

Victorian Higher Education Records Management & Archives Group

*Public Record Office Standard 02/01
General Retention & Disposal Authority for the
Records for Higher & Further Education Institutions*

Review Working Group

Recommendations for Ratification

Version	Date	Contributors / Updates	Editor
1.00	18/05/2007	Ross Elford; Sandy Gillam; Antony Catrice; Dragana Mitrovich; Lucinda Davies; Jan Getson	Ross Elford
1.10	23/07/2007	Jan Getson	Ross Elford

Recommendations for Recommendation

Recommendation #1	
Issue	Recommendation
It is not clear as to whether or not Vocational Education Training (VET) material is required to be sentenced under PROS 02/01.	State clearly in the overarching function description that this standard does include records of the VET scheme.

Example:

Class No.	Description	Disposal Action	Example of Records
11.0.0	<p>ASSESSMENT</p> <p>The determination of results to be awarded for a component of study (eg. assignment, test, exam, subject or course).</p> <p>Includes assessment records created as part of the Vocational Education Training (VET) scheme.</p>		

Recommendations for Recommendation

Recommendation #2	
Issue	Recommendation
Attendance records, in most instances, are no longer kept by Universities and where they are, form part of the interim assessment of the student.	Reduce the period of retention from 2 years to 6 months to reflect that of the interim assessment compilation (for Universities) class.

Recommendation #3	
Issue	Recommendation
PROS 02/01 does not account for the fact that TAFE institutions must retain records of interim assessment compilation and attendance for 7 years in accordance with funding agreements with the Office of Training & Tertiary Education (OTTE).	Split classes 11.1.0 and 11.2.0 into two sub-classes to facilitate the different sentencing requirements of University and TAFE records.

Example:

Class No.	Description	Disposal Action	Example of Records
11.1.0	Attendance Records Record of daily/class attendance.		
11.1.1	University Attendance Records Record of daily/class attendance of students undertaking a University course of study.	Temporary Destroy 6 months following date of last entry	Roll books Attendance sheets
11.1.2	TAFE Attendance Records Record of daily/class attendance of students undertaking a TAFE course of study.	Temporary Destroy 7 years following date of last entry	Roll books Attendance sheets Correspondence regarding attendance / non-attendance Medical certificates

Recommendations for Recommendation

Class No.	Description	Disposal Action	Example of Records
11.2.0	<p>Interim Assessment Compilation</p> <p>Determination of interim results to be awarded. Interim results form part of a final result.</p>		
11.2.1	<p>University Interim Assessment Compilation</p> <p>Determination of interim results to be awarded to students undertaking a University course of study. Interim results form part of a final result.</p>	<p>Temporary</p> <p>Destroy 6 months following conclusion of administrative use</p>	<p>Script books Practicum reports Completed examination papers Assessable works Supervisory reports/assessments (Higher Degree)</p>
11.2.2	<p>TAFE Interim Assessment Compilation</p> <p>Determination of interim results to be awarded to students undertaking a TAFE course of study. Interim results form part of a final result.</p>	<p>Temporary</p> <p>Destroy 7 years following the awarding of results</p>	<p>Script books Practicum reports Completed examination papers Assessable works Supervisory reports/assessments (Higher Degree)</p>