Territory Records (Records Disposal Schedule – Tertiary Student Management Records) Approval 2007 (No 1)

Notifiable instrument NI2007—313

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Tertiary Student Management Records) Approval 2007 (No 1)

2. Approval

I approve the Records Disposal Schedule – Tertiary Student Management Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI 2006–449 notified 13 December 2006.

David Wardle Director of Territory Records 4 October 2007



Records Disposal Schedule Tertiary Student Management Records

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INTRODUCTION

The *Records Disposal Schedule - Tertiary Student Management Records* is the official authority for the disposal of records relating to Tertiary Student Management Records.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act* 2002. It is used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Tertiary Student Management records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.

The Records Disposal Schedule - Tertiary Student Management Records has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Tertiary Student Management records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (i.e., the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule - Tertiary Student Management Records:

- covers all Tertiary Student Management records;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods)
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

Function.

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity.

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., the activity 'Policy' is linked to all of the functions). However, each function and activity set represents a unique unit.

Entry No.

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records.

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action.

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards;
- registers;
- files;
- microfilm;
- COM (computer output microfiche);
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the records classes covered by this Records Disposal Schedule:

Administrative Appeals Tribunal Act 1995

Administrative Decisions (Judicial Review) Act 1989

Associations Incorporation Act 1991

Business Names Act 1963

Canberra Institute of Technology Act 1987

Commonwealth Higher Education Funding Act 1988

Discrimination Act 1991

Drugs of Dependence Act 1989

Education Act 1937

Education Services for Overseas Students (Registration and Regulation of Providers)

Act 1994

Evidence Act 1971

Evidence (Miscellaneous Provisions) Act 1991

Freedom of Information Act 1989

Health and Community Care Services Act 1996

Health Records (Privacy and Access) Act 1997

Hotel School Act 1996

Landlord and Tenant Act 1899

Medical Practitioners Act 1930

Medical Services (Fees) Act 1984

Medical Treatment Act 1994

Nurses Act 1988

Occupational Health and Safety Act 1989

Ombudsman Act 1989

Poisons and Drugs Act 1978

Privacy Act 1988 (Commonwealth)

Psychologists Act 1994

Residential Tenancies Act 1997

Royal Commissions Act 1991

Territory Records Act 2002

University of Canberra Act 1989

Vocational Education and Training Act 1995

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act* 2002 to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- determine how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records Management Program

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

Records Disposal Schedule – Tertiary Student Management Records September 2007					

BUSINESS CLASSIFICATION SCHEME

ACCOMMODATION SERVICES 158

The provision of accommodation either through residential facilities or residential placements.

Placement 246

The service of providing accommodation through matching students with private accommodation such as boarding houses.

Student Accommodation 247

The service of providing accommodation through halls of residence or residential facilities. Also includes the activities associated with managing arrangements for students who do not live at home during term time.

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Academic Misconduct 178

The activity of managing academic behaviour that is not in accordance with the institution's or school's statutes and rules especially involving work submitted for assessment. Includes undertaking investigations into allegations of suspected cheating or plagiarism and resulting action.

Academic Progress 179

The activity of guiding students' academic progress throughout their course of study including through production of transcripts of final results. Includes regular reports and grades given.

Appeals (decisions) 009

The activities involved in the process of appeals against decisions by application to a higher authority. [TARDiS]

Applications (courses) 249

Applications for admission to courses of study offered by the institution (this includes under-graduate, post-graduate and special admission scheme courses). Use Standard, Non-standard, Incomplete or Unsuccessful.

Apprentices / Trainees 180

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

Audit 013

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. [TARDiS]

Awards, Prizes and Medals 181

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

Cases 016

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients. [TARDiS]

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Enrolment 182

The process of registering/enrolling in a course or subject.

Examination and Assessment 186

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

Exchange Programs 187

The exchange of students between institutions.

Marketing 070

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. [TARDiS]

Modifications 188

Changes to subjects or units as well as personal details (information such as name change, address and telephone/contact detail variations). Includes application forms and supporting documentation such as marriage or birth certificates, statutory declarations.

Payments 077

The activities involved in the preparation and payment of money. [TARDiS]

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Recognition of Prior Studies / Learning 189

The activity of assessing and recognizing prior studies undertaken by a student that may satisfy part of the academic requirements of a course in which the student is enrolled. May include recognition of studies undertaken interstate or overseas. Also known as Advanced Standing.

Reporting 088

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

Student Attendance 190

Attendance for examinations or other assessment activities and non-accredited programs.

Student Graduation 191

Admission to degree, diploma, certificate, statement of attainment or other qualification.

Student Grievances 326

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, harassment by staff or fellow students.

Student Identification 192

The provision of student identification, usually in the form of student ID cards, including library cards.

Student Misconduct 348

The activities and actions associated with the disciplinary process for processing student complaints against fellow students. Includes investigations, charges, punishment and appeals.

Student Transcripts 193

The official record of the marks/grades achieved by a student in the course of the degree or program undertaken. May also be known as final results.

