26.5.1	- <b>policy, procedures</b> & general information relating to administration of masters degrees	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
26.5.2	- documentation concerning the <b>development &amp; operation</b> of masters degrees, particular to department/school	Retain permanently	Transfer to Records Services	
26.6	<b>PhD Degrees</b>			
26.6.1	- policy, procedure & general information regarding PhD degrees	Destroy when superseded	Retain in department/school until destroyed	Central Records
26.7	<b>Postgraduate Degrees</b>			
26.7.1	- <b>policy, procedures</b> & general information regarding postgraduate degrees	Destroy when superseded	Retain in department/school until destroyed	Central Records
26.7.2	- documentation relating to the <b>planning, development structure or abolition of specific postgraduate degrees</b>	Retain permanently	Transfer to Records Services	
<b>27.</b>	<b>DELEGATION OF AUTHORITY</b>			
27.1	Documentation relating to <b>delegation of power</b> , enabling someone to act on another's behalf	Destroy 1 year after file closed	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>28.</b>	<b>DISCIPLINE &amp; MISCONDUCT</b>			
28.1	<b>Staff</b>			
28.1.1	- <b>policy, procedures</b> & general information relating to misconduct & disciplinary action against staff	Destroy when superseded	Retain in department/school until destroyed	Human Resources
28.1.2	- <b>individual misconduct &amp; disciplinary cases</b>	* Should be placed on individual staff file		Human Resources
28.2	<b>Students</b>			
28.2.1	- <b>policy, procedures</b> & general information relating to misconduct & disciplinary action against students	Destroy when superseded	Retain in department/school until destroyed	Central Records
28.2.2	- <b>individual misconduct &amp; disciplinary cases</b>	* Should be placed on individual student file		Faculty Office, Academic Registrar
<b>29.</b>	<b>DISCOVERY DAY</b>			
29.1	<b>Policy, procedure &amp; general information</b> relating to the operations of Discovery Day	Destroy when superseded	Retain in department/school until destroyed	Central Records, Communications Unit

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
29.2	Documentation regarding the <b>departmental/school participation</b> in Discovery Day	Destroy when superseded	Retain in department/ school until destroyed	Communications Unit
<b>30.</b>	<b>DONATIONS</b>			
30.1	Correspondence with donors	Retain permanently	Transfer to Records Services	Central Records
<b>31.</b>	<b>ENDOWMENTS</b>			
31.1	Policy, procedure & general information relating to endowments	Destroy when superseded	Retain in department/school until destroyed	Central Records
31.2	Documentation relating to specific endowments	Retain permanently	Transfer to Records Services	Central Records
<b>32.</b>	<b>ENROLMENT &amp; RE-ENROLMENT</b>			
32.1	<b>Policy, procedure</b> & general information regarding enrolment & re-enrolment	Destroy when superseded	Retain in department/school until destroyed	Central Records
32.2	<b>Correspondence with individual students</b>	* Should be placed on individual student file		Faculty Office

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
32.3	<b>Quotas</b> - correspondence relating to subject and course numbers of students	Destroy 7 years after file closed	Retain in department/school until destroyed	Central Records
<b>33.</b>	<b>EQUAL OPPORTUNITY</b>			
33.1	<b>Policy &amp; general information</b> regarding equal opportunity issues eg. Affirmative Action, Sexual Harassment	Destroy when superseded	Retain in department/school until destroyed	Central Records, Human Resources
<b>34.</b>	<b>EQUIPMENT</b>			
34.1	Correspondence & related documents concerning the <b>purchase &amp; maintenance of equipment</b>	Destroy 7 years after date of documentation	Retain in department/school until destroyed	
34.2	<b>General information</b> regarding equipment & furniture eg. product brochures	Destroy when reference ceases	Retain in department/school until destroyed	
34.3	<b>Inventories</b> - listings of equipment and furniture	Destroy when superseded	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
35.	<b>ESSAYS</b>  * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
36.	<b>ESTATES</b>			
36.1	Documentation concerning <b>deceased estates affiliated with the department/school</b>	Retain permanently	Transfer to Records Services	Central Records
37.	<b>ETHICS</b>			
37.1	<b>Policy, procedure</b> & general information regarding ethics associated with the discipline's professions eg. human research ethics	Destroy when superseded	Retain in department/school until destroyed	
37.2	Documentation concerning <b>specific ethical issues dealt with by the department/school regarding the associated discipline/s eg. AIDS</b> * this does not include matters relating to individuals	Retain permanently	Transfer to Records Services	
38.	<b>EXAMINATIONS</b>			
38.1	Information regarding general <b>university policy &amp; procedures for the conduct of examinations</b>	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
38.2	Documentation regarding <b>departmental/school policy &amp; procedures for the conduct of examinations</b>	Destroy when superseded	Retain in department/school until destroyed	
38.3	Correspondence regarding the <b>administration of departmental/school examinations</b>	Destroy when administrative use ceases	Retain in department/school until destroyed	Student Administration
38.4	<b>Exam Question Papers</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
38.5	<b>Exam Script Books</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
38.6	<b>Appeals</b> against examination results	* Should be placed on individual student file		Faculty Office
38.7	<b>Supporting material that documents how assessments recorded on examination script books lead to a student's final grade in a subject.</b>  Includes: <ul style="list-style-type: none"> <li>• Protocols for ensuring consistency of grading approaches in the case of multiple examiners (including the use of marking guides and double-marking regimes)</li> </ul>	Destroy 6 months after results published;  or where the examination result is subject to an appeal, complaint, grievance or investigation, then destroy 6 months after	Retain in department/school until destroyed	Academic Departments and Schools

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
	<ul style="list-style-type: none"> <li>• Protocols for ensuring compliance with requirements concerning Fail results in accordance with Statute 12.3.8 and Regulation 12.3.9.R1</li> <li>• Marking guides used in the assessment process</li> <li>• Records of original assessment outcomes and any scaling and adjustment processes used to translate raw assessment outcomes into final subject marks.</li> </ul>	finalisation of the appeal, complaint, grievance or investigation		
<b>39.</b>	<b>EXAMINERS</b>			
39.1	<b>Examiners Nomination, Notification, Reports</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
39.2	Material relating to the <b>administration and processes followed by examiners</b> eg. examiners' instructions	Destroy when superseded	Retain in department/school until destroyed	Student Administration
<b>40.</b>	<b>EXCHANGE PROGRAMS &amp; AGREEMENTS</b>			
40.1	<b>Policy, procedure</b> and general information regarding exchange agreements eg. guidelines	Destroy when superseded	Retain in department/school until destroyed	Central Records
40.2	Copies of exchange programs & agreements (including associated papers) which <b>directly involve the department/school</b>	Retain permanently	Transfer to Records Services	Central Records, International Office

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>41.</b>	<b>EXCURSIONS</b>			
41.1	Documentation relating to <b>excursions undertaken by staff &amp; students of the department/school</b>	Destroy 2 years after file closed	Retain in department/school until destroyed	
<b>42.</b>	<b>EXHIBITIONS (PRIZES)</b>			
42.1	<b>Policy, procedure</b> & general information relating to exhibitions	Destroy when superseded	Retain in department/school until destroyed	Central Records
42.2	Documentation relating to <b>specific exhibitions</b>	Retain permanently	Transfer to Records Services	Central Records
<b>43.</b>	<b>EXTERNAL ORGANISATIONS</b>			
43.1	<b>Significant correspondence</b> documenting an active relationship between the organisation and the department/school	Retain permanently	Transfer to Records Services	
43.2	<b>General promotional information from the organisation</b>	Destroy when reference ceases	Retain in department/school until destroyed	
<b>44.</b>	<b>FEES</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
44.1	<b>Full Fee Courses</b>			
44.1.1	- <b>policy, procedures</b> & general information relating to full fee courses	Destroy when superseded	Retain in department/school until destroyed	Central Records
44.1.2	- policy, procedures & general information relating to <b>fees set by department/school or faculty</b>	Destroy when reference ceases	Retain in department/school until destroyed	Central Records
44.1.3	- documentation concerning the <b>development &amp; operation</b> of full fee courses particular to the department/school	Destroy 2 years after file closed	Retain in department/school until destroyed	Central Records
44.2	<b>Part Fee Courses</b>			
44.2.1	- <b>policy, procedures</b> & general information relating to part fee courses	Destroy when superseded	Retain in department/school until destroyed	Central Records
44.2.2	- policy, procedures & general information relating to <b>fees set by department/school or faculty</b>	Destroy when reference ceases	Retain in department/school until destroyed	Central Records
44.2.3	- documentation concerning the <b>development &amp; operation</b> of part fee courses particular to the department/school	Destroy 2 years after file closed	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>45.</b>	<b>FELLOWSHIPS</b>			
45.1	<b>Guidelines</b> and other general information relating to specific fellowships	Destroy when superseded	Retain in department/school until destroyed	Central Records, Office for Research & Graduate Studies
45.2	<b>Summary information</b> regarding specific fellowships			
45.2.1	- from <b>individual fellowship administrators</b>	Destroy when superseded	Retain in department/school until destroyed	Office for Research & Graduate Studies
45.2.2	- concerning <b>departmental/school data</b> eg. lists of staff	Destroy when reference ceases	Retain in department/school until destroyed	
45.3	Documentation relating to <b>specific fellowships</b> eg. Applications	Destroy when reference ceases	Retain in department/school until destroyed	Central Records, Office for Research & Graduate Studies
<b>46.</b>	<b>FINANCE</b>			
46.1	<b>Accounts &amp; Accounting</b>			
46.1.1	- <b>general information</b> relating to account procedures	Destroy when superseded	Retain in department/school until destroyed	Financial Operations, Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
46.1.2	- <b>routine correspondence</b> relating to account transactions	Destroy 2 years after file closed	Retain in department/school until destroyed	Financial Operations
46.2	<b>Budgetary material</b>			
46.2.1	- <b>tables</b> reflecting budget allocations, salary commitments, personnel details, commitment projections	Destroy 2 years after file closed	Retain in department/school until destroyed	Faculty Office Central Records
46.2.2	- <b>general instructions</b> concerning budget preparation	Destroy when superseded	Retain in department/school until destroyed	Financial Operations, Central Records
46.3	<b>Departmental financial forms &amp; records</b>			
46.3.1	- <b>internal orders</b> (departmental copy)	Destroy 2 years after action completed	Retain in department/school until destroyed	Financial Operations
46.3.2	- <b>receipt books</b>	Destroy 7 years after last date in receipt book	Transfer to Records Services 2 years after book closed	
46.3.3	- <b>membership subscriptions</b>	Destroy 5 years after date of subscription	Retain in department/school until destroyed	Financial Operations

