

RECORDS SERVICES

UNIVERSITY OF MELBOURNE

RECORDS DISPOSAL SCHEDULE NO. 8

FACULTY ADMINISTRATIVE RECORDS

Records Services

1992

DISPOSAL SCHEDULE No. 8

Faculty Administrative Records

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University Archivist

Registrar

Custodian

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INTRODUCTION

This Faculty Administrative Records Disposal Schedule was first issued in 1992.

1. 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.

2. WHAT IS A RECORDS DISPOSAL SCHEDULE?

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

Disposal may be either immediate destruction, temporary retention in Records Services' intermediate records storage or transfer to University Archives in the case of hardcopy paper records; and deletion, transfer to CD or ongoing migration in the case of electronic records.

Records retention periods must be strictly adhered to in order to ensure compliance with legislative requirements, i.e. records must not be kept for longer than is stated in the 'Disposal Action' column of the schedule.

The aim of the Faculty Administrative 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 Records Services when they are no longer required by staff.

This ensures:

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

3. SCOPE

The Faculty Administrative Records Disposal Schedule is intended to cover operational administrative records common to Faculties. The records covered by this records disposal schedule include both electronic records as well as paper records.

The Faculty Administrative Records Disposal Schedule does not cover student records or those of academic departments and schools. Student records are covered by Records Disposal Schedule No. 17 - Student Records and records of academic departments and schools are covered by Records Disposal Schedule No. 18 - Academic Departments and Schools.

The Schedule has been developed to deal with current and future records created within Faculty administrations, as well as those records which are no longer created.

The Faculty Administrative Records Disposal Schedule enables Faculty administrations to dispose of records covered in the records disposal schedule without reference to Records Services. However, a listing of the records destroyed or transferred to Intermediate Storage should be maintained by the individual Faculties.

4. 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 and in the Records Management Policy & Procedures Manual at <http://www.unimelb.edu.au/records/manual.html>.

5. WEB SITES / WEBPAGES

It is anticipated that all University departments/areas will have a web presence of some description. The University is currently developing a Web Archiving policy, however in the meantime the Records Management Program advises the following in regards to the long term maintenance of web records:

- If the contents of the page contain long term recordkeeping value (*check for the type of record under the relevant disposal class*) and do not exist in any other format (e.g. paper, word document, etc) then it may be advisable to print the document/record and store with other paper records.
- Logs (either in paper format or in an excel spreadsheet or word document) should be maintained which document when changes have been made to various pages within the site. Ideally, all major changes should be authorised and signed off by a Manager to ensure the authenticity of the material being presented on the website.
- When the site is undergoing a major upgrade, (i.e. a brand new site is built to replace the current one) – the Records Management Program should be notified. Alternatively, a copy of the entire site can be put on CD.

6. PROGRAMMING OF PLANNED DISPOSAL

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

7. HOW TO USE THE FACULTY ADMINISTRATIVE RECORDS DISPOSAL SCHEDULE

The entries on the Student Support Services & Academic Administration Records Disposal Schedule are arranged by function. Within each function records are described and the disposal action that can be taken is specified, that is how long records are to be retained by the department before being destroyed or transferred to Records Services' intermediate records storage or University Archives.

7.1 Terminology Used in the Student Services Records Disposal Schedule

Entry No.

The entry number provides citation and ease of reference.

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 reference ceases*', which means that the records identified can be destroyed when they are no longer referred to. This period differs from office to office, and depends on the office 'comfort zone' of when the faculty administration feels the information is no longer relevant.

As mentioned earlier, records retention periods must be strictly adhered to in order to ensure compliance with legislative requirements, i.e. records must not be kept for longer than is stated in the 'Disposal Action' column of the schedule.

Custody

This entry indicates who is responsible for storing the records. Where '*Transfer to Intermediate Storage*' is instructed, then the records should be transferred to Records Services for longer term retention.

Alternative Source

This entry specifies where an alternative source for the record is located. In some instances, the alternative source is also the holder of the prime record and the department named is responsible for maintaining it in accordance with legislative, financial, administrative and archival recordkeeping requirements. In those instances, the user of this records disposal schedule can be assured that their work unit holds a duplicate record or copy and that the prime record is held elsewhere. But that does not mean that the prime record will be retained by that department permanently. The recordkeeping requirement for prime records will have been identified and specified in a records disposal schedule e.g. the Human Resources Records Disposal Schedule, Financial Records Disposal Schedule, Property and Buildings Records Disposal Schedule or the Risk Management Office Records Disposal Schedule.

In other instances, the alternative source named will be a complementary source of records to those kept by the faculty administration.

7.2 To Identify The Retention Period:

1. Check the table of contents for the subject or the index for the activity or subject;
2. Turn to the appropriate disposal class and identify the appropriate activity or record;
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 Faculty Administrative Records

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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.