Supervision (higher degree students) 250

Management of higher degree students (e.g. Masters and PhD level students) where assessment is not by coursework but by thesis or other significant work.

TERTIARY STUDENT SERVICES 068

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Chaplaincy 195

The provision of chaplaincy services.

Child Care Provision 196

The enrolment and/or attendance of children at the child care facility.

Special Needs Support 197

Provision of services such as assistance to disabled students, foreign students, etc. This may include the provision of special needs services during examinations such as interpreters, reading assistance for sight impaired students, disabled access, etc.

Student Careers Advice 198

Advice on student career and course options.

Student Health and Counselling Services 199

The activities associated with providing counselling to a student for various reasons including unacceptable behaviour, personal problems and medical difficulties. Includes support services and programs such as immunisations, psychological counselling and medical assessments provided by the agency in meeting the health and welfare needs of students. Drug education, Austudy implications, absences, youth support services, intervention and support programs. Also includes the provision of treatment, counselling and advice for medical, dental and personal issues (it does not include career counselling for students or staff).

Student Services liaison 357

The activities associated with internal and external providers for student related services. Including student associations, external service providers including child care facilities.

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RECORDS DISPOSAL SCHEDULE

ACCOMMODATION SERVICES 158

The provision of accommodation either through residential facilities or residential placements.

Placement 246

The service of providing accommodation through matching students with private accommodation such as boarding houses.

Entry No.	Description of Records	Disposal Action
158.246.001	Contracts with students relating to accommodation placements.	Destroy 7 years after completion or other termination of agreement or contract
158.246.002	Records relating to the provision of accommodation placement services.	Destroy 2 years after action completed

Student Accommodation 247

The service of providing accommodation through halls of residence or residential facilities. Also includes the activities associated with managing arrangements for students who do not live at home during term time.

Entry No. 158.247.001	Description of Records Contracts with students relating to accommodation.	Disposal Action Destroy 7 years after completion or other termination of agreement or contract
158.247.002	Records relating to students and other residents. For example: - withdrawn or unsuccessful applications; - enquiries; - administrative issues such as unauthorised tenancy; - noise abatement.	Destroy 2 years after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Academic Misconduct 178

The activity of managing academic behaviour that is not in accordance with the institution's or school's statutes and rules especially involving work submitted for assessment. Includes undertaking investigations into allegations of suspected cheating or plagiarism and resulting action.

Entry No. 065.178.001

Description of Records

Records relating to academic misconduct Destroy 7 years after including cheating, plagiarism, fake claims of action completed work done, other forms of deception and

dishonesty. Examples of records:

Investigations; Appeals; Reporting; Notification;

Allegations; Recommendations;

and Disciplinary action taken.

Note: the last action for these records may be the end of an exemption from graduation or enrolment period.

Academic Progress 179

The activity of guiding students' academic progress throughout their course of study including through production of transcripts of final results. Includes regular reports and grades given.

Entry No. 065.179.001

Description of Records

Disposal Action

Disposal Action

Records relating to academic progress Destroy 7 years after including unsatisfactory progress, approvals to action completed

repeat, warnings, exclusions etc.

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Appeals (decisions) 009

The activities involved in the process of appeals against decisions by application to a higher authority. [TARDiS]

Entry No.	Description of Records	Disposal Action
065.009.001	Records relating to appeals for applications for admissions / disputed entry including Summer School.	•
065.009.002	Records relating to appeals against examination/assessment results including special consideration requests.	Destroy 1 year after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Applications (courses) 249

Applications for admission to courses of study offered by the institution (this includes under-graduate, post-graduate and special admission scheme courses). Use Standard, Non-standard, Incomplete or Unsuccessful.

Entry No. 065.249.001	Description of Records Applications - Standard Records relating to admission applications which are for all other successful students. For example: - Interview records; - Entry examinations; and - Correspondence.	Disposal Action Destroy 7 years after action completed
065.249.002	Applications - Non-standard Records relating to admission applications which are for successful students in flexible learning programs in intensive or non-standard modes of delivery, full fee-paying international students, UCC students, higher degree by research students and direct applicants. Examples of records: - Application forms and supporting interview records; - Entry examinations; - Visa/immigration information for overseas students; and - Correspondence	Destroy 7 years after action completed
065.249.003	Application for approval to re-enrol for a third time (into a subject).	Destroy 7 years after action completed
065.249.004	Successful applications for postal admission.	Destroy 1 year after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Applications (courses) 249...continued

Applications for admission to courses of study offered by the institution (this includes under-graduate, post-graduate and special admission scheme courses). Use Standard, Non-standard, Incomplete or Unsuccessful.

Entry No.	Description of Records	Disposal Action
065.249.005	Applications - Unsuccessful	Destroy 6 months after action
	Records relating to admission applications which are unsuccessful i.e. offer not made or not accepted/declined. Examples of records: Application forms and supporting documents; Interview records; Entry examinations; and Correspondence.	completed
	[See also - Tertiary Student Administration - Appeals (decisions)]	
065.249.006	Unsuccessful applications for postal admission.	Destroy 6 months after action completed
	[See also Tertiary Student Administration - Appeals (decision))	completed
065.249.007	Applications - Incomplete.	Destroy 6 months after acceptance
	Records relating to admission applications which are missing information/documentation or were incomplete.	closure date.