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
46.3.4	- <b>requests for payment</b> (departmental copy)	Destroy 2 years after action completed	Retain in department/school until destroyed	Financial Operations
46.3.5	- <b>petty cash forms</b> (departmental copy)	Destroy 2 years after action completed	Retain in department/school until destroyed	Financial Operations
46.3.6	- <b>delivery &amp; part delivery receiving vouchers</b> (departmental copy)	Destroy 2 years after action completed	Retain in department/school until destroyed	Financial Operations
46.3.7	- <b>departmental pay in forms</b> (departmental copy)	Destroy 2 years after action completed	Retain in department/school until destroyed	Financial Operations
46.4	<b>Purchase orders</b>			
46.4.1	(a) <b>DAS generated</b>	Destroy 7 years after action completed	Retain in department/school until destroyed	Financial Operations
46.4.2	(b) <b>non DAS generated</b>	Destroy 2 years after action completed	Retain in department/school until destroyed	Financial Operations
46.5	<b>MUFAS</b> (Melbourne University Financial Accounting System)			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
46.5.1	- <b>general information</b> relating to MUFAS	Destroy when superseded	Retain in department/school until destroyed	Financial Operations
46.5.2	- <b>MUFAS statements</b>	Destroy 1 year after date of statement	Retain in department/school until destroyed	Financial Operations
46.6	<b>DAS</b> (Departmental Accounting System)			
46.6.1	- <b>general information</b> relating to DAS	Destroy when superseded	Retain in department/school until destroyed	Financial Operations
46.6.2	- <b>reports</b> generated by DAS	Destroy when reference ceases	Retain in department/school until destroyed	
46.7	<b>Audits</b>			
46.7.1	- <b>external</b> audit reports	Retain for appraisal	Transfer to Records Services for appraisal	
46.7.2	- <b>internal</b> audit reports	Destroy 2 years after date of audit	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
46.8	<b>Policy &amp; procedures</b> regarding financial matters	Destroy when superseded	Retain in department/school until destroyed	Financial Operations, Central Records
<b>47.</b>	<b>FREEDOM OF INFORMATION</b>			
47.1	<b>Policy, procedures &amp;</b> general information concerning FOI	Destroy when superseded	Retain in department/school until destroyed	Central Records
47.2	Specific cases of <b>FOI enquiries</b> that involve the department/school	* Should be forwarded to University FOI Officer for action		Central Records
<b>48.</b>	<b>FUNCTIONS</b>			
48.1	Documentation relating to <b>social &amp; formal academic functions organised by department/school</b>			
48.1.1	- <b>significant functions</b> eg. memorials, opening of new facilities	Retain permanently	Transfer to Records Services	
48.1.2	- <b>less important functions</b> eg. annual Christmas Celebrations	Destroy when reference ceases	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
48.2	<b>Invitations</b>			
48.2.1	- <b>received</b> by department/school	Destroy when reference ceases	Retain in department/school until destroyed	
48.2.2	- <b>master</b> invitations sent by department/school for significant functions	Retain permanently	Transfer to Records Services	
48.2.3	- copies of invitations <b>sent</b> by department/school	Destroy when reference ceases	Retain in department/school until destroyed	
48.3	<b>Policy &amp; procedure</b> covering official university functions	Destroy when superseded	Retain in department/school until destroyed	Central Records
48.4	<b>General catering information</b> eg. sample menus	Destroy when reference ceases	Retain in department/school until destroyed	
<b>49.</b>	<b>FUNDING</b>			
49.1	Documentation relating to <b>substantial external funding</b> for the department/school eg. for erection of buildings	Retain permanently	Transfer to Records Services	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>50.</b>	<b>FUNDRAISING</b> <i>see also</i> APPEALS			
50.1	<b>Policy, procedures</b> & general information concerning fundraising	Destroy when superseded	Retain in department/school until destroyed	Central Records
50.2	Documentation regarding <b>departmental/school fundraising activities</b>	Retain permanently	Transfer to Records Services	
<b>51.</b>	<b>GOVERNMENT - COMMONWEALTH &amp; STATE</b>			
51.1	<b>General courtesy information</b> regarding government agencies	Destroy when reference ceases	Retain in department/school until destroyed	Govt. Agencies
51.2	Correspondence documenting <b>relationship between the department/school &amp; specific government agencies</b>	Retain permanently	Transfer to Records Services	
<b>52.</b>	<b>GRANTS</b>			
52.1	<b>Guidelines</b> and other general information relating to grants	Destroy when superseded	Retain in department/school until destroyed	Central Records
52.2	<b>Summary information</b>			
52.2.1	- from individual granting bodies eg. grant results	Destroy when reference ceases	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
52.3	- concerning <b>departmental/school grant data</b> eg. lists of projects & their respective personnel	Destroy when reference ceases	Retain in department/school until destroyed	Central Records
52.4	Documentation relating to <b>specific grant applications</b>	Destroy when reference ceases	Retain in department/school until destroyed	Office of Research & Graduate Studies
<b>53.</b>	<b>HALLS OF RESIDENCE</b>			
53.1	General information relating to residential colleges & halls of residence <u>not</u> managed by department/school	Destroy when superseded	Retain in department/school until destroyed	Halls of Residence
<b>54.</b>	<b>HECS (HIGHER EDUCATION CONTRIBUTION SCHEME)</b>			
54.1	<b>General information</b> relating to administration of HECS	Destroy when superseded	Retain in department/school until destroyed	Central Records, Student Administration
<b>55.</b>	<b>INFORMATION TECHNOLOGY</b>			
55.1	<b>Email</b>			
55.1.1	- general university instructions for managing email	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
55.2	Documentation concerning the <b>development &amp; maintenance of computer systems unique</b> to the department/school	Retain permanently	Transfer to Records Services	
55.3	<b>Computer Purchase Advisory Group applications &amp;</b> related documentation	Destroy 2 years after last date of documentation	Retain in department/school until destroyed	Information Technology Services
55.4	<b>MERLIN</b>			
55.4.1	- general information & instructions regarding MERLIN	Destroy when superseded	Retain in department/school until destroyed	Student Administration
55.5	<b>Computer usage charge reports</b>	Destroy when reference ceases	Retain in department/school until destroyed	Information Technology Services
55.6	Copies of <b>software licences</b> issues	Destroy 1 year after ceasing to use relevant software	Retain in department/school until destroyed	
55.7	<b>Information Technology Services</b>			
55.7.1	- <b>newsletters</b>	Destroy when reference ceases	Retain in department/school until destroyed	Information Technology Services

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
55.7.2	- <b>routine correspondence</b> with department/school	Destroy when reference ceases	Retain in department/school until destroyed	Information Technology Services
55.7.3	- <b>course brochures</b>	Destroy when superseded	Retain in department/school until destroyed	Information Technology Services
55.7.4	- <b>general administrative information</b> regarding services provided	Destroy when superseded	Retain in department/school until destroyed	Information Technology Services
<b>56.</b>	<b>INSURANCE</b>			
56.1	<b>Policy, procedures</b> & general information regarding insurance	Destroy when superseded	Retain in department/school until destroyed	Central Records
56.2	<b>Specific insurance policies</b> eg. fire, water damage, theft	Destroy when superseded	Retain in department/school until destroyed	Risk Management Office
56.3	<b>Claims</b> & related correspondence	Destroy 7 years after all obligations/entitlements have concluded & claimant has reached 25 years of age	Retain in department/school until destroyed	Risk Management Office

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>57.</b>	<b>INVENTIONS</b>			
57.1	Documentation recording the <b>design &amp; evolution of inventions &amp; patents developed by the department/school</b>	Retain permanently	Transfer to Records Services	
<b>58.</b>	<b>KEYS</b>			
58.1	<b>Routine documentation</b> concerning the issuing of keys	Destroy when administrative use ceases  * ensure currency by regular updates		
<b>59.</b>	<b>LEAVE</b>			
59.1	Applications for <b>annual, sick, special, long service, maternity/paternity or family leave</b> (dept. copy)	* Should be placed on individual staff file		Human Resources
59.2	<b>Policy, procedure</b> & general information relating to all types of staff leave	Destroy when superseded	Retain in department/school until destroyed	Human Resources
59.3	<b>Staff Education Scheme</b> (general staff)			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
59.3.1	- <b>approval</b> (dept. copy)	* Should be placed on individual staff file		Human Resources
59.3.2	<b>policy statements</b>	Destroy when superseded	Retain in department/school until destroyed	Human Resources, Central Records
59.3.3	- <b>study leave reports</b>	* Should be placed on individual staff file		Human Resources
59.4	<b>Academic leave</b> * for a period less than 2 months			
59.4.1	- <b>policy &amp; procedure</b> regarding academic leave	Destroy when superseded	Retain in department/school until destroyed	Human Resources, Central Records
59.4.2	- <b>academic leave forms</b>	* Should be placed on individual staff file		Human Resources
59.5	<b>Special Studies Program</b> (academic staff) * for a period of greater than 2 months			
59.5.1	- <b>reports</b> see REPORTS			
59.5.2	- <b>approval</b> from Human Resources	* Should be placed on individual staff file		Human Resources
59.6	<b>Leave of absence</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
59.6.1	- <b>policy</b>	Destroy when superseded	Retain in department/school until destroyed	Human Resources, Central Records
59.6.2	- <b>applications</b>	* Should be placed on individual staff file		Human Resources
59.7	<b>Leave balances</b>			
59.7.1	- <b>policy, procedure</b> & general information relating to leave balances	Destroy when superseded	Retain in department/school until destroyed	Human Resources, Central Records
59.7.2	- <b>correspondence with individual staff</b>	* Should be filed on individual staff file		Human Resources
59.8	<b>Leave reports</b>			
59.8.1	- Academic reports which summarise knowledge gained whilst on academic or special studies leave	* Should be placed on individual staff file		Human Resources
<b>60.</b>	<b>LECTURE THEATRES</b> <i>see also</i> ACCOMMODATION			
60.1	<b>Routine correspondence</b> concerning theatre equipment & provisions	Destroy 2 years after file closed	Retain in department/school until destroyed	Office of Director Student & Academic Services