8. DESTRUCTION AS 'NORMAL ADMINISTRATIVE PRACTICE'

Certain types of records and information can be destroyed as a 'normal administrative practice' without reference to a disposal authority issued by Records Services. Destruction as 'normal administrative practice' usually occurs because the information is:

- duplicated elsewhere (e.g. a handwritten draft or information copy, spare copies of minutes & agendas);
- unimportant (e.g. telephone message slips);
- of short term facilitative value (e.g. compliments slips, reference materials, address lists);
- publications, superseded manuals, catalogues, trade journals held for informational purposes;
- unsolicited advertising material.

9. DESTRUCTION AUTHORISATION, NOTIFICATION & METHODS

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

- sensitive
- confidential
- normal routine

9.1 Hardcopy Records

Sensitive records contain information about individuals (e.g. staff, students, donors), tender bids, financial reports, information given in confidence or records related to investigations.

Sensitive records in paper format should be shredded. 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 records are those which do not contain sensitive information but also need to be disposed of in a secure manner due to their confidential nature.

Confidential wheelie bins can be obtained from Cleaning Services. 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.

Normal routine records which are neither confidential or sensitive 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.

9.2 Electronic records

When destroying sensitive, confidential and routine records in electronic format, you must ensure that they are completely deleted from the electronic system and that this includes all back-up tapes, disks, CDs etc.

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Simply pressing the delete key is not sufficient to ensure the deletion of an electronic record. You need to ensure that the hard drive of a computer or a disk is completely reformatted or overwritten. Records stored on magnetic media can be erased by subjecting them to a strong magnetic field. Records stored on optical media or even on the hard drive of a computer, can be cut, crushed or otherwise physically destroyed – this may be necessary for example, in the case of records of a particularly sensitive nature.

9.3 List the records you are destroying

It is essential to keep a list of the individual files that have been destroyed according to the Records Disposal Schedule, and the date on which they were destroyed. It is also just as important to document the destruction of electronic records from electronic systems, hard drives or other media. This list should then be signed by the Dean or General Manager of the Faculty. This is an accountable record that needs to be maintained for accountability and evidential requirements.

10. TRANSFER OF RECORDS TO STORAGE

Records identified for permanent or temporary retention in Records Services' intermediate records storage should be listed (including retention period), boxed and transferred to Records Services in accordance with the **Transferring Records to Intermediate Storage Instructions** (available at <http://www.unimelb.edu.au/records/pdf/transferfactsheet.pdf>)

Records Services should be contacted prior to the transfer of records to obtain a records transfer number and archives boxes (if required). The Records Transfer List should be forwarded to Records Services prior to the transfer of records.

Electronic records and databases that have been identified as a permanent record must be appropriately maintained within the faculty administration and strategies adopted to ensure the accessibility, integrity and authenticity of the records over time.

11. AMENDMENT AND UPDATING

The Faculty Administrative Records Disposal Schedule is a reflection of current practice and procedures and will need to be updated on a regular basis as the types of records being created by the University will alter over time.

The Faculty Administrative Records Disposal Schedule will be regularly reviewed to ensure that it complies with current recordkeeping practices. Retention periods may need to be altered due to legislative change and additions to the 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 Information Management Analysts.

When planning to undertake records disposal, Records Services' website should be checked to ensure that your copy of a records disposal schedule is the most current version (<http://www.unimelb.edu.au/records/rmp/disposal.html>).

12. CONTACTS

Manager, Records Services	Donna Mc Rostie	x 46996
Information Management Analysts	Peter Bode	x 44225
	Lucinda Davies	x 49741
Webpage	http://www.unimelb.edu.au/records/	

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
1	ACCOMMODATION			
1.1	Allocation of rooms	Destroy 3 years after file closed	Retain in faculty office until destroyed	Faculty Office
1.2	Redesign or alteration of accommodation	Destroy 3 years after file closed	Retain in faculty office until destroyed	Faculty Office
1.2.1	Redesign or alteration - Plans	Destroy 3 years after file closed	Retain in faculty office until destroyed	Faculty Office
1.3	Hire			
1.3.1	Hire of University Buildings	Destroy when reference ceases	Retain in faculty office until destroyed	Property & Buildings
1.3.2	Hire of Non-University Buildings	Destroy when reference ceases	Retain in faculty office until destroyed	Property & Buildings
1.4	Security			
1.4.1	Security Arrangements	Destroy when reference ceases	Retain in faculty office until destroyed	Property & Buildings
1.4.2	Keys	Destroy 2 years after file closed	Retain in faculty office until destroyed	Property & Buildings
1.5	Cleaning	Destroy 2 years after file closed	Retain in faculty office until destroyed	Property & Buildings
1.6	Maintenance	Destroy 5 years after file closed	Retain in faculty office until destroyed	Property & Buildings
2	ACCOUNTS See also BUDGETS			
2.1	Financial Statements	Destroy 2 years after file closed	Retain in faculty office until destroyed	Finance & Accounting