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Apprentices / Trainees 180

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

Entry No. 065.180.001	Description of Records Partial completion of new apprentices.	Disposal Action Retain as Territory Archives
065.180.002	Employer sign-off letter releasing apprentice.	Retain as Territory Archives
065.180.003	Trainee verification of training completion.	Retain as Territory Archives
065.180.004	Pre-training package validation of completion of ACT apprenticeship qualifications.	Retain as Territory Archives
065.180.005	Trainee / Apprentice certificate of competence report (Training package)	Destroy 7 years after action completed
065.180.006	Apprenticeship reports.	Destroy 5 years after completion of course
065.180.007	Documents relating to apprentices and trainees including: - Notification of absences; - Notification of business; - New Apprentice / Trainee program plan; - Absenteeism industry visits; - Industry contacts; - Industry visits; - Log book copy; - Ability to offer on-the-job training; - Training extension application; - Certification process (Proforma 1); and - ABC document transcript request (Proforma 2).	Destroy 5 years after completion of course

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Audit 013

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. [TARDiS]

Entry No. 065.013.001	Description of Records Final report of an external audit report (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: - the audit report is qualified by the auditor; or - there are major or significant changes to practices.	
065.013.002	Final report of an internal or external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: - the audit report has been accepted by the auditor; or - there are no changes, or only minor or routine changes to practices. Includes recommendations and implementation plans.	Destroy 10 years after action completed
065.013.003	Planning and conduct of internal and external audits.	Destroy 7 years after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Awards, Prizes and Medals 181

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

Entry No.	Description of Records	Disposal Action
065.181.001	Records relating to significant ongoing or recurring awards such as the Herbert Burton Medal, the Jessie Mary Vasey Scholarship, the Chancellor's Commendation, Institute Medals or the ACT and Region Chamber of Commerce and Industry Prize. Includes records of donors/sponsors, successful applications, nominations and supporting documents as well as records of the decision making process.	Retain as Territory Archives
065.181.002	Records relating to other donors, successful applications and nominations to receive awards including records relating to the decision making process.	Destroy 7 years after action completed
065.181.003	Records relating to administrative arrangements for the delivery of awards.	Destroy 2 years after action completed
065.181.004	Records relating to non-successful applications and nominations for any award.	Destroy 2 years after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Cases 016

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients. [TARDiS]

Entry No.
065.016.001

Description of Records

Disposal Action

Case files holding student records relating to: Destroy 7 years after applications, enrolments, appeals, examination action completed and recognition of prior learning (RPL).

[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. can be used where it is considered necessary to keep records relating to particular records together.]

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
065.020.001	Records relating to high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents: - establishing the committee; - terms of reference; - appointment of members; - minutes; - reports; - recommendations; and - supporting documents such as briefing and discussion papers.	Retain as Territory Archives
065.020.002	Records documenting declarations of members' private interests.	Destroy 7 years after termination of appointment
065.020.003	Records relating to other external or internal committees formed to consider specific matters related to academic policy and practices or day-to-day administration under the Tertiary Student Administration function. Includes final versions of documents: - establishing the committee; - terms of reference; - appointment of members; - minutes; - reports; - recommendations; and - supporting documents such as briefing and discussion papers.	Destroy 5 years after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Committees 020...continued

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
065.020.004	Records of working papers and administration of committees. Includes: - agenda; - notice of meetings; - draft minutes; and - room bookings.	Destroy 6 months after action completed

Enquiries 040

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency. [TARDiS]

Entry No.	Description of Records	Disposal Action
065.040.001	Requests for information about student administration.	Destroy 1 year after action completed
065.040.002	Enquiries concerning admission requirements.	Destroy 6 months after acceptance closure date

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Enrolment 182

The process of registering/enrolling in a course or subject.

Entry No.	Description of Records	Disposal Action
065.182.001	Enrolment records created before 1984. Including cards and microfiche records.	Destroy 50 years after last entry
065.182.002	Class enrolment and re-enrolment and student registration forms .	Destroy 7 years after action completed
065.182.003	Duplicate Student Records i.e. source documents used to amend duplicate student records removed from Student Information Systems	Destroy 7 years after action completed
065.182.004	Records relating to administrative arrangements for enrolments.	Destroy 2 years after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Examination and Assessment 186

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

Entry No. 065.186.001	Description of Records Examination assessment returns/or results sheets. Includes amendments to (examination) returns.	Disposal Action Retain as Territory Archives
065.186.002	Records relating to assessment results to facilitate transfer of results to electronic storage including: - Update of results sheets; - Assessment sheets; - Consolidated result sheets; - Consolidated trade sheets; - Missing results reports; and - Result late reports.	Destroy 20 years after action completed
065.186.003	Records relating to approving completion of a course of studies, including compliance reports.	Destroy 7 years after action completed
065.186.004	Examiners/assessors' reports and related records	Destroy 2 years after action completed
065.186.005	Records relating to administrative arrangements for examinations and assessments. Examples of records include: - Arrangements for invigilators; - Timetables; and - Eligibility lists.	Destroy 2 years after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Examination and Assessment 186...continued