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
60.2	Documentation relating to the <b>booking of theatres</b> eg. theatre allocations	Destroy 6 months after date of booking	Retain in department/school until destroyed	Office of Director Student & Academic Services
60.3	<b>Classroom Allocation</b>			
60.3.1	- <b>classroom allocation request forms</b>	Destroy 6 months after date of form	Retain in department/school until destroyed	Office of Director Student & Academic Services
60.3.2	- <b>course\lecture location information</b>	Destroy 6 months after date of course\lecture	Retain in department/school until destroyed	Office of Director Student & Academic Services
<b>61.</b>	<b>LEGISLATION</b>			
61.1	Copies & extracts of <b>university &amp; government legislation</b>	Destroy when superseded	Retain in department/school until destroyed	Central Records
<b>62.</b>	<b>LETTERS OF APPRECIATION</b>			
62.1	Correspondence expressing <b>appreciation, congratulations, sympathy &amp; seasonal greetings</b>	Destroy 2 years after file closed	Retain in department/school until destroyed	
<b>63.</b>	<b>LIBRARY</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
63.1	Information relating to <b>departmental/school branch library</b>	Destroy 2 years after file closed	Retain in department/school until destroyed	Branch Library
63.2	Information relating to <b>University Library</b>	Destroy when superseded	Retain in department/school until destroyed	University Library
<b>64.</b>	<b>MAIL</b>			
64.1	Documentation relating to the <b>provision of mailing services</b> eg. mailing statements	Destroy 2 years after file closed	Retain in department/school until destroyed	
64.2	<b>Mailing lists</b> collated for one off events, suppliers, external organisations or committees	Destroy when reference ceases	Retain in department/school until destroyed	
<b>65.</b>	<b>MAINTENANCE</b> <i>see also</i> ACCOMMODATION			
65.1	Proforma correspondence regarding <b>general maintenance requests</b> eg. signage, Building Requisitions, GM (General Maintenance) Requests	Destroy when reference ceases	Retain in department/school until destroyed	Property Services
<b>66.</b>	<b>MANUALS</b>			
66.1	<b>Equipment Service Manuals</b>	Destroy when equipment is no longer in use	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
66.2	<b>Procedure Manuals</b>	Destroy when superseded	Retain in department/school until destroyed	
66.3	<b>Computer Manuals</b>	Destroy when reference ceases	Retain in department/school until destroyed	
<b>67.</b>	<b>MARKETING &amp; PROMOTION</b>			
67.1	<b>Promotional material</b> for the department/school			
67.1.1	- documentation relating to the <b>design, development, production &amp; distribution</b>	Destroy when reference ceases	Retain in department/school until destroyed	
67.1.2	- <b>promotional material</b>	Retain permanently a master set & 1 copy	Transfer to Records Services	
<b>68.</b>	<b>MEDALS</b>			
68.1	<b>Policy, procedure</b> & general information relating to medals awarded by the University or external organisations	Destroy when superseded	Retain in department/school until destroyed	Central Records
68.2	Documentation relating to <b>specific medals</b> , including correspondence with the medal recipients, lists of recipients & arrangements for medal ceremony	Retain permanently	Transfer to Records Services	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>69.</b>	<b>MEDIA</b>			
69.1	Text written by or about department/school & placed in a media outlet <ul style="list-style-type: none"> <li>not inclusive of those written by Media Unit</li> </ul>	Retain permanently	Transfer to Records Services	Media Unit
<b>70.</b>	<b>MEMORANDUM OF UNDERSTANDING</b>			
70.1	Copies of university agreements relating to memorandum of understanding with other countries, tertiary institutions	Retain permanently	Transfer to Records Services	Central Records
<b>71.</b>	<b>MOTOR VEHICLES</b>			
71.1	Correspondence relating to the purchase of motor vehicles	Destroy when reference ceases	Retain in department/school until destroyed	Property Services
71.2	Vehicle log books	Destroy 7 years after last date in book	Forward to Property & Services when log book is complete	Property Services
<b>72.</b>	<b>OCCUPATIONAL HEALTH &amp; SAFETY</b>			
72.1	Policy, procedures & general information relating to occupational health & safety issues	Destroy when superseded	Retain in department/school until destroyed	Risk Management Office

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
72.2	Correspondence concerning <b>department/school's occupational health &amp; safety status</b> eg. occupational health & safety evaluation of department/school	Destroy when superseded	Retain in department/school until destroyed	Risk Management Office
72.3	<b>Hazard inspection reports</b> (local or external risk assessment)	Destroy 7 years after date of report  <b>* send copy to Risk Management Office</b>	Retain in department/school until destroyed	Risk Management Office
72.4	<b>Hazardous substances register</b>	Destroy 7 years after last entry date in register * ensure currency by regular updates  <b>* send copy to Risk Management Office</b>	Retain in department/school until destroyed	
72.5	<b>Material safety data sheets</b> * chemical sheet which supplier provides	Destroy 5 years after date of sheet	Retain in department/school until destroyed	Chemical Suppliers
72.6	<b>Radiation</b> documentation	Destroy 7 years after date of documentation	Retain in department/school until destroyed	Risk Management Office
<b>73.</b>	<b>OPEN DAY</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
73.1	<b>Policy, procedure &amp; general information</b> relating to the operations of Open Day	Destroy when superseded	Retain in department/school until destroyed	Central Records, Communications Unit
73.2	Documentation regarding the <b>departmental/school participation</b> in Open Day	Destroy when superseded	Retain in department/school until destroyed	Communications Unit
<b>74.</b>	<b>ORIENTATION WEEK</b>			
74.1	<b>Policy, procedure &amp; general information</b> relating to the operations of Orientation Week	Destroy when superseded	Retain in department/school until destroyed	Central Records, Communications Unit
74.2	Documentation regarding the <b>departmental/school participation</b> in Orientation Week	Destroy when superseded	Retain in department/school until destroyed	Communications Unit
<b>75.</b>	<b>ORGANISATION CHARTS</b>			
75.1	Charts concerning the <b>structure of the university</b>	Destroy when superseded	Retain in department/school until destroyed	Central Records
75.2	Charts concerning the <b>structure of the department/school</b>	Retain permanently	Transfer to Records Services	
<b>76.</b>	<b>PARKING &amp; TRAFFIC</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
76.1	<b>Policy, procedure</b> & general information relating to parking & traffic	Destroy when superseded	Retain in department/school until destroyed	Property Services, Central Records
76.2	<b>Parking Permits &amp; Charges</b>	Destroy when reference ceases	Retain in department/school until destroyed	Property Services
<b>77.</b>	<b>PATENTS</b>			
77.1	Documentation concerning <b>patents developed by the department/school</b>	Retain permanently	Transfer to Records Services	Central Records
<b>78.</b>	<b>PHOTOGRAPHIC RECORDS</b>			
78.1	<b>Photographs depicting departmental/school staff, buildings or events</b> * should be labelled with appropriate subject matter eg. Academic & General Staff of School of Botany (their names) posing in front of Botany - December 1996	Retain permanently	Transfer to Records Services	
<b>79.</b>	<b>PLANNING</b>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
79.1	<b>University Strategic Plan</b>			
79.1.1	- <b>general information</b> regarding university strategic plan	Destroy when superseded	Retain in department/school until destroyed	Central Records
79.1.2	- documentation representing <b>direct departmental/school input into university strategic plan</b>	Retain permanently	Transfer to Records Services	
79.2	<b>Faculty Strategic Plan</b>			
79.2.1	- <b>general information</b> regarding faculty strategic plan	Destroy when superseded	Retain in department/school until destroyed	Faculty Office
79.2.2	- documentation representing <b>direct departmental/school input into faculty strategic plan</b>	Retain permanently	Transfer to Records Services	
79.3	<b>Departmental/School Strategic Plan</b>			
79.3.1	- material concerning <b>development &amp; implementation of departmental/school strategic plan</b>	Retain permanently	Transfer to Records Services	
79.4	<b>Triennium</b>			
79.4.1	- <b>policy, procedures</b> & general information relating to university's triennium planning	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
79.4.2	- documentation regarding <b>departmental/school's triennium planning</b>	Retain permanently	Transfer to Records Services	
79.5	<b>EFTSU</b> (Effective Full Time Student Units)			
79.5.1	- <b>policy, procedures</b> & general information relating to EFTSU	Destroy when superseded	Retain in department/school until destroyed	Central Records, Academic Planning Support
79.5.2	- <b>departmental/school calculations</b> relating to EFTSU	Destroy 2 years after file closed	Retain in department/school until destroyed	Academic Planning Support
79.6	<b>Educational profile</b>			
79.6.1	- <b>policy, procedures</b> & general information relating to educational profile of department/school	Destroy when superseded	Retain in department/school until destroyed	Central Records, Academic Planning Support
79.6.2	- <b>departmental/school calculations</b> relating to educational profile	Destroy 2 years after file closed	Retain in department/school until destroyed	Academic Planning Support
79.7	<b>PRACTICUM REPORTS</b>  * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>80.</b>	<b>PRINTING</b>			
80.1	<b>Printing requisitions</b> and related correspondence	Destroy 2 years after date of printing	Retain in department/school until destroyed	Design & Print Centre
<b>81.</b>	<b>PRIZES</b> <i>see also</i> AWARDS			
81.1	<b>Policy, procedure</b> & general information relating to prizes	Destroy when superseded	Retain in department/school until destroyed	Central Records
81.2	Documentation relating to <b>specific prizes</b> , including correspondence with the prize recipients, lists of recipients & arrangements for prize ceremonies	Retain permanently	Transfer to Records Services	Central Records
<b>82.</b>	<b>PROFESSIONAL ASSOCIATIONS</b>			
82.1	Correspondence documenting <b>relationship between association and department/school</b>	Retain permanently	Transfer to Records Services	
82.2	<b>General promotional information from association</b>	Destroy when reference ceases	Retain in department/school until destroyed	Professional Association
<b>83.</b>	<b>PUBLIC LECTURES</b>			
83.1	<b>Lecture programs</b> (outlines of lecture series)	Retain Permanently	Transfer to Records Services	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>84.</b>	<b>PUBLICATIONS</b>			
84.1	<b>Correspondence</b>			
84.1.1	- relating to <b>internal publications produced by department/school</b>	Destroy 2 years after file closed	Retain in department/school until destroyed	
84.1.2	- relating to <b>university publications produced by offices other than department/school</b>	Destroy when reference ceases	Retain in department/school until destroyed	Other University Offices
84.1.3	- relating to <b>external publications which have contributions by department/school</b>	Retain permanently	Transfer to Records Services	External Organisations
84.1.4	- relating to <b>external publications which have no direct input by department/school</b>	Destroy when reference ceases	Retain in department/school until destroyed	External Organisations
84.2	<b>Internal publications</b> produced by department/school			
84.2.1	- <b>draft versions</b>	Destroy when reference ceases	Retain in department/school until destroyed	
84.2.2	- master sets of the <b>final published version</b>	Retain 2 copies permanently	Transfer to Records Services	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
84.3	<b>University publications produced by offices other than department/school</b>	Destroy when reference ceases	Retain in department/school until destroyed	Other University Offices
84.4	<b>External publications</b>	Destroy when reference ceases	Retain in department/school until destroyed	External Organisations
84.5	<b>Newsletters</b>			
84.5.1	- <b>produced by department/school</b>	Retain 2 copies permanently	Transfer to Records Services	
84.5.2	- <b>produced by other university offices</b>	Destroy when reference ceases	Retain in department/school until destroyed	Other University Offices
84.5.3	- <b>produced externally</b>	Destroy when reference ceases	Retain in department/school until destroyed	External Organisations
<b>85.</b>	<b>RECORDS MANAGEMENT &amp; ARCHIVES</b>			
85.1	General records management <b>instructional material</b>	Destroy when superseded	Retain in department/school until destroyed	Records Services