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
2.2	M.U.F.A.S Details	Destroy when superseded	Retain in faculty office until destroyed	Finance & Accounting
2.3	D.A.S Details	Destroy when superseded	Retain in faculty office until destroyed	Finance & Accounting
2.4	Petty Cash	Destroy 2 years after last action	Retain in faculty office until destroyed	Finance & Accounting
2.5	Procedures	Destroy when superseded	Retain in faculty office until destroyed	Finance & Accounting
2.6	Purchase Orders (Departmental Copy)	Destroy 2 years after date of order	Retain in faculty office until destroyed	Finance & Accounting
2.7	Buildings Request Forms	Destroy 2 years after date of request	Retain in faculty office until destroyed	Finance & Accounting
2.8	Requests for Payment (Departmental Copy)	Destroy 2 years after finalisation of request	Retain in faculty office until destroyed	Finance & Accounting
2.9	Internal Orders (Departmental Copy)	Destroy 2 years after finalisation of order	Retain in faculty office until destroyed	Stationery Store
2.10	Stationery Requisitions (Departmental Copy)	Destroy 2 years after finalisation of request	Retain in faculty office until destroyed	Stationery Store
2.11	Invoices (Departmental Copy)	Destroy 2 years after finalisation of invoice	Retain in faculty office until destroyed	Finance & Accounting
3	ADVERTISING			
3.1	Arrangements	Destroy 2 years after last action	Retain in faculty office until destroyed	Finance & Accounting
4	AMALGAMATION			
4.1	Proposed Affiliations	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
4.2	Agreements	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
5	AMENITIES			
5.1	Staff			
5.1.1	Staff Tearoom / Common Room	Destroy 2 years after last action	Retain in faculty office until destroyed	Faculty Office
5.2	Student			
5.2.1	Student Common Room	Destroy 2 years after last action	Retain in faculty office until destroyed	Faculty Office
	ANNUAL REPORTS See REPORTS			
6	APPEALS (for money)			
6.1	Appeals Policy	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
6.2	Specific appeals	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
	ASSESSMENT See EXAMINATIONS			
7	AWARDS			

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
7.1	Commonwealth Postgraduate Awards	Destroy 2 years after file closed	Retain in faculty office until destroyed	Office for Research
7.2	Research Awards	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
8	BEQUESTS			
8.1	Specific Bequest Files	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	Central Administration
	BOARDS See COMMITTEES, BOARDS, SUB COMMITTEES, WORKING GROUPS			
9	BUDGET			
9.1	Memoranda from Central Administration	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration
9.2	Original Correspondence generated by Faculty	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
9.3	Policy Decisions			
9.3.1	Faculty	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
9.3.2	Department	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
9.4	Submissions to the Central Budgets Committee	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
9.5	Budget Documents	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
10	BURSARIES			
10.1	Specific Bursary Files	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
	CHAIRMEN See STAFF			
11	CHAIRS			
11.1	Procedure	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
11.2	Specific Chair File	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
12	CIRCULARS / MEMORANDUMS			
12.1	Policy Masters	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
12.2	Procedures	Destroy when reference ceases	Retain in faculty office until destroyed	
12.3	Courtesy Copies (Non Faculty)	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration
13	COMMITTEES / BOARDS / SUB-COMMITTEES / WORKING GROUPS			

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
13.1	Committees etc of Faculty			
13.1.1	Official, Signed Minutes and Agenda	Retain Permanently	Transfer to Records Services when signed	
13.1.2	Duplicate Copies of Minutes	Destroy 2 years after file closed	Retain in faculty office until destroyed	
13.1.3	Correspondence and Associated Documents	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
13.1.4	Membership	Destroy when reference ceases	Retain in faculty office until destroyed	
13.1.5	Nominations/Elections	Destroy 1 year after last action	Retain in faculty office until destroyed	
13.1.6	Student Representation on Faculty Committees	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
13.1.7	Procedures	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
13.2	Committees etc. of Other Faculties, University Departments, or External Organisations			
13.2.1	Courtesy Copies of the Minutes and Associated Documents of Meetings	Destroy when reference ceases	Retain in faculty office until destroyed	Faculties, Departments or External Organisations
13.2.2	Correspondence	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
13.2.3	Nominations	Destroy 1 year after action	Retain in faculty office until destroyed	

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
13.2.4	Membership	Destroy when reference ceases	Retain in faculty office until destroyed	
13.3	Committees etc. of Central Administration			
13.3.1	Copies of Minutes	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration
13.3.2	Membership, Student Representation	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration
13.3.3	Procedures	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
13.3.4	Agenda	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration
13.3.5	Correspondence	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
13.4	Committees of the Student Union			
13.4.1	Student Representation	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration
	COMPUTERS See 22.5			
14	CONFERENCES / SEMINARS			
14.1	Organised by Faculty	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
14.2	External Attended by Staff	Destroy 2 years after file closed	Retain in faculty office until destroyed	