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

Entry No. 065.186.006	Description of Records Examination scripts / script books, essays, assignments, presentations submitted or completed by students for the purposes of overall assessment or evaluation i.e. work which contributes to the final grade for a subject or course.	Disposal Action Destroy 1 year after action completed
065.186.007	Records relating to the grading/marking of individual assessment components of a subject or course.	Destroy 1 year after action completed
065.186.008	Records relating to the appointment of examiners, assessors or supervisors.	Destroy 1 year after action completed

Exchange Programs 187

The exchange of students between institutions.

Entry No.	Description of Records	Disposal Action
065.187.001	Records relating to applications received for placement as an exchange student. Examples of records: Application forms; Correspondence; and Notification of acceptance/refusal.	Destroy 7 years after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Marketing 070

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. [TARDiS]

Entry No.	Description of Records	Disposal Action
065.070.001	Records relating to the planning and	Destroy 2 years after
	management of open days.	action completed

Modifications 188

Changes to subjects or units as well as personal details (information such as name change, address and telephone/contact detail variations). Includes application forms and supporting documentation such as marriage or birth certificates, statutory declarations.

Entry No.	Description of Records	Disposal Action
065.188.001	Records relating to changes in enrolment or personal information. For example: Course cancellations; Registration variations; and Personal details variations.	Destroy 7 years after action completed
065.188.002	Statutory declarations completed by students for: - Changes to subjects; - Changes to units; or - Personal details variations.	Destroy 7 years after action completed
065.188.003	Records relating to changes to assessment results.	Destroy 6 months after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Payments 077

The activities involved in the preparation and payment of money. [TARDiS]

Entry No. 065.077.001	Description of Records Statutory declarations completed by students relating to fees	Disposal Action Destroy 7 years after action completed
065.077.002	Applications for: Concessions; Concessions agreements; Refund (completed by student); and Student sponsorship authority.	Destroy 7 years after action completed
065.077.003	Records relating to bad debt investigations. [USE Territory Administrative Records Disposal Schedule FINANCIAL MANAGEMENT- for records relating to debt recovery.]	Destroy 7 years after action completed
065.077.004	Records relating to payment by instalment. For example: Payment by Instalment forms; and Payment Plan for Academy of Interactive Entertainment (AIE) and Degree students.	Destroy 7 years after action completed
065.077.005	Records relating to the administration of the amenities and service fees including options, waivers extensions [USE Territory Administrative Records Disposal Schedule FINANCIAL MANAGEMENT for records relating to invoices, payments/receipts, credit notes etc]	Destroy 2 years after action completed
065.077.006	Records relating to the administration of the HECS / PELS including options, exemptions, preparation of annual reports and statistics	Destroy 2 years after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Entry No.	Description of Records	Disposal Action
065.080.001	Records relating to the development policies. Includes policy proposals, research papers, results of consultations, supporting reports, major drafts and final policy documents.	Retain as Territory Archives
065.080.002	Records including working papers relating to the development and implementation of policies.	Destroy 3 years after promulgation of new policy
	[See also Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT - Policy]	

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No. 065.082.001	Description of Records Records relating to the development of procedures. Includes master sets of manuals, handbooks, directives etc.	Disposal Action Destroy 6 months after procedures are superseded
065.082.002	Records including working papers relating to the development and implementation of procedures.	Destroy 1 month after reference ceases or date inactive
	[See also Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT - Procedures]	

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Recognition of Prior Studies / Learning 189

The activity of assessing and recognizing prior studies undertaken by a student that may satisfy part of the academic requirements of a course in which the student is enrolled. May include recognition of studies undertaken interstate or overseas. Also known as Advanced Standing.

Entry No. 065.189.001	Description of Records Records relating to applications/requests for and/or approval of advanced standing or Credit/Status. Examples of records: - Application forms and supporting documents; - interview records; and correspondence.	Disposal Action Destroy 7 years after action completed
	correspondence.	

Reporting 088

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

Entry No. 065.088.001	Description of Records Final version of internal formal reports and reports made to external agencies.	Disposal Action Retain as Territory Archives
065.088.002	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	• •
065.088.003	Responses to surveys.	Destroy 3 years after action completed
065.088.004	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 6 months after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Student Attendance 190

Attendance for examinations or other assessment activities and non-accredited programs.

Entry No.	Description of Records	Disposal Action
065.190.001	Class roll books	Destroy 7 years after action completed
065.190.002	Records relating to examination / assessment attendance such as attendance lists.	Destroy 6 months after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Student Graduation 191

Admission to degree, diploma, certificate, statement of attainment or other qualification.