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
85.2	<b>Records transfer forms</b> (records which were transferred into Intermediate Storage)  * formerly known as "accession lists"	Retain permanently as part of departmental/school records system		Records Services
85.3	<b>Documentation specifying records which have been destroyed</b>	Retain permanently as part of departmental/school records system		Records Services
85.4	<b>Records systems</b>			
85.4.1	- <b>Lists</b> and/or procedure manuals of the records systems	Retain permanently	Transfer to Records Services when system superseded	
<b>86.</b>	<b>REPORTS</b>			
86.1	<b>Administrative annual reports</b> & related documentation			
86.1.1	- <b>produced by department/school</b>	Retain permanently	Transfer to Records Services	
86.1.2	- <b>produced externally</b>	Destroy when reference ceases	Retain in department/school until destroyed	External Organisations

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
86.2	<b>Scholarship holders' annual reports</b> (dept. copy)	Destroy when reference ceases	Retain in department/school until destroyed	
86.3	<b>ARC Assessor's Reports</b> relating to research projects which have been funded by the ARC	Destroy when reference ceases	Retain in department/school until destroyed	Office for Research & Graduate Studies
86.4	<b>Research Reports</b>			
86.4.1	- <b>Guidelines</b> concerning content & presentation of research reports	Destroy when superseded	Retain in department/school until destroyed	Office for Research & Graduate Studies
86.4.2	- <b>Departmental research reports</b> which document all the research activities being carried out by the department/school	Destroy when reference ceases	Retain in department/school until destroyed	University of Melbourne Annual Research Report
86.4.3	- <b>Individual research project reports</b> which document the progress of each specific research project	Retain permanently	Transfer to Records Services	
<b>87.</b>	<b>RESEARCH</b>			
87.1	<b>Policy, procedures</b> & general information relating to research funding, planning & costing of research projects	Destroy when superseded	Retain in department/school until destroyed	Central Records
87.2	Correspondence generated by department/school which relates to <b>discussion of research funding, planning &amp; costing of research projects</b>	Retain permanently	Transfer to Records Services	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
87.3	Documentation relating to <b>specific research projects</b>	Retain permanently	Transfer to Records Services	
87.4	<b>Register of Research Projects &amp; Research Funds</b>			
87.4.1	- <b>general information</b> relating to the register	Destroy when superseded	Retain in department/school until destroyed	
87.4.2	- tables & other <b>documentation relating to the department/school's register</b>	Retain permanently	Transfer to Records Services	
87.5	<b>Research Centres</b>			
87.5.1	- correspondence relating to <b>proposals, development &amp; operations of research centres associated/affiliated with department/school</b>	Retain permanently	Transfer to Records Services	Central Records
87.5.2	- <b>general information</b> regarding operations of other centres	Destroy when reference ceases	Retain in department/school until destroyed	Other Centres
<b>88.</b>	<b>RESULTS</b> <i>see also</i> ASSESSMENT			
88.1	Documentation outlining the <b>results processes</b>	Destroy when superseded	Retain in department/school until destroyed	Central Records, Student Administration

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
88.2	<b>Lists of student results</b> * refer to <i>Records Disposal Schedule No 17 - Student Records</i>			
88.3	<b>Internal correspondence regarding results</b> eg. administrative requests for results from academics	Destroy when reference ceases	Retain in department/school until destroyed	
88.4	<b>Notes concerning results of individual students</b>	* Should be placed on individual student file		Faculty Office
<b>89.</b>	<b>REVIEWS</b>			
89.1	Reviews <b>specifically about department/school</b>	Retain permanently	Transfer to Records Services	
89.2	<b>Reviews concerning the university</b>			
89.2.1	- <b>general information</b> relating to the review	Destroy when reference ceases	Retain in department/school until destroyed	Central Records
89.2.2	- <b>specific input by department/school</b>	Destroy when reference ceases	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
89.3	<b>Reviews concerning external organisations</b>			
89.3.1	- <b>general information</b> relating to the review	Destroy when reference ceases	Retain in department/school until destroyed	External Organisations
89.3.2	- <b>specific input by department/school</b>	Retain permanently	Transfer to Records Services	
<b>90.</b>	<b>SCHOLARSHIPS</b> <i>see also</i> PRIZES, AWARDS			
90.1	<b>Guidelines</b> and other general information relating to specific scholarships	Destroy when superseded	Retain in department/school until destroyed	Central Records
90.2	<b>Summary information</b>			
90.2.1	- <b>from individual scholarship administrators</b>	Destroy when reference ceases	Retain in department/school until destroyed	Central Records
90.2.2	- concerning <b>departmental/school data</b> eg. lists of students	Destroy when reference ceases	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
90.3	Documentation relating to <b>specific scholarships</b> eg. applications	Destroy 3 years after completion of scholarship	Retain in department/school until destroyed	Office for Research & Graduate Studies
<b>91.</b>	<b>SERVICES</b>			
91.1	<b>Telephones</b>			
91.1.1	- documentation relating to <b>telephone charges</b>	Destroy when reference ceases	Retain in department/school until destroyed	Information Technology Services
91.1.2	- <b>internal telephone directories</b>	Destroy when superseded	Retain in department/school until destroyed	Information Technology Services
91.2	<b>Cleaning</b>			
91.2.1	- documentation relating to <b>cleaning contracts &amp; services</b>	Destroy when reference ceases	Retain in department/school until destroyed	Property Services
91.3	<b>Couriers</b>			
91.3.1	- documentation concerning <b>courier services</b>	Destroy 2 years after service ceases	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
91.4	<b>Security</b>			
91.4.1	- <b>policy, procedure</b> , general information & routine correspondence regarding security on campus	Destroy when superseded	Retain in department/school until destroyed	Central Records, Property Services
<b>92.</b>	<b>SIGNATURE AUTHORITIES</b>			
92.1	<b>Policy &amp; procedure</b> regarding financial delegation of signature authorities	Destroy when superseded	Retain in department/school until destroyed	Central Records
92.2	<b>Routine correspondence</b> regarding delegation of signature authorities	Destroy 2 years after date of signature delegation	Retain in department/school until destroyed	Financial Operations
92.3	<b>Proforma documentation</b> regarding delegation of signature authorities eg. listings, notification of amendment forms	Destroy 2 years after date of documentation	Retain in department/school until destroyed	Financial Operations
<b>93.</b>	<b>STAFF</b>			
93.1	<b>Individual staff files</b>	Destroy 1 year after termination of employment	* Ensure all original documents are forwarded to Human Resources	Human Resources
93.2	<b>Attendance Records</b>	Destroy 1 year after date of record	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
93.3	<b>Form PS2 Position Details</b> (departmental copy)	Destroy when superseded	Retain in department/school until destroyed	Human Resources
93.4	<b>Form PS3 Recruitment Advertising</b> (departmental copy)	Destroy 1 year after date of form	Retain in department/school until destroyed	Human Resources
93.5	<b>Form PS4 Authority to Offer Employment</b> (departmental copy)	Destroy 1 year after date of form	Retain in department/school until destroyed	Human Resources
93.6	<b>Form PS5 Employee Registration</b> (departmental copy)	Destroy 1 year after date of form	Retain in department/school until destroyed	Human Resources
93.7	<b>Form PS6 Employee Payroll Variation</b> (departmental copy)	Destroy 1 year after date of form	Retain in department/school until destroyed	Human Resources
93.8	<b>Form PS8 Payroll Adjustment</b> (departmental copy)	Destroy 1 year after date of form	Retain in department/school until destroyed	Human Resources
93.9	<b>Form PS9 Employee Detail Changes</b> (departmental copy)	Destroy 6 months after date of form	Retain in department/school until destroyed	Human Resources
93.10	<b>Forms PS10 &amp; PS11 Leave Applications</b> (departmental copy)	Destroy 1 year after date of form	Retain in department/school until destroyed	Human Resources