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
15	COPYRIGHT			
15.1	Procedures	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
16	COUNCIL			
16.1	Nominations for	Destroy 1 year after file closed	Retain in faculty office until destroyed	Central Secretariat
16.2	Appointment to	Destroy when reference ceases	Retain in faculty office until destroyed	Central Secretariat
16.3	Procedures	Destroy when superseded	Retain in faculty office until destroyed	Central Secretariat
16.4	Matters for Council Approval forms (duplicates)	Destroy 2 years after file closed	Retain in faculty office until destroyed	Council Minutes
16.5	Standing Resolutions of Council	Destroy when superseded	Retain in faculty office until destroyed	Central Records
17	COURSES See also SUBJECTS			
17.1	Faculty Policy	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
17.2	Course Structure	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
17.2.1	Alterations to Course Structure	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
17.3	Proportional Assessment	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
17.4	Combined Courses	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
17.5	Queries on Courses Available	Destroy 6 months after last action	Retain in faculty office until destroyed	
17.6	Information Available on Courses	Destroy when reference ceases	Retain in faculty office until destroyed	
17.7	Complementary Courses	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
17.8	Negotiated Courses	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
17.9	Continuing Education Courses	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
17.10	Evaluation of Courses	Retain Permanently	Transfer to Intermediate Storage 3 years after file closed	
17.11	Class Lists	Destroy 2 years after file closed	Retain in faculty office until destroyed	
17.12	E.F.T.S.U (Effective Full Time Student Units)	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
	DEANS See Staff for appointment etc			

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
18	DEGREES			
18.1	Degrees without Examination	Destroy 2 years after file closed	Retain in faculty office until destroyed	
18.2	Honorary Degrees	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
18.3	Conferring	Destroy 1 year after file closed	Retain in faculty office until destroyed	Student Administration
18.4	Information on Forged Certificates	Destroy 2 years after file closed	Retain in faculty office until destroyed	Central Registry
18.5	Higher Degrees	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
19	DONATIONS			
19.1	Monetary and Other Gifts	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
19.2	Form Letters for the Documentation of Donations	Destroy 1 year after file closed	Retain in faculty office until destroyed	
20	ELECTIONS FOR POSITION IN FACULTY			
20.1	Routine Arrangements	Destroy 1 year after file closed	Retain in faculty office until destroyed	
20.2	Eligibility	Destroy 1 year after file closed	Retain in faculty office until destroyed	
20.3	Nominations	Destroy 1 year after file closed	Retain in faculty office until destroyed	

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
	ELECTIVES See SUBJECTS			
21	ENQUIRIES			
21.1	Prospective/Intending Students	Destroy when selection period is over	Retain in faculty office until destroyed	
21.2	Admission Enquiries	Destroy 1 year after last action	Retain in faculty office until destroyed	
21.3	Queries re Academic Status	Destroy 6 months after last action	Retain in faculty office until destroyed	
21.4	Re Non Advertised Positions	Destroy 1 year after last action	Retain in faculty office until destroyed	
21.5	General Non Student Enquiries	Destroy 6 months after last action	Retain in faculty office until destroyed	
22	EQUIPMENT See also GRANTS – EQUIPMENT			
22.1	Purchase/Hire or Lease Arrangements	Destroy when reference ceases	Retain in faculty office until destroyed	
22.2	Maintenance Agreements	Destroy when superseded or when equipment disposed of	Retain in faculty office until destroyed	
22.3	Inventory	Destroy 6 months after last action	Retain in faculty office until destroyed	Property & Buildings
22.4	Motor Vehicles	Destroy when reference ceases	Retain in faculty office until destroyed	Property & Buildings
22.5	Computers			
22.5.1	Faculty Policy and Development	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	

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Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
22.5.2	C.P.A.G (Computer Purchase Advisory Group) Forms	Destroy 2 years after last action	Retain in faculty office until destroyed	Information Technology Services
23	EXAMINATIONS See also THESES			
23.1	Entry – Student Lists	Refer to Records Disposal Schedule No. 17 - Student Records		
23.2	Dates	Destroy 1 year after file closed	Retain in faculty office until destroyed	Student Administration
23.3	Timetables	Destroy 1 year after file closed	Retain in faculty office until destroyed	Student Administration
23.4	Location	Destroy 1 year after file closed	Retain in faculty office until destroyed	Student Administration
23.5	Procedures	Destroy when superseded	Retain in faculty office until destroyed	Student Administration
23.6	Examination Papers			
23.6.1	Booklets of Exam Papers	Refer to Records Disposal Schedule No. 17 - Student Records		
23.6.2	Arrangements for Printing/Distribution	Destroy 1 year after file closed	Retain in faculty office until destroyed	
23.7	Examination Script Books			
23.7.1	Examination Script Books	Refer to Records Disposal Schedule No. 17 – Student Records		