Entry No.	Description of Records	Disposal Action
065.191.001	Register of graduates. This is the master list of students who graduate (including those who graduate in absentia).	Retain as Territory Archives
065.191.002	Non-collected or returned testamurs.	Destroy 75 years after action completed
065.191.003	Records relating to the student Application for Award.	Destroy 7 years after action completed
065.191.004	Records relating to the receipt / delivery or non-collection of testamurs.	Destroy 3 years after action completed
065.191.005	Records documenting administrative arrangements for graduation ceremonies. Includes invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed
065.191.006	Records relating to the notification of students of their eligibility to graduate including Obligation Certificates e.g. outstanding financial obligations 'student in default or debt' or non return of materials stops enrolment, having an award conferred or from obtaining documentary evidence of achievements.	action completed
	Note: Student may appeal. Certificate revoked when situation remedied.	
065.191.007	Records relating to the acceptance of students of the offer to graduate e.g. Graduation Ticket Responses.	•

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Student Grievances 326

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, harassment by staff or fellow students.

Entry No. 065.326.001	Description of Records Records documenting formal grievances lodged by a student and considered either internally within the organisation or by an external body. Includes notes of meetings, reports and recommendations.	Disposal Action Destroy 5 years after action completed
	[For records covering disciplinary action against a student resulting from a grievance use TERTIARY STUDENT ADMINISTRATION - Student Misconduct	
	For records covering disciplinary action against a staff member resulting from a grievance use TARDiS PERSONNEL - Discipline]	

Student Identification 192

The provision of student identification, usually in the form of student ID cards, including library cards.

Entry No.	Description of Records	Disposal Action
065.192.001	Records relating to the provision or replacement of student identification cards/documents.	Destroy 3 years after action completed
065.192.002	Statutory declarations completed by students for replacement card.	Destroy 2 years after action completed
065.192.003	Application for a student card.	Destroy 1 year after authority expires

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Student Misconduct 348

The activities and actions associated with the disciplinary process for processing student complaints against fellow students. Includes investigations, charges, punishment and appeals.

Entry No.	Description of Records	Disposal Action
065.348.001	Records documenting agency investigations of student misconduct that result in disciplinary action being taken. Includes appeals against the decision.	Destroy 7 years after action completed
065.348.002	Records documenting investigation of misconduct that are unsubstantiated.	Destroy 18 months after investigation is completed

Student Transcripts 193

The official record of the marks/grades achieved by a student in the course of the degree or program undertaken. May also be known as final results.

Entry No. 065.193.001	Description of Records A student's academic transcript/final results.	Disposal Action Retain as Territory Archives
065.193.002	Records relating to requests for and the administration of academic transcripts. For example: - Authority to release results; - Applications for official transcripts; - Unofficial transcripts; or - Results notice.	Destroy 2 years after action completed

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Supervision (higher degree students) 250

Management of higher degree students (e.g. Masters and PhD level students) where assessment is not by coursework but by thesis or other significant work.

Entry No.	Description of Records	Disposal Action
065.250.001	Copies of theses or other significant works where the student successfully completed the course.	Retain as Territory Archives
065.250.002	Records relating to the supervision of higher degree students where the course is successfully completed.	Destroy 10 years after action completed
065.250.003	Copies of theses or other significant works where the student did not successfully complete the course.	Transfer after no longer required to the student

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Chaplaincy 195

The provision of chaplaincy services.

Entry No.	Description of Records	Disposal Action
068.195.001	Records relating to the appointment of chaplains (this includes accepting a recommendation or nomination by a religious body).	Destroy 5 years after appointment Terminated

Child Care Provision 196

The enrolment and/or attendance of children at the child care facility.

Entry No. 068.196.001	Description of Records Records relating to the provision of places for child care. This can include: - applications, - interviews, - acceptance of places, or - standard agreements, etc.	Disposal Action Destroy 2 years after action completed
0.00 10.000	[For records relating to financial agreements USE Territory Administrative Records Disposal Schedule FINANCIAL MANAGEMENT - Agreements]	
068.196.002	Enrolment waiting lists	Destroy 2 years after action completed

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Special Needs Support 197

Provision of services such as assistance to disabled students, foreign students, etc. This may include the provision of special needs services during examinations such as interpreters, reading assistance for sight impaired students, disabled access, etc.

Entry No. 068.197.001

Description of Records

Records relating to administrative arrangements for the provision of special needs support services.

Disposal Action

Destroy 7 years after action completed

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Student Careers Advice 198

Advice on student career and course options.

Entry No.	Description of Records	Disposal Action
068.198.001	Records relating to arrangements for employers to conduct recruitment activities on campus	Destroy 2 years after action completed
068.198.002	Records relating to Vacation Work, Cadetships, Scholarships, Internships, Coop Year Programs, Work Experience and Direct Placements (including Graduate Programs)	Destroy 2 years after action completed
068.198.003	Records relating to advertisement of and opportunities for students to undertake work experience	Destroy 2 years after action completed
068.198.004	Records of arrangements for and the conduct of workshops, seminars and courses of training for student	Destroy 2 years after action completed
068.198.005	Records relating to the collection of statistics. Examples of records: Census; Input forms; and Questionnaires.	Destroy 1 year after action completed

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Student Health and Counselling Services 199

The activities associated with providing counselling to a student for various reasons including unacceptable behaviour, personal problems and medical difficulties. Includes support services and programs such as immunisations, psychological counselling and medical assessments provided by the agency in meeting the health and welfare needs of students. Drug education, Austudy implications, absences, youth support services, intervention and support programs. Also includes the provision of treatment, counselling and advice for medical, dental and personal issues (it does not include career counselling for students or staff).