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
93.11	<b>Form PS12 Cessation of Employment</b> (departmental copy)	Destroy 1 year after date of form	Retain in department/school until destroyed	Human Resources
93.12	<b>Unsolicited Letters</b>  - correspondence and applications seeking employment or placement of surplus staff	Destroy when reference ceases	Retain in department/school until destroyed	
93.13	<b>Industrial Matters</b>			
93.13.1	- <b>general information</b>	Destroy when superseded	Retain in department/school until destroyed	Human Resources
93.14	<b>Work Conditions</b>			
93.14.1	- <b>general information</b> eg. superannuation	Destroy when superseded	Retain in department/school until destroyed	Human Resources
93.15	<b>Performance appraisal documentation</b>			
93.15.1	- <b>general staff</b>	Destroy 3 years after date of appraisal	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
93.15.2	- <b>academic staff</b>	Destroy 3 years after academic has left University's employ	Retain in Faculty General Manager's office until destroyed	Faculty General Manager
93.16	<b>Position description files</b>	Destroy when superseded	Retain in department/school until destroyed	Central Records * only HEW 6 and above
93.17	<b>Correspondence with prospective staff</b>	Destroy when reference ceases	Retain in department/school until destroyed	
93.18	<b>Appointments</b>			
93.18.1	- documentation relating to <b>applicants</b> * <b>whose recruitment is handled by department/school</b>			
93.18.1.1	(a) <b>successful applicants</b>	* should be placed on individual staff file in department		
93.18.1.2	(b) <b>unsuccessful applicants</b>	Destroy 1 year after date of application	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
93.19	<b>Appointments</b>			
93.19.1	- documentation relating to <b>applicants</b> * <b>whose recruitment is handled by Human Resources</b>			
93.19.1.1	(a) <b>successful applicants</b>	* should be placed on individual staff file in department		Human Resources
93.19.1.2	(b) <b>unsuccessful applicants</b>	* documents should be sent to Human Resources		Human Resources
93.20	<b>Promotion</b>			
93.20.1	- <b>general policy &amp; procedures</b> regarding staff promotion eg. guidelines	Destroy when superseded	Retain in department/school until destroyed	Central Records, Human Resources
93.21	<b>Reclassification</b>			
93.21.1	- <b>general policy &amp; procedures</b> regarding reclassification of staff	Destroy when superseded	Retain in department/school until destroyed	Central Records, Human Resources
93.22	<b>Child Care</b> Information	Destroy when superseded	Retain in department/school until destroyed	Office of Director, Student & Academic Services

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
93.23	<b>Secondment</b> Documentation	* should be placed on individual staff file in department		
93.24	<b>Clothing</b> Information	Destroy when superseded	Retain in department/school until destroyed	Human Resources
93.25	<b>Induction</b> Information	Destroy when superseded	Retain in department/school until destroyed	Human Resources
93.26	<b>Medical Examinations</b>			
93.26.1	- <b>general information</b> relating to new staff & staff in potentially hazardous situations	Destroy when superseded	Retain in department/school until destroyed	Risk Management Office
93.26.2	- specific medical examination <b>documentation relating to individual staff</b> eg. hearing & eye tests	* should be placed on individual staff file in department		Risk Management Office
93.27	<b>Rosters</b> which relegate staff with specific responsibilities for nominated periods of time	Destroy when reference ceases	Retain in department/school until destroyed	
93.28	<b>Lists of staff members</b>	Destroy when reference ceases	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
93.29	<b>Casual Staff</b>			
93.29.1	- <b>lists &amp; addresses of casual staff</b>	Destroy when reference ceases	Retain in department/school until destroyed	
93.29.2	- <b>routine documentation</b> concerning employment of individuals * including payment forms	Destroy 2 years after date of form	Retain in department/school until destroyed	Human Resources
93.30	<b>Staff Development &amp; Training</b>			
93.30.1	- <b>general information</b> regarding courses for staff development & training	Destroy when superseded	Retain in department/school until destroyed	Human Resources
93.30.2	- routine documentation concerning <b>staff attendance</b> of development & training courses	Destroy when reference ceases	Retain in department/school until destroyed	
93.31	<b>Employment policy &amp; procedures</b>	Destroy when superseded	Retain in department/school until destroyed	Human Resources, Central Records
93.32	<b>Salaries</b>			
93.32.1	- <b>policy, procedures</b> & general information regarding salaries	Destroy when superseded	Retain in department/school until destroyed	Human Resources

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>94.</b>	<b>STAFF ASSOCIATIONS</b>			
94.1	<b>General information</b> relating to staff associations, societies & clubs eg. unions	Destroy when superseded	Retain in department/school until destroyed	Staff Associations, Societies & Clubs
<b>95.</b>	<b>STANDING RESOLUTIONS</b>			
95.1	Copies & extracts of university standing resolutions	Destroy when superseded	Retain in department/school until destroyed	Central Records
<b>96.</b>	<b>STATIONERY</b>			
96.1	Documentation relating to <b>stationery supplies</b>	Destroy 1 year after date of documentation	Retain in department/school until destroyed	Property Services
<b>97.</b>	<b>STATISTICS</b>			
97.1	<b>Statistics compiled by department/school</b>	Retain permanently	Transfer to Records Services	
97.2	Correspondence regarding statistical <b>information gathered for or by department/school</b>	Retain permanently	Transfer to Records Services	
97.3	<b>General information</b> concerning higher education statistics	Destroy when reference ceases	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
98.	<b>STUDENT SELECTION</b>			
98.1	<b>Selection Criteria</b>			
98.1.1	- <b>policy, procedures</b> & general information relating to university selection criteria	Destroy when superseded	Retain in department/school until destroyed	Central Records
98.1.2	- documentation relating to <b>departmental/school selection criteria</b>	Retain permanently	Transfer to Records Services	
98.2	<b>Cut Off Scores</b>	Destroy when reference ceases	Retain in department/school until destroyed	
98.3	<b>Admission</b>			
98.3.1	- <b>policy, procedures</b> & general information relating to admission	Destroy when superseded	Retain in department/school until destroyed	Central Records
98.3.2	- <b>interviews</b>	Destroy 2 years after date of interview	Retain in department/school until destroyed	
98.4	<b>Letters of Offer/Approval</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
99.	<b>STUDENTS</b>			
99.1	<b>Individual Student Files</b> - Undergraduate, Postgraduate & PhD * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
99.2	<b>Postgraduates</b>			
99.2.1	- <b>policy, procedure</b> & general information relating to postgraduate students	Destroy when superseded	Retain in department/school until destroyed	Central Records
99.2.2	- documentation relating to <b>supervision</b>	Destroy when reference ceases	Retain in department/school until destroyed	
99.3	<b>Undergraduates</b>			
99.3.1	- <b>policy, procedure</b> & general information relating to undergraduate students	Destroy when superseded	Retain in department/school until destroyed	Central Records
99.4	<b>Accommodation</b>	Destroy when superseded	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
99.5	<b>Unsatisfactory Progress</b>			
99.5.1	- <b>policy, procedures</b> & general information regarding unsatisfactory progress	Destroy when superseded	Retain in department/school until destroyed	Central Records
99.5.2	- papers relating to the <b>progress of students under review due to unsatisfactory performance</b> eg. reports & profiles	* should be placed on individual student file		Faculty Office
99.6	<b>Koori Students</b>			
99.6.1	- <b>policy, procedure</b> & general information regarding Koori students	Destroy when superseded	Retain in department/school until destroyed	Central Records
99.6.2	- correspondence regarding <b>individual Koori students</b>	* should be placed on individual student file		Faculty Office
99.7	<b>Overseas Students</b>			
99.7.1	- <b>policy, procedure</b> & general information regarding overseas students	Destroy when superseded	Retain in department/school until destroyed	Central Records
99.8	<b>Lists of students</b>	Destroy when reference ceases	Retain in department/school until destroyed	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
99.9	<b>Special Consideration</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
99.10	<b>Student Record Cards</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
99.11	<b>Practicum Reports</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
99.12	<b>School Evaluation Reports</b> * refer to <i>Records Disposal Schedule No. 17 - Student Records</i>			
99.13	<b>False Documentation</b>			
99.13.1	- <b>policy, procedure</b> & general information regarding falsifying documents	Destroy when superseded	Retain in department/school until destroyed	Central Records
99.14	<b>Financial Assistance</b>			
99.14.1	- <b>policy, procedure</b> & general information regarding financial assistance available to students	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
99.15	<b>Clubs &amp; Societies</b>			
99.15.1	- documentation concerning <b>departmental/school student groups</b>	Retain permanently	Transfer to Records Services	
99.16	<b>Student Union</b>			
99.16.1	- <b>general information</b> concerning the Student Union	Destroy when reference ceases	Retain in department/school until destroyed	Student Union
<b>100.</b>	<b>STUDENTS WITH DISABILITIES</b>			
100.1	<b>Policy, procedure</b> & general information regarding treatment of students with disabilities	Destroy when superseded	Retain in department/school until destroyed	Central Records
100.2	Correspondence concerning <b>individual students</b> with disabilities	* should be placed on individual student file		Faculty Office
<b>101.</b>	<b>STUDENTSHIPS</b>			
101.1	<b>Policy, procedure</b> & general information relating to studentships	Destroy when superseded	Retain in department/school until destroyed	Central Records
101.2	Documentation relating to <b>specific studentships</b> , including correspondence with the studentship recipients & lists of recipients	Destroy when reference ceases	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>102.</b>	<b>SUMMER SCHOOL PROGRAM</b>			
102.1	<b>Policy, procedure &amp; general information</b> relating to Summer School Program eg. brochures, leaflets	Destroy when superseded	Retain in department/school until destroyed	Central Records, Communications Unit
102.2	Documentation regarding the <b>departmental/school participation</b> in the Summer School Program	Destroy when superseded	Retain in department/school until destroyed	Communications Unit
<b>103.</b>	<b>SURVEYS</b>			
103.1	<b>Surveys produced by other organisations which have not been completed</b>	Destroy when reference ceases	Retain in department/school until destroyed	External Organisations
103.2	<b>Surveys produced by other organisations which have been completed using departmental/school data</b>	Destroy when reference ceases	Retain in department/school until destroyed	
103.3	<b>Surveys which have been produced by other university offices</b>	Destroy when reference ceases	Retain in department/school until destroyed	Other University Offices
103.4	<b>Internal surveys produced by the department/school</b>	Retain permanently	Transfer to Records Services	
<b>104.</b>	<b>TAXATION</b> <i>see also</i> FRINGE BENEFIT TAX			