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DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
23.7.2	Examination Script Books subject to Appeal, Complaint, Grievance or Investigation	Refer to Records Disposal Schedule No. 17 – Student Records		
23.8.1	Marking Procedures (faculty)	Destroy when superseded	Retain in faculty office until destroyed	
23.8.2	Marking Guides (academic departments and schools)	Refer to Records Disposal Schedule No. 18 Academic Departments and Schools		
23.9	Examination Results	Refer to Records Disposal Schedule No. 17 - Student Records		
23.10	Special Consideration			
23.10.1	Applications	Refer to Records Disposal Schedule No. 17 - Student Records		
23.10.2	Faculty Policy	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
23.11	Supplementary Examinations	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
23.12	Proportional Assessment (see 17.3)			
23.13	Post Graduate Examination Policy	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
24	EXAMINERS			

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
24.1	Appointment (Non Thesis)	Destroy 1 year after file closed	Retain in faculty office until destroyed	Personnel Services
24.2	Appointment (Theses)	Destroy 5 years after file closed	Retain in faculty office until destroyed	Personnel Services
24.3	Payment	Destroy 1 year after file closed	Retain in faculty office until destroyed	Finance & Accounting
24.4	Consultation/Meetings	Destroy 2 years after file closed	Retain in faculty office until destroyed	Finance & Accounting
	EXHIBITIONS See SCHOLARSHIPS			
25	EXTERNAL ORGANISATIONS			
25.1	Courtesy Copies of Minutes and Associated Documents of Meetings (see also 13.2)			
25.2	Correspondence	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
25.3	General Enquiries and Information	Destroy 1 year after file closed	Retain in faculty office until destroyed	
	FACILITIES See ACCOMMODATION EQUIPMENT			
26	FEES			
26.1	Amenities and Services	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration
26.2	Tuition	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration
26.3	H.E.C.S (Higher Education Contribution Scheme)	Destroy when superseded	Retain in faculty office until destroyed	Student Administration

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
26.4	Full Fee Paying Students	Destroy when superseded	Retain in faculty office until destroyed	Student Administration
26.5	Post Graduate Students	Destroy when superseded	Retain in faculty office until destroyed	Student Administration
27	FORGERIES (relating to Student Records)			
27.1	Information (see also 18.4)	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
28	FREEDOM OF INFORMATION (FOI)			
28.1	Procedures	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
29	GRANTS			
29.1	Equipment Grants	Destroy 6 years after date of grant	Retain in faculty office until destroyed	Central Administration
29.2	Development Grants			
29.2.1	Policy and Procedure	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
29.2.2	Proposals	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
29.2.3	Specific Projects	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
29.3	Research Grants	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
29.4	Travel Grants	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
30	INSURANCE			
30.1	Specific Policies	Destroy when superseded	Retain in faculty office until destroyed	Insurance Office
30.2	Information	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration and Insurance Office
31	LEAVE			
31.1	Applications	Destroy 1 year after date of application	Retain in faculty office until destroyed	Personnel Services
31.2	Study Leave			
31.2.1	Approval	Destroy 2 years after leave elapsed	Retain in faculty office until destroyed	
31.2.2	Policy Statements	Destroy when superseded	Retain in faculty office until destroyed	
31.2.3	Reports (pertaining to academic study leave)	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
31.3	Special Study Programme			

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
31.3.1	Reports	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	Personnel Services
31.3.2	Approval from Personnel Services	Destroy 1 year after approval	Retain in faculty office until destroyed	Personnel Services
31.4	Leave of Absence			
31.4.1	Policy	Destroy when reference ceases	Retain in faculty office until destroyed	Personnel Services
31.4.2	Applications etc	Destroy 2 years after date of application	Retain in faculty office until destroyed	Personnel Services
32	LEGISLATION			
32.1	Copies of University Legislation	Destroy when superseded	Retain in faculty office until destroyed	Central Records
32.2	Changes to University Legislation (initiated by faculties or directly affecting faculties)	Destroy when reference ceases	Retain in faculty office until destroyed	Legislation Committee
33	LIBRARY			
33.1	Branch Libraries			
33.1.1	Policy	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
33.1.2	List of New Acquisitions	Destroy 1 year after file closed	Retain in faculty office until destroyed	
33.1.3	Librarian's Report	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
33.1.4	Information	Destroy 2 years after file closed	Retain in faculty office until destroyed	
33.2	Administration Library			
33.2.1	Lists of New Acquisitions	Destroy 6 months after file closed	Retain in faculty office until destroyed	Administration Library
33.3	University Library			
33.3.1	Information	Destroy when reference ceases	Retain in faculty office until destroyed	Baillieu Library
	LOANS – See STUDENTS' LOAN FUND			
34	OFFICE			
34.1	Faculty Office Procedures	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
34.2	Correspondence Procedures	Destroy when superseded	Retain in faculty office until destroyed	
34.3	Faculty Filing System	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
35	PARKING			
35.1	Policy Statements	Destroy when superseded	Retain in faculty office until destroyed	Property & Buildings
35.2	Parking Permits	Destroy 2 years after date of permit	Retain in faculty office until destroyed	Property & Buildings