Entry No.	Description of Records	Disposal Action
068.199.001	Provision of medical or dental treatment or assistance for students to deal with personal, relationship, study and adjustment issues - where the person was 18 years or older at the date of last entry in the record.	Destroy 7 years after action completed
	[For staff USE Territory Administrative Records Disposal Schedule PERSONNEL - Counselling]	
068.199.002	Provision of medical or dental treatment or assistance for students to deal with personal, relationship, study and adjustment issues - where the person was less than 18 years at the date of the last entry in the record.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
068.199.003	Drugs register and prescriptions	Destroy 5 years after last entry
068.199.004	Poisons register	Destroy 2 years after action completed
068.199.005	Appointments register.	Destroy 1 year after action completed

The function of supporting individual students throughout their attendance at schools to assist them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

Student Services liaison 357

The activities associated with internal and external providers for student related services. Including student associations, external service providers including child care facilities.

Entry No. 068.357.001

Description of Records

Records documenting liaison activities undertaken with professional associations, private sector organisations and student groups.

Disposal Action

Destroy 5 years after action completed

Records Disposal Schedule –	– Tertiary Student Mana	gement Records Sentember (2007

RETAIN AS TERRITORY ARCHIVES

TERTIARY STUDENT ADMINISTRATION 065

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Apprentices / Trainees 180

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

Entry No. 065.180.001	Description of Records Partial completion of new apprentices.	Disposal Action Retain as Territory Archives
065.180.002	Employer sign-off letter releasing apprentice.	Retain as Territory Archives
065.180.003	Trainee verification of training completion.	Retain as Territory Archives
065.180.004	Pre-training package validation of completion of ACT apprenticeship qualifications.	Retain as Territory Archives

Audit 013

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. [TARDiS]

Entry No.	Description of Records	Disposal Action
065.013.001	Final report of an external audit report (e.g. conducted by an external authority such as the ACT Auditor General's Office) where:	Retain as Territory Archives
	 - the audit report is qualified by the auditor; or - there are major or significant changes to practices. 	

TERTIARY STUDENT ADMINISTRATION 065

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Awards, Prizes and Medals 181

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

Entry No. 065.181.001

Description of Records

Records relating to significant ongoing or recurring awards such as the Herbert Burton Medal, the Jessie Mary Vasey Scholarship, the Chancellor's Commendation, Institute Medals or the ACT and Region Chamber of Commerce and Industry Prize. Includes records of donors/sponsors, successful applications, nominations and supporting documents as well as records of the decision making process.

Disposal Action

Retain as Territory Archives

Committees 020

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. [TARDiS]

Entry No. 065.020.001

Description of Records

Records relating to high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents:

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations; and
- supporting documents such as briefing and discussion papers.

Disposal Action

Retain as Territory Archives

TERTIARY STUDENT ADMINISTRATION 065

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Examination and Assessment 186

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

Entry No.	Description of Records	Disposal Action
065.186.001	Examination assessment returns/or results sheets. Includes amendments to (examination)	Retain as Territory Archives
	returns.	

Policy 080

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined. [TARDiS]

Entry No.	Description of Records	Disposal Action
065.080.001	Records relating to the development policies.	Retain as Territory
	Includes policy proposals, research papers,	Archives
	results of consultations, supporting reports,	
	major drafts and final policy documents.	

Reporting 088

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. [TARDiS]

Entry No.	Description of Records	Disposal Action
065.088.001	Final version of internal formal reports and	Retain as Territory
	reports made to external agencies.	Archives

TERTIARY STUDENT ADMINISTRATION 065

The function of managing students within the institution or school. Includes the admissions, enrolment, exchange programmes, misconduct, graduation, prizes and scholarships.

Student Graduation 191

Admission to degree, diploma, certificate, statement of attainment or other qualification.

Entry No.	Description of Records	Disposal Action
065.191.001	Register of graduates. This is the master list of	Retain as Territory
	students who graduate (including those who	Archives
	graduate in absentia).	

Student Transcripts 193

The official record of the marks/grades achieved by a student in the course of the degree or program undertaken. May also be known as final results.

Entry No.	Description of Records	Disposal Action
065.193.001	A student's academic transcript/final results.	Retain as Territory
		Archives

Supervision (higher degree students) 250

Management of higher degree students (e.g. Masters and PhD level students) where assessment is not by coursework but by thesis or other significant work.

Entry No.	Description of Records	Disposal Action
065.250.001	Copies of theses or other significant works where the student successfully completed the	Retain as Territory Archives
	course.	

SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument

Changes to NI2006-449

Dated 11/12/2006

New Features (Insertions)			
FUNCTION	ACTIVITY	Entry no.	Description
Tertiary Student Administration 065	Audit 013		New activity
Tertiary Student Administration 065	Cases 016		New activity
Tertiary Student Administration 065	Committees 020		New activity
Tertiary Student Administration 065	Policy 080		New activity
Tertiary Student Administration 065	Procedures 082		New activity
Tertiary Student Administration 065	Reporting 088	002, 003 & 004	Additional disposal classes
Tertiary Student Administration 065	Student Graduation 191	065.191.005	Additional disposal classes
Tertiary Student Administration 065	Student Grievances 326	065.326.001	New activity
Tertiary Student Administration 065	Student Misconduct 348		New activity
Tertiary Student Services 068	Student Services Liaison 357		New activity

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
All	All	All	All Records Disposal Schedule entry numbers are being systematically changed to reflect the adoption of a new unique number for record disposal schedules. The changes facilitate barcode technology that may be adopted in the future.
Where necessary	As required	Various	Disposal action presented in descending order based on time has meant that record classes may be reordered in this version.
Where necessary: listed below	See below	Various	Disposal actions triggered by 'last action' have been changed to 'after action completed' to allow electronic triggering.
Accommodation Services 158	Placement 246	158.246.001	replaces 1.17.1
Accommodation Services 158	Placement 246	158.246.002	replaces 1.17.2
Accommodation Services 158	Student Accommodation 247	158.247.002	replaces 1.20.1
Accommodation Services 158	Student Accommodation 247	158.247.002	replaces 1.20.2
Accommodation Services 158	Student Accommodation 247	158.247.002	Description of records changed, replaces 1.20.2
Tertiary Student Administration 065	Applications (courses) 249	065.249.001	replaces 2.4.1
Tertiary Student Administration 065	Applications (courses) 249	065.249.002	replaces 2.4.2
Tertiary Student Administration 065	Applications (courses) 249	065.249.003	replaces 2.4.7
Tertiary Student Administration 065	Applications (courses) 249	065.249.004	replaces 2.4.6
Tertiary Student Administration 065	Applications (courses) 249	065.249.005	replaces 2.4.4

Enhancements (Changes)				
FUNCTION	ACTIVITY	Entry no.	Description	
Tertiary Student Administration 065	Applications (courses) 249	065.249.006	replaces 2.4.5	
Tertiary Student Administration 065	Applications (courses) 249	065.249.007	replaces 2.4.3	
Tertiary Student Administration 065	Apprentices / Trainees 180	065.180.004	replaces 2.5.7	
Tertiary Student Administration 065	Apprentices / Trainees 180	065.180.004	Description of records changed replaces 2.5.7.	
Tertiary Student Administration 065	Awards, Prizes and medals 181	065.181.002	replaces 2.7.3	
Tertiary Student Administration 065	Awards, Prizes and medals 181	065.181.003	replaces 2.7.2	
Tertiary Student Administration 065	Awards, Prizes and medals 181	065.181.004	replaces 2.7.4	
Tertiary Student Administration 065	Enquiries 040	065.040.001	replaces 2.10.1	
Tertiary Student Administration 065	Enrolment 182	065.182.002	replaces 2.11.2	
Tertiary Student Administration 065	Enrolment 182	065.182.003	replaces 2.11.3	
Tertiary Student Administration 065	Enrolment 182	065.182.004	replaces 2.11.4	

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
Tertiary Student Administration 065	Examination and Assessment 186	065.186.001	replaces 2.12.1
Tertiary Student Administration 065	Examination and Assessment 186	065.186.002	replaces 2.12.2
Tertiary Student Administration 065	Examination and Assessment 186	065.186.003	replaces 2.12.3
Tertiary Student Administration 065	Examination and Assessment 186	065.186.007	replaces 2.12.7
Tertiary Student Administration 065	Exchange programs 187	065.187.001	replaces 2.13.1
Tertiary Student Administration 065	Modifications 188	065.188.001	replaces 2.15.1
Tertiary Student Administration 065	Modifications 188	065.188.003	replaces 2.15.3
Tertiary Student Administration 065	Payments 077	065.077.001	replaces 2.16.3
Tertiary Student Administration 065	Payments 077	065.077.002	replaces 2.16.4
Tertiary Student Administration 065	Payments 077	065.077.003	replaces 2.16.5
Tertiary Student Administration 065	Payments 077	065.077.004	replaces 2.16.6
Tertiary Student Administration 065	Payments 077	065.077.005	replaces 2.16.1
Tertiary Student Administration 065	Payments 077	065.077.006	replaces 2.16.2