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
104.1	<b>Policy, procedures</b> & general information relating to taxation	Destroy when superseded	Retain in department/school until destroyed	Central Records
<b>105.</b>	<b>TEACHING</b>			
105.1	<b>Original teaching materials</b> such as essay questions & tutorial topics * not including lists of texts, printed matter handouts	Retain permanently	Transfer to Records Services for detailed appraisal	
105.2	<b>Quality of Teaching</b>			
105.2.1	- <b>general information</b> regarding the quality assurance program	Destroy when superseded	Retain in department/school until destroyed	Central Records
105.2.2	- <b>internal documentation</b> generated by department/school which denotes involvement in program	Retain permanently	Transfer to Records Services	
105.2.3	- <b>subject forms</b> (stem questions)	Destroy 6 months after processing	Retain in department/school until destroyed	
105.2.4	- <b>additional questions</b>	Retain sample	Transfer to Records Services	

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
105.2.5	- departmental/school summary sheets	Destroy 1 year after date of sheet	Retain in department/school until destroyed	
105.3	<b>Teaching Matrix Documentation</b>	Destroy when reference ceases	Retain in department/school until destroyed	
<b>106.</b>	<b>THESIS</b>			
106.1	Administrative details concerning the <b>processing of theses</b> eg. theses tables & listings	Destroy when reference ceases	Retain in department/school until destroyed	
106.2	<b>Correspondence with students</b> regarding their theses	* should be placed on individual student file		Faculty Office
<b>107.</b>	<b>TIMETABLES</b>			
107.1	Copies of, and arrangements relating to undergraduate/postgraduate <b>assessment, examinations, lecture, subject, theatre, semester &amp; tutorial timetables</b>	Destroy 1 year after date of timetable	Retain in department/school until destroyed	Office of Director Student & Academic Services
<b>108.</b>	<b>TRANSPORT</b> <i>see also</i> MOTOR VEHICLES			
108.1	<b>Policy, procedure</b> & general information relating to transport for university staff	Destroy when superseded	Retain in department/school until destroyed	Central Records

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
<b>109.</b>	<b>TRAVEL</b>			
109.1	<b>Policy, procedure</b> & general information relating to travel for university staff	Destroy when superseded	Retain in department/school until destroyed	Central Records
109.2	<b>Travel diaries</b>	Destroy 5 years after diary completed	Retain in department/school until destroyed	
<b>110.</b>	<b>TUITION</b>			
110.1	<b>Lists of tutorial allocations</b>	Destroy 1 year after date of list	Retain in department/school until destroyed	
110.2	<b>Tutorial programs</b>	Destroy when reference ceases	Retain in department/school until destroyed	
<b>111.</b>	<b>UNIVERSITY AGENCIES</b> eg. the Australia Centre, the Disability Liaison Office, the School of Medicine, the Dept. of Pathology			
111.1	<b>General enquiries and information</b>	Destroy when superseded	Retain in department/school until destroyed	Other University Agencies

Records Disposal Schedule No. 18  
Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
111.2	<b>Significant correspondence</b> documenting the working relationship between the agency and the department\school eg. documentation concerning a joint project	Retain permanently	Transfer to Records Services	
<b>112.</b>	<b>VISITS &amp; VISITORS</b>			
112.1	<b>Policy, procedures</b> , general information & correspondence concerning potential & realised visits to the department/school	Destroy 2 years after file closed	Retain in department/school until destroyed	
<b>113.</b>	<b>WASTE DISPOSAL</b>			
113.1	<b>Arrangements relating to office waste removal</b>	Destroy 2 years after file closed	Retain in department/school until destroyed	
<b>114.</b>	<b>WORKERS COMPENSATION</b>			
114.1	<b>Policy, procedures</b> & general information regarding workers compensation	Destroy when superseded	Retain in department/school until destroyed	Central Records
114.2	<b>Individual workers compensation claims</b>			
114.2.1	- <b>original documentation</b>	* sent to & retained by the Risk Management Office & Human Resources		Risk Management Office, Human Resources

Records Disposal Schedule No. 18  
 Academic Departments & Schools

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody/Transfer	Prime Source
114.2.2	- copies of documentation	* should be placed on individual staff file		

## INDEX

### A

Academic Agreements .....	5.1
Academic Functions .....	48.1
Academic Leave .....	59.4
- policy, procedures .....	59.4.1
- academic leave forms .....	59.4.2
Academic Staff <i>see</i> Staff	
Accession Lists .....	85.2
Accident Investigation Forms .....	1.1
Accidents <i>see also</i> Workers Compensation .....	1
Accommodation .....	2
- routine correspondence .....	2.1.1
- significant correspondence .....	2.1.2
- arrangements made with external organisations .....	2.1.3
- external information .....	2.2
- temporary .....	2.4
Accounts & Accounting .....	46.1
Administrative Annual Reports .....	86.1
- produced internally .....	86.1.1
- produced externally .....	86.1.2
Admission .....	98.3
- policy, procedures .....	98.3.1
- interviews .....	98.3.2
Advertising .....	3
- staff vacancies .....	3.1
- advertising request forms .....	3.2
- policy & procedures .....	3.3
- external advertising material .....	3.4
Affiliations .....	4
Affirmative Action <i>see</i> Equal Opportunity	
Agreements .....	5
- academic agreements .....	5.1
Amalgamations .....	6
Annual Leave .....	59.1
Annual Reports <i>see</i> Reports	
Appeals .....	7
Appeals Against Assessments .....	8.4
Appeals Against Examination Results .....	38.6
Appointments re Staff .....	93.18, 93.19
ARC Assessor's Reports .....	86.3
Archives <i>see</i> Records Management & Archives	
Assessment <i>see also</i> Examinations .....	8
- assessment methods .....	8.1
Assessment Return Sheets .....	8.3

Records Disposal Schedule No. 18  
Academic Departments & Schools

Assignment Papers .....	9
Attendance Records.....	93.2
Audits .....	46.7
- external .....	46.7.1
- internal .....	46.7.2
Authority to Offer Employment.....	93.5
Authority to Sign <i>see</i> Signature Authorities, <i>see also</i> Delegation of Authority	
Awards <i>see also</i> Prizes.....	10
- policy & procedures .....	10.1
- specific awards .....	10.2

**B**

Bequests .....	11
- policy & procedures .....	11.1
- specific bequests .....	11.2
Boards <i>see</i> Committees	
Booking of Theatres .....	60.2
Budgetary Material .....	46.2
Buildings & Properties.....	12
- management of .....	12.1
Bursaries .....	13
- policy & procedures .....	13.1
- specific bursaries .....	13.2
Business & Industry .....	14

**C**

Calendar <i>see</i> Publications	
Casual Staff.....	93.29
- lists & addresses.....	93.29.1
- routine documentation .....	93.29.2
Catering Information.....	48.4
Central Administration Committees.....	18.2
- courtesy copies of minutes .....	18.2.1
- procedures .....	18.2.2
- membership .....	18.2.3
Centres <i>see</i> Research	
Ceremonies <i>see</i> Conferrings	
Cessation of Employment .....	93.11
Chairs.....	15
- procedures .....	15.1
- specific chair positions .....	15.2
Child Care .....	93.22
Circulars .....	16
Class Lists.....	25.11

Records Disposal Schedule No. 18  
Academic Departments & Schools

Classroom Allocation .....	17, 60.3
- arrangements .....	17.1
- request forms .....	60.3.1
- course\lecture location information .....	60.3.2
Cleaning .....	91.2
Clothing .....	93.24
Clubs & Societies see Staff Associations, Students	
Collaborative Courses .....	25.8
Colleges see Halls of Residence	
Combined Courses .....	25.8
Committees .....	18
Committees of Other Faculties, Departments, Offices or External Organisations	
.....	18.3
- courtesy copies of minutes .....	18.3.1
- nominations.....	18.3.2
- elections.....	18.3.2
- membership .....	18.3.3
Committees of the Student Union .....	18.4
- courtesy copies of minutes .....	18.4.1
- student representation .....	18.4.2
Commonwealth Government .....	51
Complaints .....	19
Computer Manuals.....	66.3
Computer Systems Unique to Department/School .....	55.2
Computer Usage Charge Reports.....	55.5
Conferences & Seminars .....	20
- organisation of .....	20.1
- attendance by staff.....	20.2
- expenses incurred by staff .....	20.3
- proposals for .....	20.4
- external brochures, programs .....	20.5
- external conference papers .....	20.6
- papers presented by senior university staff .....	20.7
Conferrings.....	21
Consultancies.....	22
- policy, procedures.....	22.1
- work undertaken by staff.....	22.2
- work commissioned by department/school .....	22.3
Continuing Education see also Courses .....	23
- policy, procedures.....	23.1
- development of specific programs .....	23.2
Copyright.....	24
Couriers.....	91.3
Course Evaluations .....	25.7
Course Reviews .....	25.6