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
36	PHOTOCOPYING			
36.1	Rules	Destroy when superseded	Retain in faculty office until destroyed	
37	PRIZES			
37.1	Specific Prize File	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
38	PUBLICATIONS			
38.1	Faculty Publications			
38.1.1	Correspondence and Original Documents	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
38.1.2	Amendment/Updating of Entries (including handbooks)	Destroy 2 years after file closed	Retain in faculty office until destroyed	
38.1.3	Distribution	Destroy 2 years after file closed	Retain in faculty office until destroyed	
38.1.4	Legal Deposit	Destroy when reference ceases	Retain in faculty office until destroyed	Central Administration
38.1.5	Costings	Destroy 7 years after file closed	Transfer to Intermediate Storage 2 years after file closed	
38.2	Non Faculty Publications	Destroy when reference ceases	Retain in faculty office until destroyed	
38.4	Newsletters			

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
38.4.1	Faculty Newsletters Master Set	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
38.4.2	Other Faculties, University Offices and External Newsletters	Destroy when reference ceases	Retain in faculty office until destroyed	Other Faculties, University Offices and External Bodies
38.5	Contributions to Career Publications	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
	PURCHASING See ACCOUNTS			
39	REPORTS			
39.1	Annual Reports			
39.1.1	Faculty Annual Reports	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
39.1.2	Other Faculties, University Departments or External Organisations	Destroy when reference ceases	Retain in faculty office until destroyed	Other Faculties, University Departments and External Organisations
39.1.3	Dean's Annual Report	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
39.1.4	Academic Annual Reports	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
39.2	Faculty Reports (Reports created by Faculty, excluding annual reports)	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
39.3	Research Reports			
39.3.1	Reports Created and Used by Faculty	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
39.3.2	Non Faculty Reports	Destroy when reference ceases	Retain in faculty office until destroyed	
40	SCHOLARSHIPS			
40.1	Specific Scholarship Files	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
40.2	Applications	Refer to Student Records Disposal Schedule No. 17		
40.3	Information and Procedures	Destroy 2 years after file closed	Retain in faculty office until destroyed	
	SELECTION See STUDENT SELECTION			
	SPECIAL STUDY PROGRAMME See LEAVE – SPECIAL STUDY PROGRAMME			
41	STAFF			
41.1	Staff Files on Individual Members of Staff	Destroy on retirement / termination	Retain in faculty office until destroyed	

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
41.2.1	Koorie Staff – Details of Employment, Job Specification	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	Central Administration
41.3	Academic Associates			
41.3.1	Listing	Destroy when superseded	Retain in faculty office until destroyed	Personnel Services
41.4	Appointment			
41.4.1	Procedures	Destroy when superseded	Retain in faculty office until destroyed	Personnel Services
41.4.2	Copies of Letters of Appointment	Destroy 1 year after date of appointment	Retain in faculty office until destroyed	Personnel Services
41.4.3	Reappointment Procedures	Destroy when superseded	Retain in faculty office until destroyed	Personnel Services
41.4.4	Reappointment Advice	Destroy 1 year after date of reappointment	Retain in faculty office until destroyed	Personnel Services
41.4.5	Appointment of Dean, Sub Dean Associate Dean, Deputy Dean	Destroy when superseded	Retain in faculty office until destroyed	Personnel Services
41.4.6	Arrangements for Temporary Appointment in Dean's Absence	Destroy 1 year after date of appointment	Retain in faculty office until destroyed	Personnel Services
41.4.7	Council Approval for Acting Arrangements for Dean	Destroy 1 year after date of approval	Retain in faculty office until destroyed	Council Minutes
41.4.8	Appointment of Chairman, Deputy Chairman of Departments	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
41.4.9	Unsuccessful & Unsolicited Applications	Destroy 1 year after date of application	Retain in faculty office until destroyed	Central Records