Enhancements (Changes)				
FUNCTION	ACTIVITY	Entry no.	Description	
Tertiary Student Administration 065	Recognitions of Prior Studies / Learning 189	065.189.001	replaces 2.18.1	
Tertiary Student Administration 065	Reporting 088	065.189.001	Description of records changed replaces 2.18.1	
Tertiary Student Administration 065	Student Attendance 190	065.190.001	replaces 2.22.2	
Tertiary Student Administration 065	Student Graduation 191	065.191.002	replaces 2.24.3	
Tertiary Student Administration 065	Student Graduation 191	065.191.003	replaces 2.24.2	
Tertiary Student Administration 065	Student Graduation 191	065.191.003	Description of records changed replaces 2.24.2	
Tertiary Student Administration 065	Student Graduation 191	065.191.004	replaces 2.24.4	
Tertiary Student Administration 065	Student Graduation 191	065.191.005	Description of records changed replaces 2.24.5	
Tertiary Student Administration 065	Student Graduation 191	065.191.007	replaces 2.24.6	
Tertiary Student Administration 065	Student Graduation 191	065.191.007	Description of records changed replaces 2.24.6	
Tertiary Student Administration 065	Student Identification 192	065.192.001	replaces 2.26.1	
Tertiary Student Administration 065	Student Transcripts 193	065.193.002	replaces 2.28.2	
Tertiary Student Administration 065	Supervision (higher degree students)	065.250.003	replaces 2.29.3	
Tertiary Student Services 068	Student Health & Counselling Services	068.199.001	replaces 3.25.1	

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
Tertiary Student Services 068	Student Health & Counselling Services	068.199.004	replaces 3.25.4
Tertiary Student Services 068	Student Health & Counselling Services	068.199.005	replaces 3.25.5
Tertiary Student Services 068	Student Health & Counselling Services	068.199.007	replaces 3.25.7
Tertiary Student Administration 065	Awards, Prizes and Medals 181	065.181.004	Disposal action RTA changed to 2 years replaces 2.7.2
Tertiary Student Administration 065	Enrolment 182	065.182.003	Disposal action changed from 75 years to 7 replaces 2.11.3
Tertiary Student Administration 065	Reporting 088	065.088.001	Disposal action changed from Destroy 2 years to RTA replaces 2.19.1
Tertiary Student Administration 065	Enrolment 182	065.182.002	Description of records changed replaces 2.11.2
Tertiary Student Administration 065	Enrolment 182	065.182.003	Description of records changed replaces 2.11.3
Tertiary Student Administration 065	Examination and Assessment 186	065.186.002	Description of records changed replaces 2.12.2
Tertiary Student Administration 065	Examination and Assessment 186	065.186.002	replaces 2.12.2
Tertiary Student Administration 065	Examination and Assessment 186	065.186.003	Description of records changed replaces 2.12.3
Tertiary Student Administration 065	Examination and Assessment 186	065.186.003	replaces 2.12.3
Tertiary Student Administration 065	Examination and Assessment 186	065.186.007	replaces 2.12.7
Tertiary Student Administration 065	Examination and Assessment 186	065.186.008	replaces 2.12.8

Enhancements (Changes)				
FUNCTION	ACTIVITY	Entry no.	Description	
Tertiary Student Administration 065	Exchange programs 187	065.186.007	replaces 2.13.1	
Tertiary Student Administration 065	Modifications 188	065.188.001	Description of records changed replaces 2.15.1	
Tertiary Student Administration 065	Modifications 188	065.188.001	replaces 2.15.1	
Tertiary Student Administration 065	Modifications 188	065.188.003	replaces 2.15.3	
Tertiary Student Administration 065	Payments 077	065.077.001	replaces 2.16.3	
Tertiary Student Administration 065	Payments 077	065.077.002	replaces 2.16.4	
Tertiary Student Administration 065	Payments 077	065.077.002	Description of records changed replaces 2.16.4	
Tertiary Student Administration 065	Payments 077	065.077.003	replaces 2.16.5	
Tertiary Student Administration 065	Payments 077	065.077.004	replaces 2.16.6	
Tertiary Student Administration 065	Payments 077	065.077.005	replaces 2.16.1	
Tertiary Student Administration 065	Payments 077	065.077.006	replaces 2.16.2	
Tertiary Student Administration 065	Student Attendance 190	065.190.001	Description of records changed replaces 2.22.2	
Tertiary Student Administration 065	Student Transcripts 193	065.193.002	replaces 2.28.2	
Tertiary Student Administration 065	Supervision (higher degree students) 250	065.193.002	replaces 2.28.2	

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ACTIVITY	Entry no.	Description
Student Health and Counselling	068.199.001	replaces 3.25.4
Services 199		
Student Health	068.199.004	replaces 3.25.6
Services 199		
Student Health	068.199.005	replaces 3.25.7
and Counselling Services 199		
	Student Health and Counselling Services 199 Student Health and Counselling Services 199 Student Health	Student Health and Counselling Services 199 Student Health and Counselling Services 199 Student Health and Counselling Services 199 Student Health and Counselling O68.199.005

Corrections (Deletions)

FUNCTION	ACTIVITY	Entry no.	Description
Tertiary Student Administration 065	Examinations and Assessment 186	2.12.9	Activity deleted
Tertiary Student Services 068	Associations		Delected activity, incorporated with new activity - Student Services Liaison 068
Tertiary Student Services 068	Child Care Provision 196	068.196.3	Activity deleted
Tertiary Student Services 068	Student Health & Counselling Ervices	3.25.8	Activity deleted