Records Disposal Schedule No. 18  
Academic Departments & Schools

Courses.....	25
- undergraduate courses.....	25.1
- postgraduate diploma courses.....	25.2
- masters courses.....	25.3
- PhD courses.....	25.4
- short courses.....	25.5
- reviews.....	25.6
- evaluations.....	25.7
- collaborative, combined & negotiated.....	25.8
- outside courses.....	25.9
- changes to.....	25.10
- class lists.....	25.11
- enquires about.....	25.12
CPAG Applications.....	55.3
Cut Off Scores.....	98.2

**D**

DAS.....	46.6
- general information.....	46.6.1
- reports.....	46.6.2
Degrees <i>see also</i> Courses, Conferings.....	26
- structure of individual degrees.....	26.1
- undergraduate degrees.....	26.2
- higher degrees.....	26.3
- honorary degrees.....	26.4
- masters degrees.....	26.5
- PhD degrees.....	26.6
- postgraduate degrees.....	26.7
Delegation of Authority.....	27
Delivery & Part Delivery Receiving Vouchers.....	46.3.6
Departmental Committees.....	18.1
- official minutes.....	18.1.1
- correspondence.....	18.1.2
- duplicate minutes.....	18.1.3
- membership.....	18.1.4
- nominations.....	18.1.5
- elections.....	18.1.5
Departmental Pay-In Forms.....	46.3.7
Departmental/School Strategic Plan.....	79.3
Directories <i>see</i> Publications	
Discipline & Misconduct.....	28
- staff.....	28.1
- students.....	28.2
Discovery Day.....	29
- general information.....	29.1
- departmental/school participation in.....	29.2
Donations.....	30

Records Disposal Schedule No. 18  
Academic Departments & Schools

**E**

EFTSU .....	79.5
- policy, procedures.....	79.5.1
- departmental/school calculations.....	79.5.2
Educational Profile .....	79.6
- policy, procedures.....	79.6.1
- departmental/school calculations.....	79.6.2
Email .....	55.1
Employee Detail Changes.....	93.9
Employee Payroll Variation .....	93.7
Employee Registration .....	93.6
Employment Policy & Procedures.....	93.31
Endowments .....	31
- policy, procedures.....	31.1
- specific endowments.....	31.2
Enquiries .....	25.12
Enrolment & Re-Enrolment .....	32
- policy, procedures.....	32.1
- correspondence with individual students .....	32.2
- quotas .....	32.3
Equal Opportunity .....	33
Equipment.....	34
- purchase & maintenance .....	34.1
- general information .....	34.2
- inventories.....	34.3
Equipment Manuals .....	66.1
Essays.....	35
Estates .....	36
Ethics .....	37
- policy, procedures.....	37.1
- issues specific to department\school .....	37.2
Evaluations of Courses .....	25.7
Exam Question Papers .....	38.4
Exam Script Books.....	38.5
Examinations.....	38
- university policy, procedures re conduct of.....	38.1
- department/school policy, procedures re conduct of .....	38.2
- administration of.....	38.3
- exam question papers.....	38.4
- exam script books .....	38.5
- appeals .....	38.6
- marking guides and protocols .....	38.7
Examiners .....	39
- nomination, notification, reports .....	39.1
- administration & processes.....	39.2
Exchange Programs & Agreements.....	40
- policy, procedures.....	40.1
- which directly involve department/school.....	40.2
Excursions.....	41

Records Disposal Schedule No. 18  
Academic Departments & Schools

Exhibitions.....	42
- policy, procedures.....	42.1
- specific exhibitions.....	42.2
External Organisation Reviews.....	89.3
- general information.....	89.3.1
- specific input by department/school.....	89.3.2
External Organisations.....	43
- significant correspondence.....	43.1
- general promotional information.....	43.2

**F**

Faculty Strategic Plan.....	79.2
- general information.....	79.2.1
- direct departmental/school input.....	79.2.2
Family Leave.....	59.1
False Documentation re Students.....	99.13
Fees.....	44
- full fee courses.....	44.1
- part fee courses.....	44.2
Fellowships.....	45
- guidelines.....	45.1
- summary information.....	45.2
- specific fellowships.....	45.3
Finance.....	46
- accounts & accounting.....	46.1
- budgetary material.....	46.2
- departmental financial forms & records.....	46.3
- purchase orders.....	46.4
- MUFAS.....	46.5
- DAS.....	46.6
- audits.....	46.7
- policy, procedures.....	46.8
Financial Assistance.....	99.14
Financial Delegation see Signature Authorities	
First Aid Records.....	1.1
Floor Plans.....	2.3
Formal Academic Functions.....	48.1
Freedom of Information.....	47
- policy, procedures.....	47.1
- FOI enquires.....	47.2
Fringe Benefit Tax see Tax, Conferences & Seminars	
Full Fee Courses see <i>also</i> Fees.....	44.1
- policy, procedures.....	44.1.1, 44.1.2
- development & operation.....	44.1.3

Records Disposal Schedule No. 18  
Academic Departments & Schools

Functions.....	48
- organised by department/school.....	48.1
- invitations.....	48.2
- policy, procedures.....	48.3
- general catering information.....	48.4
Funding.....	49
Fundraising <i>see also</i> Appeals.....	50
- policy, procedures.....	50.1
- departmental/school activities.....	50.2
Furniture <i>see</i> Equipment	

**G**

General Maintenance Requests.....	65.1
General Staff <i>see</i> Staff	
Government - Commonwealth & State.....	51
- general courtesy information.....	51.1
- relationship between govt. agencies & department/school.....	51.2
Graduate Diplomas <i>see</i> Courses	
Graduation <i>see</i> Conferings	
Graduation Ceremonies <i>see</i> Conferings	
Grants.....	52
- guidelines.....	52.1
- summary information.....	52.2
- departmental/school data.....	52.3
- specific grant applications.....	52.4

**H**

Halls of Residence.....	53
Handbooks <i>see</i> Publications	
Hazardous Substances Register.....	72.4
HECS.....	54
Health & Safety <i>see</i> Occupational Health & Safety	
Higher Degrees.....	26.3
Honorary Degrees.....	26.4

**I**

Induction re Staff.....	93.25
Industrial Matters.....	93.13
Information Technology.....	55
- email.....	55.1
- development & maintenance of unique departmental/school computer systems.....	55.2
- CPAG applications.....	55.3

Records Disposal Schedule No. 18  
Academic Departments & Schools

- MERLIN .....	55.4
- computer usage charge reports .....	55.5
- software licences .....	55.6
- ITS .....	55.7
Information Technology Services .....	55.7
- newsletters .....	55.7.1
- routine correspondence .....	55.7.2
- course brochures .....	55.7.3
- general administrative information .....	55.7.4
Insurance .....	56
- policy, procedures .....	56.1
- specific insurance policies .....	56.2
- claims .....	56.3
Internal Orders .....	46.3.1
Internal Telephone Directories .....	91.1.2
International Students see Students	
Inventions .....	57
Inventories (Equipment & Furniture) .....	34.3
Invitations .....	48.2
- received .....	48.2.1
- masters .....	48.2.2
- sent .....	48.2.3

**J**

Journals see Publications

**K**

Keys .....	58
Koori Students .....	99.6
- policy, procedures .....	99.6.1
- individual Koori students .....	99.6.2

**L**

Leave .....	59
- applications for .....	59.1, 93.10
- policy, procedures .....	59.2
- Staff Education Scheme .....	59.3
- academic .....	59.4
- Special Studies Program .....	59.5
- of absence .....	59.6
- balances .....	59.7
- reports .....	59.8

Records Disposal Schedule No. 18  
Academic Departments & Schools

Leave Balances.....	59.7
- policy, procedures.....	59.7.1
- correspondence with individual staff.....	59.7.2
Leave of Absence.....	59.6
- policy.....	59.6.1
- applications.....	59.6.2
Lecture Theatres <i>see a/so</i> Accommodation.....	60
- routine correspondence.....	60.1
- booking of theatres.....	60.2
- classroom allocation.....	60.3
Lectures <i>see</i> Public Lectures	
Legislation.....	61
Letters of Appreciation.....	62
Letters of Offer/Approval re Students.....	98.4
Library.....	63
- departmental/school branch library.....	63.1
- University Library.....	63.2
Lists of Staff.....	93.28
Lists of Students.....	99.8
Lists of Tutorial Allocations.....	110.1
Local Hazard Inspection Reports.....	72.3
Long Service Leave.....	59.1

**M**

Mail.....	64
- mail services.....	64.1
- mailing lists.....	64.2
Maintenance <i>see a/so</i> Accommodation.....	65
Major Works.....	12.2
Manuals.....	66
- equipment service manuals.....	66.1
- procedure manuals.....	66.2
- computer manuals.....	66.3
Marketing & Promotion.....	67
Marking guides & protocols for examinations.....	38.7
Masters Courses.....	25.3
Masters Degrees.....	26.5
Material Safety Data Sheets.....	72.5
Maternity Leave.....	59.1
Medals.....	68
- policy, procedures.....	68.1
- specific medals.....	68.2
Media.....	69
Medical Examinations re Staff.....	93.26
- general information.....	93.26.1
- individual staff.....	93.26.2

Records Disposal Schedule No. 18  
Academic Departments & Schools

Meetings see Committees	
Memorandum of Understanding.....	70
Memorial Lectures see Lectures	
MERLIN.....	55.4
Minor Works.....	12.3
Minutes & Agenda see Committees	
Misconduct see Staff, Students	
Motor Vehicles .....	71
- purchase of .....	71.1
- vehicle log books .....	71.2
MUFAS.....	46.5
- general information .....	46.5.1
- statements .....	46.5.2