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
41.5	Complaints / Petitions	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	Central Records
41.6	Conditions of Employment	Destroy when superseded	Retain in faculty office until destroyed	Personnel Services
41.7	Flexible Working Hours	Destroy when superseded	Retain in faculty office until destroyed	Personnel Services
41.8	Reclassification Procedures	Destroy when superseded	Retain in faculty office until destroyed	Personnel Services
41.9	Training Courses			
41.9.1	General Staff Courses	Destroy 1 year after file closed	Retain in faculty office until destroyed	Central Administration
41.9.2	In House Training	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
41.9.3	External Training / Conferences	Destroy 3 years after file closed	Retain in faculty office until destroyed	
41.10	Salaries			
41.10.1	Signature Authorities	Destroy when reference ceases	Retain in faculty office until destroyed	Salaries Section, Accounting Operations Branch
41.10.2	Overtime	Destroy when reference ceases	Retain in faculty office until destroyed	Salaries Section, Accounting Operations Branch
41.11	Taxation	Destroy when reference ceases	Retain in faculty office until destroyed	Salaries Section, Accounting Operations Branch

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
41.12	Workers' Compensation	Destroy 5 years after date of appointment	Retain in faculty office until destroyed	Safety, Health & Risk Management
41.13	Staff Association	Destroy when reference ceases	Retain in faculty office until destroyed	Staff Association
41.14	Retirement	Destroy when superseded	Retain in faculty office until destroyed	Personnel Services
41.15	Early Retirement	Destroy 1 year after file closed	Retain in faculty office until destroyed	Personnel Services
41.16	Superannuation	Destroy when superseded	Retain in faculty office until destroyed	Personnel Services
41.17	Staffing Structure	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
41.18	Leave (see 31)			
41.19	Social Functions (includes Invitations)	Destroy 2 years after file closed	Retain in faculty office until destroyed	
41.20	Performance Appraisal	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
41.21	Minutes of Appreciation	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
42	STAFF – CASUAL			
42.1	Casual Staff Employment	Destroy 1 year after date of employment	Retain in faculty office until destroyed	Personnel Services
43	STAFF – PART TIME			

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
43.1	Payment			
43.1.1	Arrangements	Destroy 1 year after date of payment	Retain in faculty office until destroyed	Personnel Services
43.1.2	Part Time Teaching Returns	Destroy 1 year after date of return	Retain in faculty office until destroyed	Personnel Services
44	STAFF – VISITING			
44.1	Information	Destroy when reference ceases	Retain in faculty office until destroyed	Personnel Services
45	STATISTICS			
45.1	Statistics Developed by Faculty	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
45.2	Statistics Provided by Central Administration	Destroy 2 years after date created	Retain in faculty office until destroyed	Central Administration
45.3	Statistics of Other Faculties and Offices	Destroy 2 years after date created	Retain in faculty office until destroyed	
46	STRUCTURE			
46.1	University Structure	Destroy 1 year after file closed	Retain in faculty office until destroyed	Central Records
46.2	Faculty Office Structure	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
47	STUDENTS			

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
47.1	Individual Student Files and Student Record Cards	NOT AUTHORISED BY THIS SCHEDULE – Refer to Student Records Disposal Schedule No. 17		
47.2	Ad Eundum Statum Admission			
47.2.1	Policy	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
47.2.2	Faculty Decisions	Destroy 4 years after date of decision	Retain in faculty office until destroyed	Student Administration
47.3	Discontinuation			
47.3.1	Policy	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
47.4	Enrolment			
47.4.1	Policy	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
47.4.2	Annual Arrangements	Destroy 3 years after filed closed	Retain in faculty office until destroyed	Student Administration
47.5	Leave of Absence/Deferral			
47.5.1	Policy	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
47.5.2	Faculty Decisions	Destroy 3 years after filed closed	Retain in faculty office until destroyed	Student Administration
47.6	Faculty Societies or Clubs	Retain Permanently	Transfer to Intermediate Storage 1 year after file closed	

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
47.7	Minority Group Students (includes students with disabilities, refugee students and Koorie students)			
47.7.1	Individual Cases	Refer to Student Records Disposal Schedule No. 17		
47.7.2	Information	Destroy when superseded	Retain in faculty office until destroyed	
47.8	Careers			
47.8.1	Information	Destroy 1 year after file closed	Retain in faculty office until destroyed	Course & Careers Unit
47.8.2	Contributions to Publications (see 35.5)			
47.9	Work Experience Information	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
47.10	Disputes			
47.10.1	General Disputes	Destroy 2 years after file closed	Retain in faculty office until destroyed	
47.10.2	Specific Students	Destroy as per Student Disposal Records Schedule No. 17		
47.11	Student Representation on Faculty Committees, Council & Student Union (see 13.1.6, 13.3.2, 13.4.1)			
47.12	Discipline			