## N

Negotiated Courses .....	25.8
Newsletters .....	84.5
- produced by department/school.....	84.5.1
- produced by other university offices .....	84.5.2
- produced externally.....	84.5.3
Notification of Incidents.....	1.1

## O

Occupational Health & Safety .....	72
- policy, procedures.....	72.1
- health & safety status.....	72.2
- local hazard inspection reports .....	72.3
- hazardous substances register.....	72.4
- material safety data sheets.....	72.5
- radiation documentation.....	72.6
Open Day.....	73
- policy, procedures.....	73.1
- departmental/school participation in .....	73.2
Orientation see Staff	
Orientation Week .....	74
- policy, procedures.....	74.1
- departmental/school participation in .....	74.2
Organisation Charts .....	73
- structure of university.....	73.1
- structure of department/school .....	73.2
Outside Work see Consultancies	
Overseas Students.....	99.7

Records Disposal Schedule No. 18  
Academic Departments & Schools

**P**

Payroll Adjustment .....	93.8
Parking & Traffic.....	76
- policy, procedures.....	76.1
- parking permits & charges .....	76.2
Parking Permits & Charges.....	76.2
Patents.....	77
Paternity Leave .....	59.1
Performance Appraisal.....	93.15
- general staff .....	93.15.1
- academic staff.....	93.15.2
Personnel see Staff	
Petty Cash Forms .....	46.3.5
PhD Courses.....	25.4
PhD Degrees.....	26.6
PhD Programs see Courses, Degrees	
Photographic Records.....	78
Planning .....	79
- University Strategic Plan.....	79.1
- Faculty Strategic Plan .....	79.2
- Departmental/School Strategic Plan .....	79.3
- Triennium .....	79.4
- EFTSU .....	79.5
- educational profile.....	79.6
Position Descriptions.....	93.16
Position Details .....	93.3
Postgraduates .....	99.2
- policy, procedures.....	99.2.1
- supervision of.....	99.2.2
Postgraduate Degrees .....	26.7
Postgraduate Diplomas.....	25.2
Practical Work .....	25.13
Practicum Reports.....	79.7, 99.11
Press Releases see Media	
Printing.....	80
Printing Requisitions .....	81.1
Prizes see <i>also</i> Awards.....	81
- policy, procedures.....	81.1
- specific prizes .....	81.2
Procedure Manuals .....	66.2
Professional Associations .....	82
- relationship between association & department/school .....	82.1
- general promotional information .....	82.2
Projects see Research	
Promotion re Staff .....	93.20
Promotional Material .....	67.1
Prospective Staff .....	93.17
Public Lectures.....	83
- lecture programs .....	83.1

Records Disposal Schedule No. 18  
Academic Departments & Schools

Public Relations see Marketing & Promotion	
Publications.....	84
- correspondence .....	84.1
- internal publications .....	84.2
- university publications.....	84.3
- external publications .....	84.4
- newsletters.....	84.5
Purchase Orders .....	46.4
- DAS generated .....	46.4.1
- non DAS generated .....	46.4.2

**Q**

Quality of Teaching/Education .....	105.2
- general information .....	105.2.1
- internal documentation.....	105.2.2
- subject forms.....	105.2.3
- additional questions .....	105.2.4
- departmental/school summary sheets .....	105.2.5
Quotas.....	32.3

**R**

Radiation Documentation.....	72.6
Receipt Books .....	46.3.2
Reclassification .....	93.2.1
Records Disposal see Records Management & Archives	
Records Management & Archives.....	85
- instructional material .....	85.1
- accession lists.....	85.2
- destroyed records .....	85.3
- records systems.....	85.4
Records Systems .....	85.4
Records Transfer Forms .....	85.2
Recruitment Advertising re Staff .....	93.4
Register of Research Projects & Research Funds.....	87.4
- general information .....	87.4.1
- documentation relating to.....	87.4.2
Reports.....	86
- administrative annual reports.....	86.1
- scholarship holders' annual reports .....	86.2
- ARC assessor's reports .....	86.3
- research reports.....	86.4
Requests for Payment.....	46.3.4
Research.....	87
- policy, procedures.....	87.1
- funding, planning & costing of research projects .....	87.2

Records Disposal Schedule No. 18  
Academic Departments & Schools

- specific research projects .....	87.3
- Register of Research Projects & Research Funds .....	87.4
- research centres .....	87.5
Research Centres .....	87.5
- proposals, development & operations of.....	87.5.1
- general information .....	87.5.2
Research Reports .....	86.4
- guidelines.....	86.4.1
- departmental research reports.....	86.4.2
- individual research project reports .....	86.4.3
Residential Colleges see Halls of Residence	
Resource Allocation see Planning	
Results see <i>also</i> Assessment .....	88
- results processes .....	88.1
- lists of student results .....	88.2
- internal correspondence .....	88.3
- notes concerning individual students .....	88.4
Reviews.....	89
- specific to department/school .....	89.1
- university.....	89.2
- of external organisations.....	89.3
Reviews of Courses .....	25.6
Room Allocations see Lecture Theatres	
Rosters re Staff .....	93.27
 <b>S</b>	
Salaries .....	93.32
Scholarship Holders' Annual Reports .....	86.2
Scholarships see <i>also</i> Prizes, Awards .....	90
- guidelines.....	90.1
- summary information .....	90.2
- specific scholarships .....	90.3
School Evaluation Reports.....	99.12
Secondment.....	93.23
Security .....	91.4
Selection Criteria.....	98.1
- policy, procedures.....	98.1.1
- departmental/school selection criteria.....	98.1.2
Seminars see Conferences & Seminars	
Services .....	91
- telephones .....	91.1
- cleaning.....	91.2
- couriers .....	91.3
- security.....	91.4
Sexual Harassment see Equal Opportunity	
Short Courses .....	25.5
Sick Leave.....	59.1
Signature Authorities.....	92
- policy, procedures.....	92.1

Records Disposal Schedule No. 18  
Academic Departments & Schools

- routine correspondence .....	92.2
- proforma documentation .....	92.3
Social Functions.....	48.1
Software see Computers	
Software Licences.....	55.6
Special Consideration .....	99.9
Special Studies Program.....	59.5
- reports.....	59.5.1
- approval .....	59.5.2
Staff.....	93
Staff Associations.....	94
Staff Development & Training .....	93.30
- general information .....	93.30.1
- staff attendance .....	93.30.2
Staff Education Scheme.....	59.3
- approval .....	59.3.1
- policy statements .....	59.3.2
- study leave reports.....	59.3.3
Staff Files .....	93.1
Staff Misconduct.....	28.1
Staff Vacancies Advertised .....	3.1
Standing Resolutions .....	95
State Government.....	51
Strategic Planning see Planning	
Stationery .....	96
Statistics.....	97
- compiled by department/school .....	97.1
- gathered for\by department/school .....	97.2
- general information .....	97.3
Stem Questions re Quality of Teaching .....	105.2.3
Student Accommodation .....	99.4
Student Files .....	99.1
Student Lists .....	99.8
Student Misconduct.....	28.2
Student Record Cards.....	99.10
Student Selection .....	98
- selection criteria .....	98.1
- cut off scores.....	98.2
- admission.....	98.2
- letters of offer\approval .....	98.4
Student Union .....	99.16
Students.....	99
Students With Disabilities.....	100
- policy, procedures.....	100.1
- individual students .....	100.2
Studentships .....	101
- policy, procedures.....	101.1
- specific studentships.....	101.2
Study Leave see Leave	
Subject Forms re Quality of Teaching.....	105.2.3
Summer School Program.....	102
- general information .....	102.1

Records Disposal Schedule No. 18  
Academic Departments & Schools

- participation of department/school .....	102.2
Supplementary Assessment Arrangements .....	8.2

Suspension see Students, Staff

Surveys .....	103
- externally produced & not completed.....	103.1
- externally produced & completed by department/school .....	103.2
- produced by other university offices .....	103.3
- internally produced.....	103.4

## T

Taxation see <i>also</i> Fringe Benefit Tax.....	104
Teaching .....	105
- original teaching materials .....	105.1
- Quality of Teaching.....	105.2
- teaching matrix documentation .....	105.3
Telephone Charges.....	91.1.1
Telephones .....	91.1
- telephone charges .....	91.1.1
- internal telephone directories.....	91.1.2
Temporary Accommodation .....	2.4
Thesis.....	106
- processing of theses .....	106.1
- correspondence with students .....	106.2
Thesis Reports see Reports	
Timetables.....	107
Transport see <i>also</i> Motor Vehicles.....	108
Travel .....	109
Travel Diaries .....	109.2
Travel Grants see Grants	
Triennium .....	79.4
- policy, procedures.....	79.4.1
- departmental/school's triennium planning.....	79.4.2
Tuition .....	110
- lists of allocations.....	110.1
- programs.....	110.2
Tutorial Programs.....	110.2

## U

Undergraduate Courses.....	25.1
Undergraduate Degrees.....	26.2
Undergraduates .....	99.3
UNINEWS see Publications	
Unions see Staff Associations	
University Agencies.....	111
- general enquires & information .....	111.1
- significant correspondence .....	111.2

Records Disposal Schedule No. 18  
Academic Departments & Schools

University Library 63.2

University Reviews .....	89.2
- general information .....	89.2.1
- specific input by department/school .....	89.2.2
University Strategic Plan .....	79.1
- general information .....	79.1.1
- direct departmental/school input .....	79.1.2
Unsatisfactory Progress .....	99.5
- policy, procedures .....	99.5.1
- progress of individual students .....	99.5.2
Unsolicited Letters.....	93.12

**V**

Vehicle Log Books .....	71.2
Visits & Visitors .....	112

**W**

Waste Disposal .....	113
Work Conditions .....	93.14
Workers Compensation.....	114
- policy, procedures .....	114.1
- individual claims.....	114.2
Workshops see Conferences & Seminars	