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
47.12.1	Faculty Policy	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
47.12.2	Individual Disciplinary Cases (should be on student file)	Refer to Student Records Disposal Schedule No. 17		
47.13	Employment	Destroy when reference ceases	Retain in faculty office until destroyed	Student Employment Office
47.14	Financial Assistance Information	Destroy when reference ceases	Retain in faculty office until destroyed	Student Financial Aid Office
47.15	Unsuccessful Applicants	Refer to Student Records Disposal Schedule No. 17		
48	STUDENTS' LOAN FUND			
48.1	Notification of Students with Loans	Destroy 3 years after date of notification	Retain in faculty office until destroyed	Student Loans
48.2	Information	Destroy when reference ceases	Retain in faculty office until destroyed	Student Loans
49	STUDENT SELECTION			
49.1	Faculty Entry Requirement Policy	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
49.2	Selection Memoranda			
49.2.1	From Central Administration	Destroy when superseded	Retain in faculty office until destroyed	Central Administration
49.2.2	From V.T.A.C	Destroy when superseded	Retain in faculty office until destroyed	Central Administration

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
49.3	Quotas			
49.3.1	Australian Students	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
49.3.2	Overseas Students	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
49.3.3	Variation	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
49.4	Selection Criteria			
49.4.1	Of Faculty	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
49.4.2	Of Other Faculties	Destroy when reference ceases	Retain in faculty office until destroyed	Other Faculties
49.5	Cut Off Scores	Destroy 3 years after file closed	Retain in faculty office until destroyed	Central Administration
49.6	Letters of Offer / Approval	Refer to Records Disposal Schedule No. 17 - Student Records	Retain in faculty office until destroyed	
49.7	Overseas Student Selection	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
	SUB COMMITTEES See COMMITTEES, BOARDS, SUB COMMITTEES AND WORKING GROUPS			
50	SUBJECTS See also COURSES			

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
50.1	Details of Subjects	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	Central Administration
50.2	Alterations to Subjects	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	Central Administration
50.3	Additional Subjects	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
50.4	Electives	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
51	SURVEYS			
51.1	Significant Surveys Requiring Faculty Participation	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
51.2	Lesser Surveys (Surveys sent to but not acted upon by faculty)	Destroy 1 year after file closed	Retain in faculty office until destroyed	
52	TELEPHONES			
52.1	Internal Directories	Destroy when superseded	Retain in faculty office until destroyed	
52.2	Installation and Maintenance	Destroy 3 years after date of action	Retain in faculty office until destroyed	Property & Buildings
53	TELEX			
53.1	Directories	Destroy when superseded	Retain in faculty office until destroyed	

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
53.2	Installation and Maintenance	Destroy 3 years after date of action	Retain in faculty office until destroyed	Property & Buildings
54	TERM			
54.1	Term Dates	Destroy 1 year after file closed	Retain in faculty office until destroyed	
55	THESES			
55.1	Theses Policy	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
56	TIMETABLES			
56.1	Lecture			
56.1.1	Drafts	Destroy 1 year after file closed	Retain in faculty office until destroyed	
56.1.2	Clashes	Destroy 1 year after file closed	Retain in faculty office until destroyed	
56.1.3	Final Version	Destroy 1 year after file closed	Retain in faculty office until destroyed	
56.2	Tutorials			
56.2.1	Drafts	Destroy 1 year after file closed	Retain in faculty office until destroyed	
56.2.2	Clashes	Destroy 1 year after file closed	Retain in faculty office until destroyed	
56.2.3	Final Version	Destroy 1 year after file closed	Retain in faculty office until destroyed	

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
57	UNIVERSITY ACTIVITIES			
57.1	Orientation Week			
57.1.1	University Information	Destroy when reference ceases	Retain in faculty office until destroyed	Central Records
57.1.2	Faculty Participation	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
57.2	Discovery Day			
57.2.1	University Information	Destroy when reference ceases	Retain in faculty office until destroyed	Central Records
57.2.2	Faculty Participation	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
57.3	Summer School			
57.3.1	University Information	Destroy when reference ceases	Retain in faculty office until destroyed	Central Records
57.3.2	Faculty Participation	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
58	UNIVERSITY AGENCIES e.g. BOOKROOM, COURSE & CAREERS UNIT			
58.1	General Enquiries and Information	Destroy when reference ceases	Retain in faculty office until destroyed	University Agencies

Records Disposal Schedule No. 8
Faculty Administrative Records

DISPOSAL CLASS		DISPOSAL ACTION		
Entry No.	Subject and Activity	Retention/Destruction	Custody	Alternative Source
58.2	Correspondence	Retain Permanently	Transfer to Intermediate Storage 2 years after file closed	
59	VISITS AND VISITORS See also VISITING STAFF			
59.1	General Arrangements	Destroy 1 year after file closed	Retain in faculty office until destroyed	
59.2	Lists of Visitors	Destroy 1 year after file closed	Retain in faculty office until destroyed	
59.3	General Information for Visitors	Destroy when superseded	Retain in faculty office until destroyed	
59.4	Major Visits Arranged by Faculties	Destroy when reference ceases	Retain in faculty office until destroyed	
	WORKING GROUPS See COMMITTEES, BOARDS, SUB COMMITTEES AND WORKING GROUPS			

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